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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 is the southernmost college in the continental United States, with 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, career and technical 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 is available to prepare students for careers in a range of technical fields and professions. Additionally, the college 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

For nearly 50 years, Florida Keys Community College has proudly served the higher education, workforce, and continuing education needs of Monroe County and beyond. The college offers various associate degrees and certificates that prepare students to transfer to a university, enter or advance in the workforce, or fulfill personal goals.

The southernmost institution of the “Great 28” in the Florida College System, FKCC has experienced tremendous growth in campus facilities and educational programming since its establishment in 1965. 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 were held at the former Douglass High School in the fall of 1965. In 1968, the College’s name was changed to Florida Keys Junior College, and the College moved to the new campus on Stock Island.

Some key developments since FKCC’s inception include the establishment of programs such as Diving Business Management, Small Business Management, and Emergency Medical Services in the 1980s, the opening of the Upper Keys Center in Tavernier in 1980 and the Middle Keys Center in Marathon in 1982. These developments accommodated an expansion in student enrollment and scope of offerings.

With each decade came further enhancements to the main campus. In the 1990s, 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.

In 2003, the college unveiled its new Public Safety Annex, which features two hyperbaric chambers, as well as a renovated photography lab. 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 that is now named for its benefactor: the James E. Lockwood, Jr. School of Diving and Underwater Technology. In Fall 2011, FKCC opened a 100-bed waterfront residence hall, Lagoon Landing, which garnered a “Venture Award” from the Key West Chamber of Commerce.
FKCC’s leadership history reflects a succession of presidents who shaped the college’s progress. Under the leadership of the first president Dr. Merrill A. Symonds, FKCC opened its doors and expanded access to higher education and training opportunities to Monroe County residents. Dr. John Sylvester Smith served as president from 1967-1979. Dr. Seeker, the third president, served from 1979 until his retirement in 2007 after 28 years of service to the college; he 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 in 2007 and held the position through October of 2009. FKCC welcomed its fifth president Dr. Lawrence W. Tyree in November of 2009. Initially on an interim contract, Tyree agreed in March 2010 to serve as “permanent” president through June of 2012, when he was also named “President Emeritus.”

In July 2012, Dr. Jonathan Gueverra became the sixth president and CEO of Florida Keys Community College. In his inaugural address, he laid out his innovative vision of building bridges between the College’s past achievements and future efforts to meet the diverse educational needs of all Florida Keys constituents.

Accreditation

Florida Keys Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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 an equal access/equal opportunity institution. Discrimination/harassment on the basis of color, race, ethnicity, genetic information, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities is prohibited. Please report any form of discrimination/harassment immediately to the College’s Interim Equity Officer, Lexy Perdomo, Office A128 A, Human Resources, 5901 College Road, Key West Florida 33040, (305) 809-3504 or to the Office for Civil Rights of the U.S. Department of Education.

The College President and Board of Trustees

Jonathan Gueverra, Ed.D.

President

Dr. Jonathan Gueverra is the sixth President and CEO of Florida Keys Community College. Prior to his arrival to FKCC, Gueverra was the founding CEO of the Community College of the District of Columbia. He was recruited from his former position as Provost of the Alexandria Campus at Northern Virginia Community College (NOVA) to lead the creation of the first community college in our nation’s capital. In three years under his leadership, enrollment tripled, programs and locations expanded, and more than $10 million of outside funds were raised.
Before NOVA, Gueverra was the Dean for the School of Business and Public Service at SUNY Canton, where he directed activities that helped the two-year technical college become a baccalaureate degree-granting institution. He has also taught at the undergraduate and at the graduate level and continues to teach at FKCC.

His publications on planning, leadership and technology may be found in The Review of Higher Education, The Journal of the Association of Higher Education, Technology Source, and On The Horizon. Gueverra’s article entitled Repositioning for a Virtual Culture published in On The Horizon was chosen as a “Highly Commended Award Winner” at the Literati Network Awards for Excellence 2008.

Gueverra received an Exemplary Leadership Award from the Chair Academy, an International Organization for Educational Leaders founded by the Maricopa Community Colleges and a Lifetime Service Award from Wentworth Institute of Technology for a commitment to service and to learning. He is a member of Phi Theta Kappa, Alpha Beta Gamma, “Who’s Who Among Students” and “Who’s Who Among America’s Teachers.”

Gueverra has served on numerous boards at local, regional and national levels. Currently, he serves on the boards of the American Association of Community Colleges (AACC) and Strayer University, in addition to chairing AACC’s Commission for Academic, Student and Community Development.

Gueverra has a Doctorate of Education and a Master’s of Business Administration from the University of Massachusetts, as well as a bachelor's degree from Providence College and an associate degree from Newbury College.

Originally from Trinidad and Tobago, Gueverra and his wife of 30 years, Josephine, have three children: two grown daughters, Joy and Joanne, and a 15-year-old son, Julius.

**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.

**Robert Stoky**

*Chair*

Robert Stoky is president and chair of the board of Florida Keys Restaurant Management, overseeing operations of eight Keys restaurants.

Mr. Stoky has served as a college adjunct instructor of Emergency Medical Services. He is also a member of the Key Largo Chamber of Commerce Board of Directors.

Mr. Stoky holds a Bachelor of Science in Journalism and Communications from the University of Florida, as well as two Masters of Business Administration degrees, in both Finance and in Management, from the University of Miami.
Tim Koenig  
**Vice-Chair**

Tim Koenig, a Key West native, is an attorney with Koenig, Highsmith, and Van Loon, P.A. He holds a Bachelor of Science in Finance and a Juris Doctorate from Florida State University.

Highly involved in the community, Koenig is a member of the Rotary Club of Key West, Key West Association of Realtors, and the Cancer Foundation of the Florida Keys. Among many leadership positions in the community, he served as district chairman of the Boy Scouts of America, as Chairman of the Key West Planning Board, as attorney for the Key West Bight Board and a Trustee of the South Florida National Parks Trust. Tim is also a past chairman of the Military Affairs Committee, St. Mary’s finance committee and currently serves on the Board of Directors of Centennial Bank.

Brian Schmitt  
**Trustee**

Brian Schmitt previously served on the college’s Board of Trustees from 1999 to 2007 and served as Board Chair for two years during his term. Mr. Schmitt is a real estate broker with Coldwell Banker Schmitt Real Estate in Marathon. Before that, he was co-owner and operator of Brian’s in Paradise Restaurant and the Boat Inn Marina.

Mr. Schmitt has served as past president for the Marathon Chamber of Commerce, is a member of the Dolphin Research Center’s Animal Care Committee, was a past president of the Florida Keys Land & Sea Trust, a past trustee of the Pigeon Key Foundation and is a board member and past president of the Historic Florida Keys Foundation. Mr. Schmitt is also serving on the Florida Keys College Campus Foundation, in support of on-site residential living opportunities.

Mr. Schmitt received his bachelor’s and master’s degrees from Florida Atlantic University.

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 an Ambassador of the Greater Marathon Chamber of Commerce, and a Marathon Yacht Club Rear Commodore, in addition to serving on several boards, the Rotary Club of Marathon, the City of Key Colony Beach Code Enforcement Board, and the Trustee Representative on the FKCC Foundation.
Elena Spottswood  
*Trustee*

Born in Havana, Cuba and raised in Miami, Elena Spottswood has lived in Key West since 1993 where she raised four children with her husband Robert. She attended Miami Dade Community College and holds a Bachelor of Science in Criminal Justice from Florida International University.

Spottswood has a long history of community service. She is a 20-year member of the Board of Directors of the San Carlos Institute and was the president of the founding board of the Key West Symphony Orchestra. She also served 10 years on the Board of Directors of the PACE School for Girls and two years on the Board of Directors of Safeport. In 2013, Attorney General Pam Bondi appointed her to the Florida Commission on the Status of Women. Spottswood is serving her second term on the College’s Board of Trustees; her previous term was from 2001 to 2005.

**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.
Florida Keys Community College’s main campus is located on Stock Island in Key West and houses the following facilities:

**Campus Cafe**
Campus Cafe is located in the central part of the 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. Campus Cafe also offers catering service both on and off the campus.

**College Testing and Passport Services**
The testing center is located in the Ron Saunders Center and is available for testing for both students and the general public for certain certifications, etc.

**Follett Bookstore**
The Follett Bookstore is located in the Ron Saunders Student Center and sells textbooks, supplies and other items for students, faculty and staff.

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

**Marine Technology Building**
Florida Keys Community College is pleased to announce the opening of its new Marine Technology building in Spring 2014. Overlooking the dive training lagoon on the Key West Campus, the 30,000 square foot, state-of-the-art facility will provide an enhanced learning environment for students, particularly those training in one of the College’s signature programs: Marine Engineering, Management and Seamanship. The first floor—housing boats, engines and trailers—will be connected to the second floor via a hoisting system. Engines will be easily transferred from the storage area to the diesel labs and engine testing room where students will receive hands-on training with various marine engine systems. Above the labs on the third floor, will be classrooms. One classroom, with the capability of being split into two, will be specially-equipped with lecture capture technology that will allow instructors to easily record lectures and post them online. This capability will allow students to revisit previous classes or view missed classes—an added flexibility especially valuable to students juggling multiple responsibilities in addition to their studies. The classroom adjacent will be dedicated to maritime navigation instruction where students will have ample space to study and work with nautical charts and maps. A shower and locker room, a conference room, and faculty offices will also be on the third floor.
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 hands on instruction in the Marine Environmental Technology program, including facilities for marine aquaculture.

Debbie Horan Plaza & Amphitheater
Students and staff enjoy this beautiful ocean-side, outdoor venue during lectures, concerts and other cultural and 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”.

James E. Lockwood, Jr., School of Diving & Underwater Technology
The James E. Lockwood Jr., School of Diving & Underwater Technology is dedicated to diving science and technology education. Because diving is a science, and not just a physical activity, the goal is to have students apply diving skills in other academic disciplines, such as marine biology, underwater archaeology, marine aquaculture, underwater photography and journalism, as well as other research areas.

Lagoon Landing Residence Hall
FKCC opened its first on-campus residence hall, Lagoon Landing, in August 2011. The 100-bed, waterfront facility offers suite-style living arrangements with fully-furnished four- and five-bedroom, two–bathroom units. Lagoon Landing residents enjoy breath-taking ocean views and close proximity to classrooms and academic support resources. For more information about on-campus residency, contact housing@fkcc.edu.

Learning Resources Center/Library
The library is located in the Key West Campus on the second floor of the administrative building. 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, and offers 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 offers a junior Olympic-size pool that is frequented by students, community members, and high school swim team members

Public Safety Building
This building is home to the James E. Lockwood Jr. School of Diving program, and classrooms.

Ron Saunders Student Center
This center houses the college cafeteria, a student lounge, passport office, testing facility and the campus bookstore.

Sheriff Richard D. Roth Marine Public Safety Annex for Hyperbaric Training
The Hyperbaric Chamber Building, houses two hyperbaric chambers used to teach diving rescue and hyperbaric medical technology.

Student Success Center (SSC)
Located above the ceramics lab in the Tennessee Williams Fine Arts Center, the Student Success Center is the home to the college’s new developmental math program, Island TIME—Transition Into Math Excellence. The SSC is a student-friendly environment with adjoining classroom and test/homework lab space with individual computer stations. Fully-staffed with tutors and lab assistants, the SSC is open evenings and weekends to further accommodate students’ needs.

Tennessee Williams Fine Arts Center
This center houses the community’s largest theater, the Tennessee Williams Theater. It also has classrooms for the instruction of fine arts, ceramics, sculpture, mixed community chorus, and developmental math.

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 shared facilities with the Monroe County School District and are co-located in public high schools.

Middle Keys Center at
Marathon High School
900 Sombrero Rd.
Marathon, FL

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 facilities, labs, offices, and other administrative space.
Upper Keys Center at Coral Shores High School
89951 US Highway 1
Tavernier, FL

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 facilities, offices, and other administrative space.

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 Registrar is the official custodian of records and is responsible for 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 Name and Address Change

Notifications regarding change of address and change of name should be filed promptly in the Office of Enrollment Services. Students can find the appropriate forms online at www.fkcc.edu.

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 constituents 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, Constituent(s) agrees to comply with this AUP and to remain responsible for its uses. FKCC reserves the right to change or modify the terms of the AUP at any time, effective when posted on FKCC’s web site. Constituent’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, or 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 helpdesk@fkcc.edu. 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 Constituent 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

Constituents 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 Constituent’s account to stay logged on while Constituent 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;
- providing guidance, information or assistance with respect to causing damage or security breach to FKCC’s network or systems, or to the network of any other IP Service provider;
- failure to take reasonable security precautions to help prevent violation(s) of this AUP.

Constituent Responsibilities

Constituents 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.

Constituents are responsible for taking prompt corrective action(s) to remedy a violation of AUP and to help prevent similar future violations.
AUP Enforcement and Notice

Constituent’s failure to observe the guidelines set forth in this AUP may result in FKCC taking actions spanning a warning to a suspension or termination of Constituent’s IP Services. When feasible, FKCC may provide Constituent with a notice of an AUP violation via e-mail or otherwise allowing the Constituent 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 Constituent’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 Constituents.

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 constituents.

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

- Only students enrolled in classes at FKCC for the current term are permitted to use the computer facilities.
- A current student identification card or class schedule is required for use of computer facility.
- 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 such device.
- 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.
- No food, candy or drinks will be allowed in any computer facility or classroom. Absolutely NO exceptions will be permitted.
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 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

Aside from those areas that have access to pay-for-print solutions, the following apply:

- Use Print View to view your output and make changes prior to printing your work.
- Multiple copies cannot be printed. If needed, please use a copier.
- Do not print materials from the Internet. If a copy is needed, download material to an acceptable media storage device.

IX. Hardware and Software

- Downloading of any software program from these systems will be in violation of copyright laws.
- Installing any software onto these systems is not permitted.
- Please do not bang, hit, move, connect or disconnect any hardware items. For assistance, ask the person on duty.
- Computers are to be used for schoolwork only.
- 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:

- Delete any software programs, files or directories/folders on these systems.
- Reconfigure any software programs installed on these systems.
- Create your own directories or folders.
- Change any Windows desktop settings.
- 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:

- 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, College & Public Relations, will not be used to harass another person,
- will not be used to invade the privacy of others or make unauthorized use of their work, will not be used to send or create junk mail, SPAM, chain letters, computer viruses or hoaxes, or any other disruptive forms of data, will not be used in violation of copyright laws,
- will not be used in violation of any state or federal laws.
Electronic forums, such as mail distribution lists, have expectations regarding subject area and appropriate etiquette for postings. Members of the FKCC community should be considerate of the expectations and sensitivities of others on the Inter/intra net when posting material for electronic 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 or advisor. 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 e-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 academic-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

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.

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.

FKCC makes no warranty regarding any goods or services purchased or obtained through FKCC computing facilities or any transaction entered into through the Internet.

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 community. 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. Unattended items will be removed from the premises. Disruptions to the study and research of our customers or the interruption of their educational process are 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 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 loud personal electronics
- 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 to 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, 305-809-3194. 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

The Learning Resources Center/Library’s Internet access is intended primarily as an information resource to support the educational and research needs of our 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.

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 patrons. It is the patron’s responsibility to monitor use. Sites containing nudity, obscenity, or graphic violence are not considered appropriate for public terminal display. Accessing such sites may result in the revocation of computer privileges and expulsion from the library.
III. Time Limits

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

IV. Printing

Printing from library computers is available via our WEPA Kiosks at 15 cents per sheet for black and white and 65 cents per sheet for color copies. Copy cards can be purchased for $5 each or credit cards/debit cards can be used to deposit funds to accounts via www.wepanow.com.

V. Downloading / Changing Configuration

Patrons are not permitted to download any files to the hard drive on any library computer. Patrons are not allowed to make permanent changes to browser configurations, or to add other software. 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. Downloading files to USB flash drives or other acceptable media storage is permitted. Users must supply flash drives or other acceptable media storage.

VI. Wireless access

Wireless access is available in the library to those patrons with their own electronic devices. FKCC 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 computer lab on campus with access to the public. This lab may be closed to the public while classes are in session and if all computers are being utilized. Community members will be asked to allow students to use the computers, as students do have priority. We do not take reservations for computers.

- 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 create a print account by going to www.wepanow.com and add funds with a credit or debit card. A print card can also be purchased for $5. Printing costs 15 cents per page for black and white or 65 cents per page for color.

- FKCC does not allow downloading of software, audio files, or video files. This is to ensure there is proper bandwidth available for college purposes.

- Displaying images, videos, or web pages that may be deemed offensive is not permissible. The library computers are public, and all web pages that are accessed should be suitable for viewing by all members of the public.

- Children under the age of 18 who are not registered students are not allowed to use the computers without the supervision of a parent or legal guardian and the permission of the
library staff. Dual enrolled students from Monroe County High Schools or Charter Schools currently taking classes at FKCC can use the computers.

FKCC does not allow customers to conduct business on our computers. These computers are state property and according to statue may not be used to advertise, sell, or conduct any type of business.

FKCC does not allow the disruption of study or research of others. 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
- loud use of cell phones or other electronic equipment

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

Directory of Departments

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

**Provost’s Office**
Faculty issues, instructional issues, programs of study, workforce development, curriculum development, and assessment and accreditation.
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**
Student housing, student advising and engagement, enrollment services, and financial aid
Phone: (305) 809-3292

**Marketing and Public Relations**
News media relations, marketing, advertising, and college publications
Phone: (305) 809-3230
Business Office
Payment of tuition and fees.
Phone: (305) 809-3186

Campus Store
College logo apparel, office supplies, nursing supplies, art supplies and diving supplies for purchase.
Phone: (305) 809-3530

Campus Cafe
Phone: (305) 809-3272

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

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

Disabled Student Services
Accommodations in academic settings such as classroom and lab, in testing, or in general campus
access may be provided to disabled students to enhance their educational success.
Phone: (305) 809-3269.

Enrollment Services
Transcript requests, grade information, course registration, graduation applications, drop/add/withdraw
courses, Veterans education information, name and address changes, enrollment verification, student
records, applications for admissions, residency requirements
Phone: (305) 809-3188

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

Financial Aid
Applications for federal, state and institutional aid, financial aid counseling, student and parent federal
educational loans, external scholarship listings, student employee programs, and RAVE program
Phone: (305) 809-3523  Email: financialaid@fkcc.edu

FKCC Foundation, Development & Alumni Relations
Resource development, fundraising, scholarships, program support, alumni
Phone: (305) 809-3153 Email: foundation@fkcc.edu

Human Resources
Employment, including college work study and student assistants, facility issues, ADA accommodations,
religious observances, college employee related issues, discrimination/harassment, equity compliance,
employee grievances, and employee benefits
Phone: (305) 809-3118
Library
Check out books, inter-library loans, computer use, online resources, and research assistance.
Phone: (305) 809-3194  Email: library@fkcc.edu  Text: (305) 705-6994

Middle Keys Center
Academic advising, admissions, course and registration information, financial aid information, placement and other testing, general college information
Phone: (305) 809-3152
Fax: (305) 743-8235
Located at Marathon High School
900 Sombrero Beach Road
Marathon, FL  33050

Passport Services
The Community Education Department accepts U.S. passport applications on Tuesdays and Thursdays from 9:00 a.m. to 3:00 p.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.

Student Advisement and Engagement
Academic advising, career guidance, disabled student services, transfer information, new student information, orientation, VOICES (Student Newsletter), student activities and clubs.
Phone: (305) 809-3196

Student Outreach
Student Ambassadors Program, and campus tours.
Phone: (305) 809-3271

Testing
Placement tests (Accuplacer and PERT), CLEP information and administration, credit-by-institution exam information, registration bulletins for national tests: ACT, GRE, LSAT, and DANTES.
Phone: (305) 809-3250

Upper Keys Center
Academic advising, admissions, course and registration information, financial aid information, placement and other testing, general college information
Phone: (305) 809-3154
Fax: (305) 852-8082
Located at Coral Shores High School
89951 US Highway 1
Tavernier, FL  33070
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 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 one-year period of inactivity are required to submit an updated application for admission. Updated applications require residency information and related documentation.

Requirements for Degree-Seeking Students

Associate degree and certificate-seeking students are required to satisfy college placement testing requirements, with the exception of students who meet the criteria outlined in 2013 Florida Statute s.1008.30(4)(a). See “entry assessment at FKCC” for further information.

First Time in College Students:

Standard High School Diploma

1. An official final high school transcript with graduation date must be received in the Office of Enrollment Services prior to enrollment.

   If the student participated in Advanced Placement courses through a high school, the student must request from the high school that official testing reports be sent to Enrollment Services for evaluation.

2. High School Equivalency Diploma (GED)
   An official transcript of the GED results must be received in the Office of Enrollment Services prior to enrollment.

3. Home Education Graduate
   Students must provide a notarized letter 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. The letter must state a graduation date. Notarized letters must be received in the Office of Enrollment Services prior to enrollment.
Transfer Students

Transfer students planning to earn a degree or certificate at Florida Keys Community College must arrange for official transcripts from all colleges or universities attended to be sent directly to FKCC. Official transcripts from all colleges or universities attended must be received in the Office of Enrollment Services prior to enrollment. The Registrar 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 level work attempted, constitutes a falsification of application and subjects students to possible suspension, cancellation of registration, and/or cancellation of credits earned.

Transient Students

Transient students are degree-seeking at another institution but plan to study at FKCC for one or more courses. 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.FLVC.org and enter all transient data requested. No FKCC application or application fee is required. 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 submit an FKCC application and application fee. The student must work with the home school to obtain written permission to attend FKCC as a transient student, and then ensure that the paperwork is delivered to Enrollment Services at FKCC for final processing. If the student has financial aid or VA benefits, the student must work with the Financial Aid Office or with the Veteran’s Specialist in Enrollment Services to ensure a continuation of coverage.

Non-High School Graduates

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

International

Student Admissions

Florida Keys Community College is authorized under United States Federal Law, Immigration and Naturalization Act, Section 101(a)(1)(15)(f) (i) 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 adhere to attendance and participation requirements as stated on the course syllabus. 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. Audit coursework is not eligible to receive state or federal student financial aid.
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 advanced 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 fewer than 3 college credits with the exception of courses designated as 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. If the student is a home school student, then 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.

In addition, home school students must have a Dual Enrollment Home School Articulation Agreement on file to participate in Dual Enrollment at FKCC.
All dual enrollment students must take college placement exams and must meet the requirements below:

- Completion of grade 9. 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 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 (PERT), ACT, FCAT 2.0 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, assistant 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. Students whose college GPA falls below a 2.0 will be placed on academic probation.

Nursing Program - Selective Admission Requirements

The Associate Degree in Nursing is a limited access program with an additional application process for admission based on selective criteria. Potential candidates must successfully complete the basic requirements as follows:

- Completion of Nursing Application Packet with application fee
- Copy of FKCC unofficial transcripts
- TEAS examination
- Acceptable GPA
- Required pre-requisites
- Medical clearance and up-to-date immunization record
- Fingerprints, criminal background check, and urine drug screen

Criteria for admission are subject to change. For further information and updates please view the website at www.fkcc.edu or contact the FKCC Nursing Program (305) 809-3128.

Institute for Public Safety – Admission Requirements for Basic Recruit Academies

The Institute for Public Safety has additional application requirements for admission into any Basic Law Enforcement Academy, Basic Corrections Academy or Cross-Over Academy. The requirements are:

- You must be at least 19 years of age.
- You must be a citizen of the United States.
- You must have earned a high school diploma or equivalent (GED) for law enforcement and corrections applicants.
- You cannot have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contender 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, not-withstanding suspension of the sentence or withholding of adjudication.
- You must not have received a dishonorable discharge from any service in the Armed Forces of the United States.
- You must have documentation of processed fingerprints on file with your employing agency.
- You must pass a physical examination by a licensed physician, physician’s assistant, or certified advanced registered nurse practitioner.
- You must have good moral character as determined by a background investigation under the procedure established by the Criminal Justice Standards and Training Commission.
- All Academy students are required to undergo a psychological exam and a polygraph exam prior to acceptance into the program.

Students interested in attending any of the Basic Recruit Academies must contact the Institute for Public Safety at (305)-809-3200. Applications to attend the Basic Recruit Training are available at the Institute for Public Safety in the Public Safety Building and on our website page, http://www.fkcc.edu/academics/basicrecruit.da
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. Because continuing education and workforce courses are non-credit courses, students are not required to complete an FKCC application or pay an application fee.

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 Community Education, Workforce and Testing Center to schedule a testing appointment (305) 809-3185.

Students who can provide official ACT, SAT, PERT 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 Community Education, Workforce and Testing Center.

Exemptions to Placement Testing

Florida Statute s.1008.30 (4)(a) of 2013 outlines the following exemptions to the College’s placement requirements:

A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student’s request.

Students are encouraged to meet with an academic advisor to discuss placement exemptions and options.
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 Registrar has evaluated the official score report and specifies the course for which credit is being offered. Students receive credit for courses, but not letter grades, and the earned credits are not computed in grade-point averages. Students may use CLEP, DANTES, and EXCELSIOR credit under the repeat course policy for “D” or “F” grades only; credit will not be awarded for courses in which you have earned a “C” or better. If you earn an acceptable score in a course in which you previously earned a “D” or “F”, the credit will be recorded and the “D” or “F” no longer will be computed in your GPA; no letter grade or quality points will be assigned for the credit. Credits earned through CLEP, EXCELSIOR and DANTES do not satisfy FKCC’s residency requirements for degree completion. For information regarding CLEP, please contact the office of Community Education, Workforce, and Testing at (305) 809-3185.

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. 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).

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<td>AML 1000 *</td>
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<td>Corequisite/Description</td>
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<td>ENC 1101 and ENC 1102</td>
<td>6</td>
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<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>ENC 1101 and ENC 1102</td>
<td>6</td>
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<td>No guaranteed credit for College Composition Modular without essay portion</td>
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<td>English Composition with Essay</td>
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<td>Financial Accounting</td>
<td>50</td>
<td>ACG 1001 *</td>
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<td>General Chemistry</td>
<td>50</td>
<td>CHM 1020 *</td>
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<td>German Language</td>
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<td>AMH 2020</td>
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<td>Introduction to Educational Psychology</td>
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<td>50</td>
<td>PSY 2012</td>
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<tr>
<td>Introductory Sociology</td>
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<td>Natural Science</td>
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<td>Precalculus</td>
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<td>Principles of Macroeconomics</td>
<td>50</td>
<td>ECO 2013</td>
<td>3</td>
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<td>Principles of Management</td>
<td>50</td>
<td>MAN 2021</td>
<td>3</td>
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<td>Principles of Marketing</td>
<td>50</td>
<td>MAR 2011</td>
<td>3</td>
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<td>Principles of Microeconomics</td>
<td>50</td>
<td>ECO 2023</td>
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### Social Science and History

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<thead>
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<th>Subject</th>
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<td>SPN 1120C and SPN 1121C</td>
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<tr>
<td>Western Civilization II: 1648 to present</td>
<td>EUH 1001</td>
<td>3</td>
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</table>

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

### Advanced Placement Program

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

<table>
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<td>ARH 1050 and ARH 1051</td>
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<td>Biology</td>
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<td>BSC 1005</td>
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<td>BSC 1010 and BSC 1010L</td>
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<td>BSC 1011 and BSC 1011L</td>
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<td>Calculus AB</td>
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<td>MAC 2311</td>
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<td>MAC 2311</td>
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<td>MAC 2311 and MAC 2312</td>
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<td>Chemistry</td>
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<td>CHM 1020C *</td>
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<td>Computer Science A</td>
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<td>CGS 1075 *</td>
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<td>Computer Science AB</td>
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<td>3 or higher</td>
<td>CGS 1076*</td>
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<td>Economics: Macro</td>
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<td>Economics: Micro</td>
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<td>English Language and Composition</td>
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<td>ENC 1101</td>
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<td>ENC 1101 and ENC 1102</td>
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<tr>
<td>English Literature and Composition</td>
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<tr>
<td>Course</td>
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<td>Prerequisite</td>
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<tr>
<td>Environmental Science</td>
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<td>ENC 1101 and ENC 1102</td>
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<td>European History</td>
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<td>French Language</td>
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<td>FRE 1120C*</td>
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<td>French Literature</td>
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<td>German Language</td>
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<td>Government and Politics: Comparative</td>
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<td>CPO 1001 *</td>
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<td>Government and Politics: United States</td>
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<td>POS 1041</td>
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<td>Human Geography</td>
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<td>GEO 1400 *</td>
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<td>Italian Language and Culture</td>
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<td>Latin: Vergil</td>
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<td>LNW 1700 *</td>
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<tr>
<td>World History</td>
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<td>WOH 1022</td>
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</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.

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

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<td>Economics</td>
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<td>Ecosystems and Societies</td>
<td>EVR 1017*</td>
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<td>Further Mathematics (Advanced Mathematics)</td>
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<td>Information and Technology for a Global Society</td>
<td>Elective*</td>
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<td>Italian</td>
<td>Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Code</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>Latin</td>
<td>LAT 1230*</td>
<td>3</td>
</tr>
<tr>
<td>Marine Science</td>
<td>OCB 1000C</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MAC 1147*</td>
<td>3</td>
</tr>
<tr>
<td>Math Methods</td>
<td>MAC 1105</td>
<td>3</td>
</tr>
<tr>
<td>Math Studies</td>
<td>MAT 1033</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
<td>MUL 1010*</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>PHI 2010</td>
<td>3</td>
</tr>
<tr>
<td>Physics</td>
<td>PHY 1020C*</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 2012</td>
<td>3</td>
</tr>
<tr>
<td>Social and Cultural Anthropology</td>
<td>ANT 1410</td>
<td>3</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPN 1120C</td>
<td>4</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>THE 1020*</td>
<td>3</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>ART 1012*</td>
<td>3</td>
</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. Committees of college faculty develop the exams. 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. To schedule an exam, contact the Office of Community Education, Workforce and Testing at 305-809-3185.

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>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A History of the Vietnam War</td>
<td>44</td>
<td>AMH 1059 *</td>
<td>3</td>
</tr>
<tr>
<td>Art of the Western World</td>
<td>48</td>
<td>ARH 1000 *</td>
<td>3</td>
</tr>
<tr>
<td>Astronomy</td>
<td>48</td>
<td>AST 1002</td>
<td>3</td>
</tr>
<tr>
<td>Business Ethics and Society</td>
<td>400</td>
<td>GEB 1441</td>
<td>3</td>
</tr>
<tr>
<td>Business Law 2</td>
<td>44</td>
<td>BUL 2242</td>
<td>3</td>
</tr>
<tr>
<td>Business Math</td>
<td>48</td>
<td>QMB 1001*</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>49</td>
<td>CCJ 1020</td>
<td>3</td>
</tr>
<tr>
<td>Environment and Humanity</td>
<td>46</td>
<td>EVR 1017 *</td>
<td>3</td>
</tr>
<tr>
<td>Ethics in America</td>
<td>46</td>
<td>PHI 1630 *</td>
<td>3</td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>46</td>
<td>EDF 2002</td>
<td>3</td>
</tr>
<tr>
<td>Fundamental of College Algebra</td>
<td>47</td>
<td>MAT 1033</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Counseling</td>
<td>45</td>
<td>PCO 1202 *</td>
<td>3</td>
</tr>
<tr>
<td>Course Title</td>
<td>CRN</td>
<td>Course Code</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>General Anthropology</td>
<td>47</td>
<td>ANT 1000 *</td>
<td>3</td>
</tr>
<tr>
<td>Here’s to Your Health</td>
<td>48</td>
<td>HSC 1100*</td>
<td>3</td>
</tr>
<tr>
<td>Human/Cultural Geography</td>
<td>48</td>
<td>GEO 1400 *</td>
<td>3</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>46</td>
<td>MAN 1300</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>46</td>
<td>GEB 1011</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computing</td>
<td>45</td>
<td>CGS 1000C</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Law Enforcement</td>
<td>45</td>
<td>CCJ 1100*</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to the Modern Middle East</td>
<td>47</td>
<td>ASH 1044 *</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>48</td>
<td>REL 2300</td>
<td>3</td>
</tr>
<tr>
<td>Lifespan Developmental Psychology</td>
<td>46</td>
<td>DEP 2004</td>
<td>3</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>46</td>
<td>ISM 1000*</td>
<td>3</td>
</tr>
<tr>
<td>Money and Banking</td>
<td>48</td>
<td>BAN 1501 *</td>
<td>3</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>48</td>
<td>INP 1002*</td>
<td>3</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>46</td>
<td>FIN 1100*</td>
<td>3</td>
</tr>
<tr>
<td>Physical Geology</td>
<td>46</td>
<td>GLY 1000*</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Finance</td>
<td>46</td>
<td>FIN 1000*</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Financial Accounting</td>
<td>47</td>
<td>ACG 1001 *</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Physical Science I</td>
<td>47</td>
<td>PSC 1341</td>
<td>3</td>
</tr>
<tr>
<td>Course Title</td>
<td>Code</td>
<td>Description</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------</td>
<td>--------------</td>
<td>---------</td>
</tr>
<tr>
<td>Principles of Public Speaking</td>
<td>SPC 1600*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Principles of Statistics</td>
<td>STA 1014*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>MNA 1345*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Rise and Fall of the Soviet Union</td>
<td>EUH 1066*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>HSC 1140*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Technical Writing</td>
<td>ENC 1210*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>The Civil War and Reconstruction</td>
<td>AMH 1056*</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

* Not an FKCC course — see advisor for more information

**Excelsior College Examinations**

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program) are developed by Excelsior College using national committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual college courses. Excelsior College Examinations are approved by the American Council on Education and Excelsior College itself is accredited by the Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations, including detailed test descriptions, is available on-line at [www.excelsior.edu](http://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 Office of Community Education, Workforce and Testing at (305) 809-3185.

**Military Credit**

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

**Fee Information**

**Application Fee**

Each new applicant is charged a $30 application fee which covers the costs of processing 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.

No registration will be completed and students may not attend classes 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.flvc.org. Specific statue language can be obtained from www.leg.state.fl.us/statutes. Students must present two forms of approved documentation in order to prove Florida residency for tuition purposes, at the time of admission.

Exceptions

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

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

**Non-Citizen Exceptions**

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

A foreign national, in a nonimmigrant Visa classification eligible for study and with a date of departure that is not during the term the student will be enrolled. The student, and parent, if the student is a dependent, must present evidence of legal presence in the United States. A Student Visa will not be accepted as evidence of eligibility to establish residency.

A foreign national, such as permanent resident aliens, parolees, asylees, Cuban-Haitian Entrants, and other legal aliens granted indefinite stay, in a status that is eligible for study in the United States.

**Change in Residency Status**

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

**Deferment of Fees for Qualified Veterans**

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

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

**Other Student Fees**

**Non-Refundable Fees**

The following non-refundable fees are applicable:

- 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
- Refund Check Replacement Fee $10
- Return Check Payment (Insufficient Funds) Fee $25

**Non-Credit Fees**

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

For fees concerning non-credit courses offered through the Public Safety Institute please contact at (305) 809-3200.

**Refunds**

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

- 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).
- Students whose registration is canceled by official college action will be entitled to full refund of tuition and laboratory fees.
- To receive a refund for college credit courses that do not follow the academic calendar, students must withdraw prior to the second class meeting. In the case of college credit courses that have four (4) or fewer meetings, the student must withdraw prior to the first class meeting in order to be eligible for a full refund.
- Students withdrawing from non-credit courses consisting of 3 or fewer class meetings must
withdraw before the first class meeting to receive a 100% refund. If a non-credit course consists of more than 3 class meetings, the student must withdraw before the second class meeting to receive a full refund.

- 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**

**Lab Fees**
100% of the lab fee will be refunded through the last day to change courses as outlined in the college catalog.

**Financial Aid Recipients**
Financial Aid Repayment Policy applies to students who have received federal, state or institutional financial aid and who withdraw from all their courses 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.

**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. 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. Students are encouraged to apply for financial aid as early as possible to avoid missing important deadlines and funding opportunities. Financial aid staff is available to offer assistance with this process.
Student Eligibility Standards

To be eligible to apply for financial assistance, a student:

- Must be a U. S. citizen or a permanent resident.
- Must have completed an application for admission or have been admitted to the College as a degree or certificate seeking student.
- Must maintain satisfactory academic progress. For financial aid purposes, a student is considered to be making satisfactory academic progress if he/she meets the following criteria:
  - A cumulative grade point average (GPA) of 2.0 and successful completion 67% of credit hours attempted.

Students receiving certain scholarships for academic ability must:

- maintain a cumulative grade point average (GPA) of 3.0
- not have graduated.
- not have defaulted on or owe a refund to any previous aid
- have a high school diploma or GED
- have a valid Social Security Number
- register with the Selective Service, if required.

Applying for Financial Aid

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](http://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](http://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 the student 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 [http://www.fkcc.edu/future-students/financial-aid](http://www.fkcc.edu/future-students/financial-aid)

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

When to Apply

Priority is given to applications received by FKCC no later than:

- July 3 for Fall Term
- November 21 for Spring Term
- March 20 for Summer Terms
Student Financial Aid Responsibilities

It is the student’s responsibility to:

- Complete applications correctly and on time
- Read all materials sent from the Financial Aid Office and all other financial aid agencies,
- Read the financial aid information provided on the FKCC website
- Maintain copies of all forms and materials submitted
- Comply with the rules governing the aid received
- Register for the number of credit hours required for aid
- Maintain satisfactory academic progress
- Use aid only for expenses related to attending FKCC
- Check your myFKCC email account for financial aid information
- Keep your email, mailing address and phone numbers up to date with FKCC
- Pay any balance due to FKCC if aid does not cover all charges.

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 for processing. Transfer work must be evaluated to determine if the student is meeting basic federal requirements of Satisfactory Academic Progress and maximum time frame. It is the student’s responsibility to ensure that all necessary documents are submitted in a timely fashion so that sufficient time for processing is allowed.

Students approved for financial aid must register for all classes prior to the date that aid is disbursed. Students that fail to register by the disbursement date will not receive financial aid for the late registration class(es).

Reimbursement of Charges

Student’s who have paid for their courses and become financial aid eligible after the registration period ends, will be reimbursed for their educational expenses up to the amount of the award and four weeks after the beginning of the term.
Grant Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Pell Grant

The Federal Pell Grant is a need-based federal grant for students seeking their first undergraduate degree. Financial need is determined by the estimated family contribution (EFC) from the student’s processed FAFSA (Free Application for Federal Student Aid). The annual award amount is determined by the EFC and enrollment status and the amounts range based on enrollment hours. Students may receive funding only for courses that are required for the program(s) of study and a maximum of 30 credit hours of required college-preparatory coursework.

Students must be enrolled in a degree or certificate program for a specified number of credits each term. The final Pell grant award will be determined by the number of hours attended 3 weeks into the term. Should a student reduce the number of enrolled credit hours, he/she 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 first undergraduate degree, be enrolled in an AA or AS degree program, qualify for a Pell grant, and be enrolled for a minimum of six credits per term. The amount awarded for part-time, three quarter time, and full-time enrollment is determined by the State of Florida on an annual basis. FSAG is awarded by Florida Keys Community College on a first-come, first-served basis 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 our main campus or one of our centers. As a work study employee, students may work a maximum of 20 hours per week and earn at least minimum wage. Actual job placement is dependent upon the student’s 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 enrollment in a minimum of six credits per term. Students must request participation in the Federal Work Study Program through the Financial Aid Office or access the application on our website.

Loan Programs

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. Students interested in a loan are encouraged to complete the Student Loan Request form on the FKCC website: http://www.fkcc.edu/future-students/financialaidforms.da

Subsidized Direct Loan

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

Unsubsidized Direct Loan

Students who do not demonstrate financial need, as determined by FAFSA, may apply for an Unsubsidized Direct Loan. On unsubsidized loans, the government does NOT pay the interest during enrollment or during the grace period. All loan recipients must be enrolled for a minimum of six credits each term of disbursement and must be participating in a minimum of six credits at the time of disbursement. The student must repay the loan and all accrued and current interest beginning six months after graduation, leaving school, or dropping below six credits.

Parent PLUS Loan for Undergraduate Dependent Students

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

Student Loan Receivables

Students eligible to receive a Direct 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
defered 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 is 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

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.

A variety of scholarship opportunities are offered to students:

- Two year awards for full time, degree-seeking students that 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) per semester,

- 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) per semester;

- Student Ambassador scholarships.

Awards are based on financial need, grade point average, leadership, character and service. For more
information regarding the application process and due dates please visit www.fkcc.edu/current-students/
scholarships.da.
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 (current award amounts subject to change):

1. Florida Academic Scholars Award: pays per credit hour and requires a 3.0 cumulative GPA to renew. It is restricted to Fall & Spring term.

2. Florida Medallion Scholarship Award: pays per credit hour and requires a 2.75 cumulative GPA to renew. It is restricted to Fall & Spring term.

3. Florida Gold Seal Vocational Scholars Award: pays per credit hour and requires a 2.75 cumulative GPA to renew. It 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 semester based on term and cumulative student performance. Below are the three criteria used each term to determine financial aid status.

**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 course-work...
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.

Students who complete a program of study at FKCC and wish to pursue a second program will be required to complete a maximum timeframe appeal. They must also develop an academic plan with an advisor’s assistance and will be limited to receiving aid for only those courses listed on the plan. Maximum timeframe appeals can be found on our website at [www.fkcc.edu/current-students/financialaidforms](http://www.fkcc.edu/current-students/financialaidforms). Financial Aid students are limited to receiving a maximum of two associates degrees and up to one certificate.

**Financial Aid Probation**

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

**Financial Aid Suspension**

Should the student fail to meet the requirements for reinstatement under Financial Aid Probation or make a 0.0 GPA for the term, they will immediately enter into Financial Aid Suspension. At this point, all Federal, State and institutional funding will cease for the succeeding term of enrollment, including all student loan programs. To be removed from Financial Aid Suspension, the student must complete a Satisfactory Academic Progress Appeal, have that appeal approved by the Student Affairs Appeals Committee.
Appeal Process

Should the student feel that there are unusual circumstances related to his/her failure to meet the above satisfactory progress standards, they may appeal to the Student Affairs Appeals Committee for possible re-instatement. Students who are not satisfied with the decision of the Student Affairs Appeals Committee have the right to appeal the decision with the Dean of Student Services. The Financial Aid Suspension Appeal form includes instructions on required documentation and is available in the Financial Aid office or at www.fkcc.edu/current-students/financialaidforms.da. Students who have received 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. Students may not have more than three financial aid appeals while enrolled at FKCC.

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 received: including funding that has been used for tuition/fees, books, supplies and living expenses.

- Non-attendance of courses and/or failure to add/drop
- Changing enrollment from credit to audit status
- Failure to return your voucher-purchased books or supplies to the bookstore after you dropped the class(es)
- Withdrawal prior to completing 60 percent of a term

Return of the Title IV Funds

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

If you are a recipient of Title IV Federal Financial Aid funds (excluding Federal College Work Study) and are considering withdrawing from classes prior to completing more than 60% of the term, your eligibility for aid will be recalculated based on the percent of the term completed. This may result in your having to return a portion or all of the aid that you have received. In addition, if you STOP attending all of your classes prior to completing more than 60% of the term, and/or if your transcript reflects unsuccessful completion of all courses, this will be considered an unofficial withdrawal. Your financial aid eligibility will be calculated based on 50% of the term completed, unless documentation of an academic-related activity (defined by the instructor) is provided to the Financial Aid Office, in which case your financial aid eligibility will be calculated using this later date.

Contact the Financial Aid Office immediately to learn how your withdrawal or lack of attendance could impact your financial aid. Students will not be eligible to register for future terms until all financial obligations are paid in full.
Title IV aid includes the following programs at FKCC:

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

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 is available. Non-financial assistance includes 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.

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 Office of Financial Aid at (305) 809-3236.

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 rewards and challenges of college life. Through the orientation program students learn about the campus and 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 also 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 305-809-3146 and Upper Keys Center students should contact 305-809-3128.

Registration

New students must apply for admission in advance of registration so that high school and college transcripts (when applicable) can be evaluated. Because registration is primarily on a first-come, first served basis, it is important to register early to secure the best selection of class sections and times. All degree-seeking students should be sure to consult with their program director or academic advisor prior to registering to ensure adherence to the educational degree plan and for signature verification on 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, such as academic advisement, choice of major, career options, professional preparation, general education requirements, catalog interpretation, drop/add process, 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 degree major options and pre-professional requirements. Early planning assists with an 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.flvc.org.

Career Planning Services

The choice of a career field is an important and sometimes challenging decision to make. For this reason, career decisions should be based on thorough knowledge of one’s interests, skills, labor market information, and training programs. We are available to assist students in self-directing career decisions and plans. For assistance with career and educational goal planning, contact Advising Services at (305) 809-3262 or email: Advising.services@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), and DANTES Subject Standardized Tests (DSST’s). Information and registration bulletins are available at the Office of Community Education, Workforce and Testing (305) 809-3185.

Placement Testing

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

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

Students meeting the minimum scores required for each section of the test, may enroll in college-level courses in those areas. Students not meeting the minimum scores required must enroll in developmental courses for those 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.
College Placement Test and Postsecondary Educational Readiness 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 office of Community Education, Workforce and Testing at (305) 809-3185.

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
Substitutions for Eligible Students with Disabilities

Florida Keys Community College has a procedure whereby eligible students with disabilities may be provided special considerations for reasonable substitution for any requirement for admission to the institution, admission to a program of study or graduation. Florida State Board of Education Rule 6A-10.041 authorizes reasonable substitution for these requirements to any person who has a documented hearing impairment, visual impairment or a specific learning disability, orthopedic/physical impairment, speech/language impairment, emotional or behavioral disability, autism spectrum disorder, or other disability except those students who have been documented as having an intellectual disability. Substitutions will only be utilized in cases where the person’s failure to meet the requirement is related to the disability and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program. Students seeking substitutions must contact the Coordinator of Disabled Student Services, located in the Office of Student Affairs.

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 special assistance and/or support services must contact the Office for Students with Disabilities 30 days before the term begins or as soon as possible thereafter.

For additional information, contact the Office for Students with Disabilities located on the Key West Campus. Students can make appointments with the Coordinator for Students with Disabilities by calling 305-809-3196.

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 contact the nearest FKCC employee and call 911. If it is after college business hours, students should 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 5900 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/staff.

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 (305-809-3219)

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 track 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. Requests for official transcripts cost $10.00. 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 Ombudsman Office
The Student Ombudsman Office provides a safe and comfortable environment for students to confidentially discuss complaints, concerns, or problems related to access to courses and credit granted toward a degree. The Ombudsman is an independent, impartial resource who helps students make informed decisions by offering strategies and options for resolving issues and providing information on College policies and procedures. The Student Ombudsman Office is located within the Student Advisement and Engagement department of the Administrative Building at the Key West campus. Students located at the Centers or on the virtual campus may contact Advising.services@fkcc.edu to arrange a convenient appointment.

Lagoon Landing Residence Hall
Florida Keys Community College is proud to offer on-campus student housing. The 100-bed, waterfront residence hall, aptly named Lagoon Landing, is located adjacent to our dive training lagoon on the Key West Campus.

Lagoon Landing features suite-style living arrangements with fully-furnished four- and five-bedroom, two-bathroom units. The common living area of each suite includes a kitchenette with a refrigerator, stove-top,
and microwave. Free Wi-Fi is provided and cable television connections are available in each student’s room. Each suite is equipped with an emergency telephone. Building entrances are monitored by security cameras and are accessible only to residents and authorized college officials.

Residents of Lagoon Landing enjoy social areas like a patio lounge and fitness center. They will also have access to the college pool, tennis courts, and student lounge during designated times.

Like any great place to live, Lagoon Landing’s best qualities are location, location, location!

Beautiful Location: Residents live waterfront, in the heart of our beautiful campus with one of the best sunset views in the Keys.

Academically-Oriented Location: Residents are just steps from their classes, their instructors, their advisors, and resources like the Library and ISLE tutoring center to support their academic success.

Socially-Supportive Location: “Lagoon Landing’s” unique design fosters resident communications and connections with suite mates and neighbors; leading to friendships that build the foundation of collegiate memories.

Email housing@fkcc.edu or visit www.fkcc.edu for more information.

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, special events, and festivals. FKCC is currently a member of the Florida College System Activities Association (FCSAA). FCSAA activities include participation in the Florida College System Student Government Association. 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, government, and ceramics.

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

New clubs may be formed with sufficient student interest in either the fall or spring term. Please consult the Student Handbook, the Student Activities Handbook, or inquire in Student Advisement and Engagement Office for more information concerning student organizations and activities.
Student Responsibilities and Academic Regulations

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 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. In the event a particular class has a waiting list, a student may be withdrawn for non-attendance.

Developmental Program

Students entering degree programs, taking degree-credit courses, or any level of English, math, or reading courses are required to take a placement test before registering. ACT, SAT, CPT, and PERT are accepted. Exemptions to the placement test requirement can be found in Florida Statute 1008.30(4)(a), which states a student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement
test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student’s request.

Students who do not qualify for exemption under F.S. 1008.30 and who provide ACT, SAT, PERT or CPT scores (two years current) below the scores required to enter college level courses must enroll in developmental courses, with the exemption of those students who meet the criteria of Florida Statute 1008.30. 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 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

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 percent point in the semester. Withdrawals after that date will be granted only through approved college procedures.

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.

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.)

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

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.

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.

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).

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.

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.

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

3. Total Attempts

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

Audit enrollments shall not count as attempts, unless such enrollment is declared after the end of the drop/add period. 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>
</tr>
<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>
Standard FKCC Grading Scale:

90% or above A  
80% - 89% B  
70%-79% C  
60%-69% D  
Below 60% F

*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 thirty business days from the posting of the grade. For questions regarding the grade appeal process please see the student handbook, located on our FKCC website.

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

Students must achieve a minimum grade point average (GPA) of 2.0 to maintain satisfactory academic progress at Florida Keys Community College. Students, including dual enrollment students, who have attempted seven (7) or more college credits with less than a 2.0 cumulative GPA (not including college preparatory courses) will be placed on academic probation.

Academic Probation

Students on academic probation are required to meet with an advisor to create an academic plan prior to enrolling in any college credit course.

Students on academic probation are limited to a maximum of six credit hours per semester, for which a 2.0 GPA or better must be received to be removed from probation. Should the student register for less than 6 credits, he/she will remain on probation until such time that he/she does acquire 6 credits.

If students on academic probation have not previously enrolled and successfully completed College Survival Skills, then they must enroll in this 3-credit course as part of their 6-credit course load.

In addition, should the student register for 6 credits and fail to achieve the required 2.0 GPA, then he/she will be placed on academic suspension.

Academic Suspension

Students on academic suspension are prohibited from enrolling in any credit courses for a minimum of one college semester. Students who fulfill their academic suspension requirements and wish to re-enroll in credit courses must follow the academic probation guidelines.

Students have two weeks to appeal their academic suspension to the Student Services Appeals Committee. The appeal of this action must be in writing and must be accompanied with any supporting documents (for example e.g., a supplemental grade report from an instructor correcting an inaccurately reported grade).

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 Appeals 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.
Veteran’s Administration (VA) Satisfactory Progress Policy

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

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

Course Substitutions, Catalog Modifications, and Prerequisites

Course Substitutions

In some instances, students may have successfully completed comparable course work at another regionally accredited institution. As a result, a course substitution may be viable. In other instances, a catalog curriculum modification may be required to address issues involving discontinued courses or courses that are not offered during the semester the student will be graduating.

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. 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 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 do not qualify for exemption according to F.S. 1008.30 (4)(a) and 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), and 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 parallels 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 transfer degree. It is a sixty plus college credit degree intended to prepare students for immediate employment in a specific occupational area and prepares students to transfer into the Florida State University System. The degree requires the completion of at least fifteen to eighteen credit hours of transferable general education courses, as well as transferable technical courses. The general education courses will transfer and apply toward the thirty-six hours required for the baccalaureate degree in the Florida State University System.

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 provides 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.

Applied Technology Diploma

Definition: The ATD consists of a course of study that is part of an associate in science (A.S.) or an associate in applied science degree (A.A.S.), is less than sixty (60) credit hours, is approximately fifty (50) percent of the technical component (non-general education), and leads to employment in a specific occupation. An applied technology diploma program may consist of either technical credit or college credit.

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 (fall and spring). 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. 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.

2. Complete an approved general education program of not fewer than 36 semester hours.

3. 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.
Career and Technical Program Requirements (A.S., A.A.S, Certificate)

To qualify to complete a career and technical 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 the minimum credits required for the 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 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 twice each year at the end of the fall and spring terms. Students planning to participate in the commencement ceremony must submit an application by the term deadline. Those students, who plan to complete graduation requirements during the summer term III, may participate in the spring 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 Registrar.
Overview of Programs of Study

Prepare for University Transfer

A.A. Degree

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.)

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

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

- Addictions Studies
- Computer Programmer
- Emergency Medical Technician
- Entrepreneurship
- Marine Mammal Behavior & Training (MMB & T)
- Marine Propulsion Technology
- Professional Dive Instructor
- Commercial/Work Diving
- Professional Research Diving
- Professional Diving Medical Technician
- Fundamentals of Professional Diving
- Tropical Ornamental Mariculture Technician (TOMT)
**Associate in Science (A.S.)**

These degrees are two-year transferable degree programs composed of vocational and general education courses which prepare students for careers in the areas listed below. This is the degree for students whose primary goal after graduation is to enter the workforce, but think that they may wish to continue their studies in the future.

- Business Administration
- Computer Information Technology
- Computer Programming & Analysis
- Marine Environmental Technology (MET)
- Nursing (RN)

**Associate in Applied Science (A.A.S.)**

These degrees are two-year programs composed of vocational and general education courses, which prepare students for careers in the areas listed below. If your primary goal after graduation is to enter the workforce.

- Diving Business and Technology (DBT)
- Marine Engineering, Management and Seamanship (MEMS)

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

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**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 complete 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 fulfills the remaining bachelor’s degree requirements 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 Florida Virtual Campus (www.flvc.org), 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 and 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 (2) credits in one (1) foreign language at the secondary level or the equivalent at the postsecondary level. 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.

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

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

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

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

six (6) semester hours of mathematics course work at the level of college algebra or higher. Logic or statistics courses may be used to fulfill three (3) hours of the six (6) hour computation requirement when specified.

**General Education Requirements for the Associate in Arts Degree (36 credits)**

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

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

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

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

**A. Letters (6 credits required)**
The following courses each require 6000 words of composition and apply to the Gordon Rule Writing Requirement.
- ENC 1101 English Composition I (3)
- ENC 1102 English Composition II (3)

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

**Cluster A - Literature**
- AML 2020 American Literature (3)
- LIT 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)

**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 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 2311 Calculus and Analytic Geometry I (4)
MAC 2312 Calculus and Analytic Geometry II (4)
MGF 1106 Math for Liberal Arts I (3)
STA 2023 Introduction to Probability and Statistics (3)

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

Cluster A - Biological Sciences
BSC 1005 Survey of Biological Science (3)
BSC 1010 Principles of Biology I (3)
BSC 1010L Principles of Biology I Lab (1)
BSC 1011 Principles of Biology II (3)
BSC 1011L Principles of Biology II Lab (1)
BSC 1020 Human Body (3)
BSC 1085 Anatomy & Physiology I (3)
BSC 1085L Anatomy & Physiology I Lab (1)
BSC 1086 Anatomy and Physiology II (3)
BSC 1086L Anatomy and Physiology II Lab (1)
MCB 2010 Microbiology (3)
MCB 2010L Microbiology Lab (1)
OCB 1000 Introduction to Marine Biology (3)
PCB 2030 Environmental Biology (3)

Cluster B - Physical Sciences
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)
- 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**
- EDF 2085 Introduction to Diversity for Educators (3)
- SYG 1000 Introduction to Sociology (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 1100 Introduction to Computer Applications (3)
- COP 1220C C Programming (3)
- COP 1332 Visual Basic (4)
- COP 2221 Intermediate Programming in C (3)
- COP 2334C Object Oriented Programming in C++ (3)
- COT 2003 Foundations of Computer Science (4)
- EME 2040C Technology in Education (3)
- LIS 2004 Introduction to Internet Research (1)

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

Area VII: Electives (24 credits required)

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

Business Administration

This is the largest career opportunity sector in the nation. New jobs continue to open in management, marketing, personal selling, accounting, and financial management services. Salaries are expected to remain above average in all positions. This is a golden age for new venture formation; more small businesses are being created now than in any other time in history. Students who can master management judgment, initiative, critical reasoning, and communications will be in demand throughout their working lives. This program teaches the student to work in management in virtually ANY organization, whether in the private, public, or service sectors.

General Education Requirements (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Core Requirements (39 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3</td>
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<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Intro to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 1001</td>
<td>Principles of Finance</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENT 1000</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Management Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Introduction to Probability &amp; Statistics I</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (6 credits)

Total Credits Required: 60
Computer Programming and Analysis

This program is designed to prepare students for either further education or an entry level position as a computer programmer. The content of the program prepares individuals to analyze business situations and to design, develop and write computer programs; to store, locate, and retrieve specific documents, data and information; analyze problems using logic/analysis tools, code into computer language; test, monitor, debug, document and maintain computer programs. The completion of the degree will lead to careers such as an entry-level programmer, programmer specialists, computer programmer, senior programmer, chief business programmer, programmer analyst, and information systems programmer. To earn the degree, the student must finish 63 credits. There are 18 credits of general educational requirements and 45 credits of required/core requirements.

General Education Requirements (18 credit hours)

ENC 1101 English Composition I (3)
SPC 1608 Introduction to Speech Communication (3)
MAC 1105 College Algebra (3)
MAC 1114 Trigonometry (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Related Courses/Required (12 credit hours)

ACG 2021 Financial Accounting (3)
ECO 2013 Macroeconomics (3)
ECO 2023 Microeconomics (3)
GEB 1011 Introduction to Business (3)

Core Requirements (28 credit hours)

CGS 1000C Introduction to Computer Science (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)
CIS 2321 Systems Analysis and Design (3)
COP 1000 Fundamentals of Programming (3)
COP 2360 C# Programming (3)
COP 2800 Java Programming (3)
MAC 2311 Calculus and Analytic Geometry I (4)

Electives/Required (Choose 5 credit hours)

ACG 2071 Managerial Accounting (3)
CGS 2820 Web Authoring (3)
COP 2842 Developing Web Sites Using PHP and MySQL (3)
CNT 1000 Local Area Networking (3)
CNT 1401 Principles of Information Security Assurance (3)
COP 1220C Computer Programming in C (3)
COP 2221 Intermediate Programming in C (3)
COP 2805  Advanced Java Programming (3)
COT 2003  Foundations of Computer Science (4)
LIS 2004  Internet Research (1)

Total Credits Required: 63
Computer Information Technology

This program is designed to prepare students for a job as an information technologist. The exponential growth in 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 technology 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 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 (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 Web Authoring-HTML (3)
CIS 2321 Systems Analysis and Design (3)
CNT 1000 Introduction to Local Area Networking (3)
CNT 1401 Principles of Information Security Assurance (3)
COP 1000 Fundamentals of Programming (3)
COP 2800 Introduction to Java Programming (3)

Select 6 credits from the following:

CGS, CIS, CNT, COP,

Total Required Credits: 63
**Marine Environmental Technology (MET)**

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 in the Florida Keys, the Florida Reef Tract and the Florida Keys National Marine Sanctuary. A steering committee comprised of employers in the marine sciences and environmental industries, as well as state/federal governmental and management agencies meet regularly to ensure the MET students learn the requisite skills to meet the demands of the growing 21st century marine industries.

**General Education Requirements (15 credits)**

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

**Core Requirements (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 I (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)
Electives  (Choose any courses below to equal 9 credits hours):

Recommended Electives for Career Pathways

Marine Assessment and Restoration Career Pathway
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)

Marine Aquaculture Career Pathway
FAS 1419 Aquaculture Best Management Practices (3)
OCB 2722C Mariculture Systems and Design (3)
OCB 2723C Nutrition of Mariculture Species (3)
OCB 2724C Tropical Ornamental Mariculture (3)
OCB 2725 Disease and Parasites of Mariculture Species (3)
OCB 2725L Disease and Parasites of Mariculture Species Lab (1)

Marine Mammal Career Pathway
EDG 1030 Dolphin Studies, Education & Curriculum Experience: Professional Development Dolphin Lab for Teacher (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)

Marine Science Internship
OCB 2905 Directed Studies (4)

Total Required Credits:  62
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 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 apply to the Florida Board of Nursing to take the NCLEX-RN for licensure to practice as a Registered Nurse.

Admission

The A.S. in Nursing is a limited access program with selective admission requirements. The exact deadlines are determined each year. LPNs may challenge the first semester of nursing course work through examination and demonstration of skill competencies.

Course Failure and Readmission

- Nursing students must have a grade of “C” or higher in all required courses. Students admitted to the Nursing Program are allowed two (2) nursing course failures (NUR prefix) in the Nursing Program. Students who have any combination of three (3) failures in the following nursing courses will be dismissed and unable to return to the program: NUR 1020C; NUR 1211C; NUR 2213C; NUR 2462C; NUR 2818C; NUR 1142; NUR 1520C.

(See Nursing Student Handbook)

General Education Requirements (30 credits)

<table>
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<th>Course Code</th>
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<tbody>
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<td>BSC 1085</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
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<td>BSC 1085L</td>
<td>Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>BSC 1086</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>BSC 1086L</td>
<td>Anatomy &amp; Physiology II Lab</td>
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<tr>
<td>CHM 1033</td>
<td>Chemistry for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Human Growth and Development</td>
<td>3</td>
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<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010L</td>
<td>Microbiology Lab</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
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<tr>
<td>PHI 2600</td>
<td>Introduction to Ethics</td>
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Core Requirements (42 credits)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUR 1020C</td>
<td>Nursing Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>NUR 1142</td>
<td>Pharmacology in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1211C</td>
<td>Clinical Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>NUR 1520C</td>
<td>Nursing in Mental Health</td>
<td>6</td>
</tr>
<tr>
<td>NUR 2213C</td>
<td>Clinical Nursing II</td>
<td>8</td>
</tr>
<tr>
<td>NUR 2462C</td>
<td>Maternal Child Health</td>
<td>8</td>
</tr>
<tr>
<td>NUR 2818C</td>
<td>Clinical Nursing III</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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 may 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), the National Academy of Scuba Educators (NASE), and the American Academy of Underwater Sciences (AAUS).

General Education Requirements (15 credit hour)

ENC  1101  English Composition (3)
MAC  1105  College Algebra (3)
OR
MGF  1106  Math for Liberal Arts I (3)
OR
STA  2023  Introduction to Probability & 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 (32 total credit hours)

Related Courses Core Requirements  (15 credits hours)

CGS  1100  Introduction to Computer Applications (3)
ENT  1000  Entrepreneurship (3)
OR
GEB  1011  Introduction to Business (3)
OR
BUL  2241  Business Law 1 (3)
MTE  1053C 2 & 4-Cycle Outboard Engine Repair and Maintenance (3)
MTE  1811  Basic Seamanship (3)
OCB  1000  ntroduction to Marine Biology (3)
OR
OCE  1001  Introduction to Oceanography (3)

Fundamentals of Professional Diving Core Requirements (17 credit hours)

EMS  1344  Aquatic 1st Aid/CPR/O2 (1)
EMS  2081C Scuba Rescue and Emergency Medicine (3)
EOC  2714C Recompression Chamber Operations (2)
EOC  2713C Breathing Gasses and Decompression Theory (3)
PEN  1141  Scuba Equipment, Maintenance & Repair (2)
PEN  2137C Advanced Diving Theory and Practice (3)
PGY  1245C Underwater Photography (3)

Electives (Choose any courses to equal 15 credit hours)

EMS  1158C Emergency Medical Technician (11)
EMS  2082  Dive Medicine Instructor (4)
EMS  2345  Diving Medical Technician (3)
EOC 2710  Public Safety Diving (5)
EOC 2711  Diving Technology (4)
EOC 2712  Introduction to Surface Air Supplied Diving (3)
EOC 2715  Diving Safety (1)
EOC 2719  Surface Air Supplied (SAS) Work Diving Techniques (2)
ISC 1142  Science of Underwater Performance (3)
ISC 2132  Basic Research Diving (4)
MKA 2621  The Business of Diving (3)
PEN 1136C  Scuba Diving (2)
PEN 1142C  Advanced Diving Equipment Maintenance and Repair (4)
PEQ 1136C  Scuba Instructor Training (4)
PEQ 1137C  Divemaster (4)
PEQ 2133C  IDC Staff Instructor
PGY 2247C  Advanced Underwater Photography (4)

Suggested Electives for Career Pathways:

Professional Dive Instructor (15 Credits)
PEQ 1137C  Divemaster (4)
PEQ 1136C  Scuba Instructor Training (4)
MKA 2621  The Business of Diving (3)
*Any dive elective listed below. (4)

Commercial / Work Diver (15 Credits)
EOC 2711  Diving Technology (4)
EOC 2712  Introduction to Surface Air Supplied Diving (3)
EOC 2715  Diving Safety (1)
EOC 2719  Surface Air Supplied (SAS) Work Diving Techniques (2)
*Any dive elective listed below. (5)

Public Safety Diver(15 Credits)
EOC 2710  Public Safety Diving (5)
*Any dive elective listed below. (10)

Professional Research Diver (15 Credits)
ISC 2132  Basic Research Diving (4)
*Any dive elective listed below. (11)

*Free Electives for any Career Pathway
EMS 2082  Dive Medicine Instructor (4)
ISC 1142  Science of Underwater Performance (3)
PEN 1136C  Scuba Diving (2)
PEN 1142C  Advanced Diving Equipment Maintenance and Repair (4)
PEQ 2133C  IDC Staff Instructor(4)
PGY 2247C  Advanced Underwater Photography (4)

Total Credits Required: 62
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 Probability & 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 1 (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 & 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)

Electives (Choose any courses below to equal 9 credits hours):

Recommended Electives for Career Pathways

Gasoline Engines Career Pathway (9 credits)

MTE 1166C   Marine Ignition & Fuel Systems (3)
MTE 2043C   Marine 4-Cycle Stern Drive Inboard Engines (3)
MTE 2072C   Marine Propulsion Gasoline Engine Troubleshooting (3)
Diesel Engines Career Pathway (9 Credits)
MTE 1042C Marine Diesel Systems (3)
MTE 2058C Diesel Engine Testing Troubleshooting Procedures (3)
MTE 2160C Diesel Fuel Injection Systems (3)

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

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

Welding Career Pathway (9 Credits)
MTE 1653C Shielded Metal Arc Welding (3)
MTE 2652C Advanced Welding Techniques (3)
MTE 2654C Marine Technology Pipe Welding with MIG and TIG (3)

Total Credits Required: 66
College Credit Certificates

Addictions Studies

These courses are designed for those who are interested in attaining one of the certifications from the Florida Certification Board (FCB) 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(s) to become a Certified Addictions Professional (CAP), Certified Addictions Counselor (CAC), or Certified Addiction Specialist (CAS). Hours within the program are divided into counseling and addictions hours. Students interested in certification should visit www.flcertificationboard.org for more information.

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 the required education hours and one year experience in the mental health or addictions field and after successful application to the FCB to register for the exam. Volunteer work may be counted towards work experience hours. Students may select specific courses of interest to meet the required education hours for the FCB. Please note that the college does administer the state exam but not the international. Both are given by the Florida Certification Board.

Prerequisite Courses for those seeking FCB Certification (6 credits required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HUS 1400</td>
<td>Introduction to Chemical Dependency (2)</td>
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<tr>
<td>HUS 1480</td>
<td>HIV and the Substance Abuser (1)</td>
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<tr>
<td>HUS 1500</td>
<td>Ethics for Addictions Counselors (3)</td>
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</tbody>
</table>

Career Pathway Courses (33 credits required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HUS 1007</td>
<td>Introduction to Certified Addictions Professional Process (1)</td>
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<tr>
<td>HUS 1337</td>
<td>Overview of Client Screening, Intake, Diagnostic Assessment and Orientation (1)</td>
<td></td>
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<tr>
<td>HUS 1348</td>
<td>Overview of the Criminal Justice Approach to Chemical Dependency (1)</td>
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<tr>
<td>HUS 1415</td>
<td>Case Management in Human Services (3)</td>
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<tr>
<td>HUS 1421</td>
<td>Assessment and Treatment Planning in Addictions (2)</td>
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<tr>
<td>HUS 1422</td>
<td>Communication Skills Using Therapeutic Communication in Chemical Dependency (1)</td>
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<tr>
<td>HUS 1423</td>
<td>Group Counseling in Substance Abuse (2)</td>
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<tr>
<td>HUS 1424</td>
<td>Counseling the Chemically Dependent I (2)</td>
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<td>HUS 1426</td>
<td>Counseling the Chemically Dependent II (2)</td>
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<tr>
<td>HUS 1443</td>
<td>Family Counseling in Addictions (1)</td>
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<tr>
<td>HUS 1444</td>
<td>Co-dependency (1)</td>
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<tr>
<td>HUS 1450</td>
<td>Dual Diagnosis - Substance Abuse and Other Mental Disorders (1)</td>
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<tr>
<td>HUS 1470</td>
<td>Addictions Counseling and the Law (1)</td>
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<tr>
<td>HUS 1481</td>
<td>Multicultural Counseling in Addictions Counseling (1)</td>
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<tr>
<td>HUS 2019</td>
<td>Stress Management (2)</td>
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<tr>
<td>HUS 2303</td>
<td>Counseling Theory (3)</td>
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<tr>
<td>HUS 2320</td>
<td>Introduction to Crisis Intervention (3)</td>
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<tr>
<td>HUS 2451</td>
<td>Managing Depression and Suicide (1)</td>
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<tr>
<td>HUS 2460</td>
<td>Relapse Prevention (1)</td>
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</tbody>
</table>
HUS 2461  Men's/Women's Issues in Recovery (1)
HUS 2482  Issues of Intimacy and Sexuality (1)
HUS 2930  Course Review and Exam Preparation (1)

**Total Credits Required: 39**

**Computer Programmer 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)**

- ACG 2021  Financial Accounting (3)
- CGS 1000C Introduction to Computer Science (3)
- CGS 2540  Introduction to Microcomputer Database Management (3)
- CIS 2321  Systems Analysis and Design (3)
- COP 1000  Fundamentals of Programming (3)
- COP 2800  Introduction to Java Programming (3)
- CGS 1100  Introduction to Computer Applications (3)
- GEB 1011  Introduction to Business (3)
- MAC 1105  College Algebra (3)

**Electives (6 credit hours required)**

Any course from CGS, CIS, COP, COT, ECO, MAN

**Total credit hours: 33**
Diving Technology Certificates

This program is designed for those students who want training in diving business and technology without immediately pursuing the Associate in Applied Science degree. These courses may also apply to the Associate in Applied Science (A.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. If a student wishes to take a specialization area certificate independently there may be some prerequisite course work required.

Fundamentals of Professional Diving (17 credit hours)

- EMS 1344 Aquatic 1st Aid/CPR/Oxygen (1)
- EMS 2081C Scuba Rescue and Emergency Medicine (3)
- EOC 2713C Breathing Gases and Decompression Theory (3)
- EOC 2714C Recompression Chamber Operations (2)
- PEN 1141 Scuba Equipment Maintenance & Repair (2)
- PEN 2137C Advanced Diving Theory and Practice (3)
- PGY 1245C Underwater Photography (3)

Commercial/Work Diving (10 credit hours)

- EOC 2711 Diving Technology (4)
- EOC 2712 Introduction to Surface Air Supplied Diving (3)
- EOC 2715 Diving Safety (1)
- EOC 2719 Surface Air Supplied Work Diving Techniques (2)

Professional Dive Instructor (11 credit hours)

- MKA 2621 Business of Diving (3)
- PEQ 1136C Scuba Instructor Training (4)
- PEQ 1137C Divemaster (4)

Professional Research Diving (11 credit hours)

- ISC 2132 Basic Research Diving (4)
- OCB 1000 Introduction to Marine Biology (3)
- OCB 2102C Marine Data Collection (4)

Total Credit Hours Required: 10-17
Optional Diving Agency Certifications:

- **American Academy of Underwater Sciences (AAUS)**

- **Professional Association of Dive Instructors (PADI):**
  
  Open Water Diver  
  Advanced Open Water Diver  
  Rescue Diver  
  Divemaster  
  Assistant Instructor  
  Instructor  
  IDC Staff Instructor  
  Enriched Air Diver  
  DSAT Gas Blender  
  Underwater Navigator  
  Underwater Photographer  
  AWARE Fish Identification  
  Search and Recovery Diver  
  Peak Performance Buoyancy Diver  
  Deep Diver  
  Wreck Diver  
  Night and Limited Visibility Diver  
  Underwater Naturalist  
  Multi-level Diver  
  Research Diver  
  Equipment Specialist

- **Divers Alert Network:**
  
  Emergency Oxygen for Scuba Diving Injuries Provider  
  First Aid for Hazardous Marine Life Injuries Provider  
  On Site Neurological Assessment for Divers Provider  
  Diving Emergency Management Provider  
  Diving Emergency Specialist  
  Basic Life Support CPR & First Aid Provider  
  Diving Emergency Management Instructor  
  Emergency Oxygen for Scuba Diving Injuries Instructor  
  First Aid for Hazardous Marine Life Injuries Instructor  
  On Site Neurological Assessment for Divers Instructor  
  Basic Life Support CPR & First Aid Instructor

- **Emergency First Response:**
  
  Primary and Secondary Care Provider  
  Care for Children Provider  
  CPR and AED Provider  
  Primary and Secondary Care Instructor  
  Care for Children Instructor

- **American Underwater Products**
  
  AUP Open Circuit Service Technician
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 Applied 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.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

Tropical Ornamental Mariculture Technician (TOMT)

Tropical marine aquaculture is increasingly used for conservation efforts focused on coral reef species and coral restoration projects. Increasing environmental concerns over global degradation of many tropical marine coral reef ecosystems, and specifically Florida Keys coral reef ecosystems necessitates the need for immediate education of qualified tropical marine aquaculture technicians. The Tropical Ornamental Mariculture Technician (TOMT) certificate is designed to develop marine ornamental entrepreneurs and provide technician level marine aquaculture skills that will help fill the marine aquaculture jobs of the future while helping supply the demand for oceanic resources from a cultured environment and not the ocean.

Course Requirements (30 credit hours)

OCB 1000 Introduction to Marine Biology (3)
ENT 1000 Entrepreneurship (3) OR GEB 1011 Introduction to Business (3)
OCB 2721C Survey of Mariculture (4)
FAS 1419 Aquaculture Best Management Practices (3)
OCB 2722C Mariculture Systems and Design (3)
OCB 2723C Nutrition of Mariculture Species (3)
OCB 2724C Tropical Ornamental Mariculture (3)
OCB 2725 Disease and Parasites of Mariculture Species (3)
OCB 2725L Disease and Parasites of Mariculture Species Lab (1)
OCB 2905 Directed Studies: TOMT Internship (4)

Total Credits Required: 30

Marine Mammal Behavior and Training (MMB&T)

All courses take place at Dolphin Research Center on Grassy Key, FL. Each seven-day course introduces students to Dolphin Research Center’s resident pod of dolphins and includes hands-on and in-water interactive experiences as well as classroom seminars and workshops, live marine mammal demonstrations and observations, and discussions with expert trainers, researchers and educators.

Course topics include, but are not limited to: marine mammal husbandry; marine mammal medical care and pathology; behavior modification and training; anatomy; physiology; maternity; population management; habitat and maintenance; environmental enrichment; cognitive and behavioral research methodology, design and implementation; dolphin acoustics; and communication; marine mammal law; and conservation.

Animal experience includes but is not limited to: meal preparation; animal handling and behavior modification through operant conditioning; animal presentation and narration delivery; cognitive research design and implementation; behavioral observation and research; and animal enrichment design and implementation.
Course Requirements (15 credit hours)

OCB 1301C Dolphin Studies & Field Experience: Basic Dolphin Lab (3)
OCB 1311 Dolphin Studies & Field Experience: Marine Mammal Care & Basic Training (3)
OCB 2313 Dolphin Studies & Field Experience: Advanced Marine Mammal Training & Enrichment (3)
OCB 2310 Dolphin Studies & Field Experience: Cognitive & Behavioral Research with Marine Mammals (3)
EDG 1030 Dolphin Studies, Education & Curriculum Experience: Professional Development Dolphin Lab for Teacher (3)

Total Credits Required: 15

Applied Technical 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 healthcare 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.

EMS 1158C Emergency Medical Technician (11)

Prerequisites: (S01 440 or FCTR 355 or (Ao3 018 and A01 017) or (CPTR 083 or CPTL 083) or (PRTR 104 and PRTR 099 and MAT 0024C CR C. *or CPTE 072 or A02 019or S02 440 or PRTM 113

This course is not ordinarily counted in the Associate in Arts degree. The EMT course is designed as a one semester course, 11 credit hours in length to prepare the student for employment in the EMS system as an EMT. In addition to classroom lecture and lab practical time, the student will be assigned to contact agencies for experience in riding with the rescue and ambulance units under the supervision of State of Florida EMTs or Paramedics. Students will also be assigned to hospital agencies for emergency department experience. Upon successful completion of this course, students will be eligible for application to the State of Florida and/or National Registry for certification by examination as an Emergency Medical Technician. This course meets and exceeds the 1994 US DOT EMS National Standards curriculum as required by the Florida department of Emergency Medical Services, and the Florida Department of Education.

Total Credits Required: 11
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 0001 Introduction to Law Enforcement (10 hrs.)
CJK 0012 Legal (62 hrs.)
CJK 0013 Interactions in a Diverse Community (40 hrs.)
CJK 0065 Calls for Service (36 hrs.)
CJK 0014 Interviewing and Report Writing (56 hrs.)
CJK 0092 Critical Incidents (44 hrs.)
CJK 0020C CMS Law Enforcement Vehicle Operations (48 hrs.)
CJК 0031C CMS 1st aid for Criminal Justice Officers (40 hrs.)
CJК 0040C CMS Criminal Justice Firearms (80 hrs.)
CJК 0051 CMS Criminal Justice Defense Tactics (80 hrs.)
CJК 0064 Fundamentals of Patrol (35 hrs.)
CJК 0077 Criminal Investigations (50 hrs.)
CJК 0078 Crime Scene to Courtroom (35 hrs.)
CJК 0087 Traffic Stops (30 hrs.)
CJК 0084 DUI Traffic Stops (24 hrs.)
CJК 0088 Traffic Crash Investigations (32 hrs.)
CJК 0096 Criminal Justice Officer Physical Fitness Training (60 hr.)
CJК 0422 Dart Firing Stun Gun (8 hrs.)

TOTAL: 770 Hours

Criminal Justice Technology Correctional Basic Recruit Training Academy

Correctional Officer Basic Recruit Training (Minimum Standards)

This is the 420-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

CJК 0300 Intro to Corrections (32 hrs.)
CJК 0305 Communications (40 hrs.)
CJК 0310 Officer Safety (16 hrs.)
CJК 0315 Facility & Equipment (8 hrs.)
CJК 0320 Intake & Release (18 hrs.)
CJК 0325 Supervising in a Correctional Facility (40 hrs.)
CJК 0330 Supervising Special Populations (20 hrs.)
CJК 0335 Responding to Incidents and Emergencies (16 hrs.)
CJК 0031C CMS 1st Aid for Criminal Justice Officers (40 hrs.)
CJК 0040C CMS Criminal Justice Firearms (80 hrs.)
CJК 0051 CMS Criminal Justice Defensive Tactics (80 hrs.)
CJК 0340 Officer Wellness and Physical Abilities (30 hrs.)

TOTAL: 420 Hours
Criminal Justice Technology Crossover Correctional to Law Enforcement Academy

This program is the 515-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

Courses Offered

CKJ 0020C CMS Law Enforcement Vehicle Operations (48 hrs.)
CKJ 0293 Overview of Law Enforcement (64 hrs.)
CKJ 0064 Fundamentals of Patrol (35 hrs.)
CKJ 0092 Critical Incidents (44 hrs.)
CKJ 0065 Calls for Service (36 hrs.)
CKJ 0296 Reporting Procedures (32 hrs.)
CKJ 0297 Interactions in Crisis Situaitons (10 hrs.)

CKJ 0077 Criminal Investigations (50 hrs.)
CKJ 0078 Crime Scene to Courtroom (35 hrs.)
CKJ 0087 Traffic Stops (30 hrs.)
CKJ 0084 DUI Traffic Stops (24 hrs.)
CKJ 0088 Traffic Crash Investigations (32 hrs.)
CKJ 0393 Crossover Program Updates (8 hrs.)
CKJ 0295 Correctional Cross-Over to Law Enforcement Officer Wellness (35 hrs.)
CKJ 0392 Cross-Over Handgun Transition Course (24 hrs.)
CKJ 0422 Dart Firing Stun Gun (8 hrs.)

TOTAL: 515 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

Community Education and Workforce

The Office of Community Education and Workforce 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 Office of Community Education and Workforce 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 delivery formats 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 30 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 more types of technology for remote delivery of course materials.

**Technology 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.
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>
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</thead>
<tbody>
<tr>
<td>SYG</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></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>No laboratory component in this course</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 sub-category of knowledge. The prefix is not intended to identify the department in which a
course is offered. Rather, the content of a course determines the assigned prefix used to identify the
course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

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

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

- courses in the x900-x999 series (e.g., art 2905)
- internships, practical, clinical experiences, and study abroad courses
- performance or studio courses in art, dance, theater, and music
- skills courses in criminal justice
- graduate courses
- courses not offered by the receiving institution.
- for courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course.
- 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 the Registrar 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

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<tr>
<th>Postsecondary Educational Readiness Test</th>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
<th>No Preparatory Course Required</th>
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<tr>
<td>PRTR</td>
<td>PRTR</td>
<td>Postsecondary Educational Readiness Test-Reading</td>
<td>106-150</td>
<td>No Preparatory Course Required</td>
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<td>Test Code</td>
<td>Test Name</td>
<td>Placement</td>
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<tr>
<td>PRTL</td>
<td>Postsecondary Educational Readiness Test-Writing</td>
<td>103-150 No Preparatory Course Required</td>
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<tr>
<td>PRTM</td>
<td>Postsecondary Educational Readiness Test-Math</td>
<td>123-150 College Algebra or Equivalent</td>
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<td>CPTR</td>
<td>College Placement Test Reading</td>
<td>83 &amp; above No Preparatory Course Required</td>
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<tr>
<td>Test</td>
<td>Score Range</td>
<td>Course</td>
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<td>CPTL</td>
<td>54-82</td>
<td>REA 0017 Developmental Reading II</td>
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<td>30-53</td>
<td>REA 0007 Developmental Reading I</td>
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<td>29 &amp; below</td>
<td>See counselor or Testing Coordinator for more Information</td>
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<td>CPTL College Placement Test Language Sentences</td>
<td>83 &amp; above</td>
<td>No Preparatory Course Required</td>
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<td>CPTA</td>
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<td>ENC 0025 Developmental Writing II</td>
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<td>CPTA College Placement Test Arithmetic</td>
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<td>CPTE College Placement Test Elementary Algebra</td>
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<td>MAC 1105; MGF 1106; MAC 1114</td>
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<td>MAT 1033; STA 2023</td>
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<td></td>
<td>71 &amp; below</td>
<td>MAT 0028 Developmental Math II</td>
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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

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 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 or PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

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 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 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 fluorochlorocarbons 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

Prerequisites: ( ENC 0025 CR C. and REA 0017 CR C. ) or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

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 0025 CR C. and REA 0017 CR C. ) or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

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 0025 CR C. and REA 0017 CR C. ) or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

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

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

Co-requisites: BSC 1011

An overview of ecology, evolution, population genetics, the origin of life, biological diversity, plant and
animal taxonomy (cladistics), fungi, protists, bacteria, archaea, plant anatomy and physiology.

**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 1010 CR C and BSC 1010L CR C
Co-requisites: BSC 1085L

A survey of the integumentary, skeletal, muscular, and nervous systems as well as the articulations of the skeletal system, basic biological chemistry, and the organization and function of the tissues of the human body.

**BSC 1085L - Anatomy and Physiology I Lab**
1.000 Credits
Prerequisites: BSC 1010 CR C and BSC 1010L CR C
Co-requisites: BSC 1085

A survey of the integumentary, skeletal, muscular, and nervous systems as well as the articulations of the skeletal system, basic biological chemistry, and 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 continuation of the survey of human body systems begun in BSC 1085 with emphasis on the endocrine, cardiovascular, lymphatic, respiratory, digestive urinary and reproductive systems.

**BSC 1086L - Anatomy and Physiology II Lab**
1.000 Credits
Prerequisites: BSC 1085 CR C and BSC 1085L CR C
Co-requisites: BSC 1086

A continuation of the survey of human body systems begun in BSC 1085 with emphasis on the endocrine, cardiovascular, lymphatic, respiratory, digestive urinary and reproductive systems.

**BUL 2241 - Business Law I**
3.000 Credits
Prerequisites: GEB 1011 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.

**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.

**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 2002 - Crime in America**
3.000 Credit
Prerequisites: CCJ 1010 CR C and CCJ 1020 CR C

This course expands upon the knowledge form criminology and introduction to criminal justice, emphasizing the crime problem in the U.S. to include crime patterns and criminal behaviors, explanations of the crime, how the justice system is designed to responsively deal with it by punishment and prevention, in so expounding upon related theory and philosophy.

**CCJ 2107 - Crime and Public Policy**
3.000 Credits
Prerequisites: CCJ 1010 CR C and CCJ 1020 CR C and CCJ 2704 CR C

This course presents an analysis of various policy initiatives designed to reduce the level of crime, in so applying the elements of criminological theory and research methods to critically evaluate the effectiveness of policies.

**CCJ 2252 - Critical Issues in Criminal Justice**
3.000 Credits
Prerequisites: CJL 2100 CR C

The study of Constitutional doctrine as a series of controls on the administration of criminal justice, utilizing the opinions of the United States Supreme Court as a basis of study. Emphasis will be placed on
the Bill of Rights Amendments having relationships to criminal justice.

**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
Prerequisites: CJE 2600 CR C

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: CCJ 1010 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
CGS 1000C - Introduction to Computer Science
3.000 Credits
Co-requisites: MAC 1105

The primary topics covered in this course include computer input and output devices, the processor, auxiliary storage, file structures, and data base, 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 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 1560 - Computer Operating Systems
3.000 Credits
Prerequisites: CGS 1000C CR C

This course provides a basic history and overview of computer operating systems. Basic theories, concepts and terminology, and evolution of computer operating systems are covered. Development, function, and comparisons of common operating systems such as DOS, Windows 9x, Windows NT/2000, Unix/Linux and MAC OS are discussed. In particular, this class is meant to introduce processes such as processing unit, file systems, process management, synchronization, memory management and I/O management.

CGS 2091 - Professional Ethics and Social Issues in Computing
3.000 Credits
Prerequisites: ( CGS 1000C CR C or CGS 1100 CR C ) and ENC 1101 CR C

This course will examine the host of serious legal and ethical controversies emerging from the new technology based information age society by the application of basic ethical principles. Topics include privacy, reliability, security, intellectual property, control, equality of access, and authenticity.

CGS 2540 - Introduction to Microcomputer Database Management
3.000 Credits
Prerequisites: CGS 1000C CR C

This course is not ordinarily counted in the Associate in Arts degree. This course introduces database management concepts and their application in a business environment. Topics to be covered include fundamental concepts of database design, creating, using and modifying database files, sorting, querying,
and generating reports with hands-on experience using a relational database software package.

**CGS 2820 - Web Authoring -HTML**
3.000 Credits
Prerequisites: CGS 1000C CR C

This course is not ordinarily counted in the Associate in Arts degree. This course introduces the student to the fundamentals of Web page authoring. Students will learn to use HTML and CSS to create web pages. Topics include HTML links, graphics, image maps, tables, frames, forms, and style sheets. Advanced techniques include streaming audio and video. FTP software will be covered as well as strategies for website hosting and credit card processing.

**CHM 1033 - Chemistry for Health Sciences**
3.000 Credits
Prerequisites: MAT 1033 CR C or MAC 1105 CR C or A02 021 or S02 480 or CPTE 098 or PRTM 123 or EXHS Y or EXMI Y

This course meets the new curriculum requirements of FKCC’s pre-nursing program approved by the State of Florida’s Board of Nursing. This course emphasizes chemistry topics related to the allied health science through the study of the essentials of inorganic and organic chemistry and biochemistry as it relates to processes and functions of the human body.

**CHM 1045 - General Chemistry I**
3.000 Credits
Prerequisites: MAT 1033 CR C or A02 021 or S02 480 or CPTE 098 or PRTM 123 or EXHS Y or EXMI Y
Co-requisites: CHM 1045L MAC 1105

The lecture portion of each class consists of approximately 75 minutes of lecture addressing topics from the required textbook. Atomic structure and molecular structure are studied, as well as the relation between mass and moles. The periodic properties of the elements, chemical reactions and chemical bonding are mastered and their relation to the three macro physical states of matter; gas, liquid, and solid.

**CHM 1045L - General Chemistry I Lab**
1.000 Credits
Co-requisites: CHM 1045

The lab portion of each class consists of approximately two and one-half hours of assigned laboratory work. Topics will be selected to complement the lecture material from CHM1045. Atomic structure and molecular structure are studied, as well as the relation between mass and moles. The periodic properties of the elements, chemical reactions and chemical bonding are studied and their relation to the three macro physical states of matter: gas, liquid, and solid.
CHM 1046 - General Chemistry II
3.000 Credits
Prerequisites: CHM 1045 CR C
Co-requisites: CHM 1046L

Chemical Equilibria, kinetics and electro-chemistry will be introduced. The nature of the chemical bond will be studied, introducing the Lewis dot structure, and the VSEPR theory of structure determination.

CHM 1046L - General Chemistry II Lab
1.000 Credits
Must be enrolled in one of the following Levels:
Prerequisites: CHM 1045L CR C
Co-requisites: CHM 1046

Topics will be selected to complement the lecture material from CHM 1046. Major topics will be redox titrations and the separation and identification of groups I-IV cations.

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

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

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

Experiments will be designed to reinforce the lecture topics in 2210C and familiarize students with laboratory equipment and techniques. Fractional distillations at atmospheric and reduced pressure, melting point experiments, colligative properties, model building and Internet activities will be used. Additionally, the publisher’s web site will be available as supplemental material.
CHM 2211 - Organic Chemistry II  
3.000 Credits  
Prerequisites: CHM 2210 CR C and CHM 2210L CR C  
Co-requisites: CHM 2211L  

The lecture portion of each class consists of approximately 50 minutes (75 minutes for classes that meet twice a week) of lecture addressing to pics from the required textbook. Continuing fundamentals of organic chemistry will be introduced. 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.

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 to pics.

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.

CIS 2321 - System Analysis & Design  
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 CR C or COP 2334C CR C or COP 2800 CR C or COP 2805 CR C)  

A study of the analysis, design and implementation phases of software system development using a phased life cycle approach. Process, data and object oriented development models will be introduced, as well as modeling tools and CASE software. Team approaches to software development and project management concepts are covered.

CIS 2905 - Directed Individual Study  
3.000 TO 4.000 Credits
Directed Study.

CJK 0001  Intro to Law Enforcement
0.330 CEUs
Prerequisites: Instructor Approval required

At the end of this course, students should be able to: understand the values and ethics required for criminal justice officers understand the consequences of sexual harassment describe the criminal justice system describe the structure of criminal justice agencies.

CJK 0012  Legal
2.070 CEUs
Prerequisites: Instructor Approval required

AT THE END OF THIS COURSE, STUDENTS SHOULD UNDERSTAND THE FOURTH AMENDMENT RELATED TO SEARCH AND SEIZURE KNOW WHAT CONSTITUTES A LAWFUL ARREST BE ABLE TO ARTICULATE THE LEGAL JUSTIFICATION FOR THE USE OF FORCE UNDERSTAND THE FIFTH AND SIXTH AMENDMENTS RELATED TO INTERROGATION OF SUSPECTS DETERMINE WHEN A CRIME HAS BEEN COMMITTED AND THE ELEMENTS NECESSARY TO MAKE AN ARREST FOR THAT CRIME UNDERSTAND THE LEGAL RULES AND CONCEPTS OF EVIDENCE UNDERSTAND CIVIL AND CRIMINAL LIABILITY RELATED TO AN OFFICERS PERFORMANCE OF DUTIES UNDERSTAND AN OFFICERS DUTIES AND OPTIONS IN CIVIL (NONCRIMINAL) INCIDENTS BE FAMILIAR WITH THE LEGAL CONSIDERATIONS WHEN DEALING WITH JUVENILES.

CJK 0013  Interactions in a Diverse Comm
1.330 CEUs
Prerequisites: Instructor Approval required

COMMUNICATE EFFECTIVELY AND PROFESSIONALLY WHEN INTERACTING WITH PEOPLE IN A VARIETY OF CIRCUMSTANCES INTERACT WITH AN INDIVIDUAL WITH PHYSICAL OR DEVELOPMENTAL DISABILITIES, RECOGNIZE THE SIGNS AND SYMPTOMS SPECIFIC TO THE DISABILITY, AND PROVIDE THE MOST APPROPRIATE INTERVENTION INTERACT WITH VETERANS IN CRISIS, RECOGNIZE POTENTIAL EMOTIONAL TRIGGERS, AND RECOMMEND AVAILABLE RESOURCES INTERACT WITH PERSONS EXHIBITING SIGNS OF MENTAL ILLNESS USING COMMUNICATIONS SKILLS APPROPRIATE FOR THE CONDITION OF THE INDIVIDUAL, AND UNDERSTAND HOW TO USE THE BAKER ACT FOR AN INVOLUNTARY EXAMINATION INTERACT WITH A PERSON THREATENING SUICIDE, ASSESS THE RISK OF SUICIDE, AND PROVIDE SERVICES AND STABILIZE THE SITUATION INTERACT WITH JUVENILES, ASSESS THEIR BEHAVIORAL CHARACTERISTICS, AND PROVIDE THE MOST APPROPRIATE RESPONSE TO A CALL INVOLVING A JUVENILE INTERACT WITH A PERSON SUSPECTED OF SUBSTANCE ABUSE, APPLY OFFICER SAFETY SKILLS, AND UNDERSTAND HOW TO USE THE MARCHMAN ACT.

CJK 0014  Interviewing & Report Writing
1.870 CEUs
Prerequisites: Instructor Approval required

AT THE END OF THIS COURSE, STUDENTS WILL: PREPARE AND CONDUCT BASIC INTERVIEW, GATHER INFORMATION, TAKE NOTES, IDENTIFY SIGNS OF DECEPTION, OBTAIN STATEMENTS, IDENTIFY TYPES OF REPORTS, FORMS, AND LOGS, INCLUDING: CRIME, INCIDENT, USE OF FORCE, DISCIPLINARY, TRAFFIC CRASH, ORGANIZE
INFORMATION, CHRONOLOGICALLY, CATEGORICALLY, WRITE REPORTS, APPLY APPROPRIATE GRAMMAR AND MECHANICS, APPLY AGENCY PROCEDURES, EVALUATE REPORT PRIOR TO SUBMISSION, DRAFT PROBABLE CAUSE AFFIDAVIT.

**CJK 0020  CMS LE Vehicle Operations**  
1.600 CEUs  
Prerequisites: Instructor Approval required

This course presents the dynamics of emergency vehicle operations and develops skills in operating a motor vehicle in the law enforcement environment, a demonstration of proficiency is required.

**CJK 0031  CMS First Aid for Criminal Jus**  
1.330 CEUs  
Prerequisites: Instructor Approval required

This course provides life-saving skills development in emergency situations appropriate for the Law Enforcement Officer, including: CPR and communicable diseases.

**CJK 0040C  Firearms**  
2.670 CEUs  
Prerequisites: Instructor Approval required

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: Instructor Approval required

The CMS Criminal Justice Defensive Tactics course provides basic recruits with training in the physical skills necessary for the use of force in controlling subjects and for self-defense. Although there is some classroom instruction most of this course is physical training.

**CJK 0064  Fundamentals of Patrol**  
1.170 CEUs  
Prerequisites: Instructor Approval required
AT THE END OF THIS COURSE, STUDENTS SHOULD BE ABLE TO USE RADIO EQUIPMENT PROPERLY, IDENTIFY THE USES OF MOBILE COMPUTER DEVICES, AND UNDERSTAND THE USES OF FCIC/NCIC/NLETS AND OTHER ELECTRONIC DATABASE RESOURCES UNDERSTAND COMMUNITY-ORIENTED POLICING AND HOW IT IS IMPLEMENTED AS A PROBLEM-SOLVING MODEL, AND IDENTIFY THE SARA PROBLEM-SOLVING MODEL AND ITS APPLICATION IN REAL LIFE SITUATIONS UNDERSTAND OFFICER SAFETY ISSUES, IDENTIFY AND AVOID FATAL ERRORS, IDENTIFY AND MANAGE STRESS, AND MAINTAIN MENTAL AND PHYSICAL FITNESS PREPARE TO PATROL, KNOW WHAT A BOLO IS AND HOW TO CREATE AND CANCEL A BOLO, RESPOND TO A CALL, APPROACH A SUSPECT, SET UP A PERIMETER, CONDUCT A BUILDING SEARCH, MAKE AN ARREST, TRANSPORT A PRISONER, AND PROCESS THE PRISONER ATA DETENTION FACILITY.

CJK 0065  Calls for Service
1.200 CEUs
Prerequisites: Instructor Approval required

AT THE END OF THIS COURSE, STUDENTS SHOULD BE ABLE TO: RESPOND TO CALLS FOR SERVICE, INCLUDING WELL-BEING AND SECURITY CHECKS, BUILDING ALARMS, ENVIRONMENTAL HAZARDS, TRANSPORTATION REQUESTS, ANIMAL COMPLAINTS, DEATH NOTIFICATIONS, AND SPECIAL EVENT SECURITY RESPOND TO DISTURBANCES, INCLUDING CROWD CONTROL, CIVIL DISTURBANCES, CIVIL STANDBYS, AND DISORDERLY OR IRRATE PEOPLE RESPOND TO COURT ORDERS, INCLUDING ARRESTS AND CIVIL PROCESSES, AND ASSIST WITH THE EXECUTION OF SEARCH WARRANTS RESPOND TO CALLS CONCERNING VEHICLE FIRES, UNATTENDED, ABANDONED, OR DISABLED VEHICLES, AND ROADWAY OBSTRUCTIONS OR DAMAGE ENFORCE PARKING VIOLATIONS, IMPOUND A VEHICLE, DIRECT VEHICLE TRAFFIC, AND DIRECT PEDESTRIAN TRAFFIC RESPOND TO PEOPLE IN CRISIS, INCLUDING SUICIDE INCIDENTS, THREATS FROM MENTAL IMPAIRMENTS, AND SITUATIONS INVOLVING ALCOHOL OR SUBSTANCE ABUSE.

CJK 0077  Criminal Investigations
1.670 CEUs
Prerequisites: Instructor Approval required

This is a basic course which includes methods and skills for conducting an initial investigation of crimes against society, persons and property and economic crimes.

CJK 0078  Crime Scene to Courtroom
1.170 CEUs
Prerequisites: Instructor Approval required

AT THE END OF THIS COURSE, STUDENTS SHOULD BE ABLE TO: PROCESS A CRIME SCENE CONDUCT A FOLLOW-UP INVESTIGATION PROVIDE TESTIMONY IN DIFFERENT TYPES OF COURT PROCEEDINGS.

CJK 0081  Traffic Stops
This course provides an overview of the officer’s responsibility and officer safety concerns when making traffic stops.

**CJK 0084  DUI Traffic Stops**

0.800 CEUs
Prerequisites: Instructor Approval required

AT THE END OF THIS COURSE, STUDENTS SHOULD BE ABLE TO UNDERSTAND THE PROBLEM OF AND SOLUTIONS FOR DUI IDENTIFY THE DUI LAWS AND RELATED LEGAL ISSUES IDENTIFY THE SIGNS OF ALCOHOL OR DRUG IMPAIRMENT CONDUCT A DUI TRAFFIC STOP FOLLOW THE THREE-PHASE PROCESS OF A DUI CONTACT DEMONSTRATE PROFICIENCY IN CONDUCTING THE STANDARDIZED FIELD SOBRIETY TESTS MAKE AN ARREST DECISION BASED ON SPECIFIC CLUES ACCURATELY COMPLETE THE REQUIRED DOCUMENTATION FOR A DUI ARREST PROVIDE CLEAR AND CONVINCING EVIDENCE OF DUI IN COURT TESTIMONY.

**CJK 0087  Traffic Stops**

1.000 CEUs
Prerequisites: Instructor Approval required

AT THE END OF THIS COURSE, STUDENTS SHOULD BE ABLE TO: SAFELY PULL OVER A VEHICLE IDENTIFY AND ARTICULATE THE STOP/VIOLATION OBTAIN NECESSARY INFORMATION FROM THE DRIVER/PASSENGER SAFELY COMPLETE THE STOP SAFELY EFFECT AN ARREST ACCURATELY COMPLETE THE REQUIRED DOCUMENTATION FOR A TRAFFIC STOP.

**CJK 0088  Traffic Crash Investigations**

1.070 CEUs
Prerequisites: Instructor Approval required

DEFINE AND EXPLAIN THE TERMS AND LEGAL CONSIDERATIONS ASSOCIATED WITH CRASH INVESTIGATIONS RESPOND TO A CRASH SCENE SAFELY ASSESS A CRASH SCENE PROPERLY SECURE A SAFE WORK ENVIRONMENT AT A CRASH SCENE PROVIDE EMERGENCY MEDICAL ASSISTANCE TO INJURED PEOPLE AT A CRASH SCENE, IF NECESSARY OBTAIN PERTINENT INFORMATION ABOUT A CRASH TO DETERMINE HOW AND WHY IT OCCURRED IDENTIFY CRIMES REVEALED DURING A CRASH INVESTIGATION, IF ANY RETURN A CRASH SCENE TO NORMAL AS QUICKLY AS POSSIBLE COMPLETE DRIVER EXCHANGE OF INFORMATION PROPERLY TAKE APPROPRIATE ENFORCEMENT ACTION DOCUMENT A CRASH CORRECTLY IN APPROPRIATE CRASH REPORT FORM.
CJK 0092  Critical Incidents
1.470 CEUs
Prerequisites: Instructor Approval required

AT THE END OF THIS COURSE, STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING: COMPLETE AND PASS UNIT 1, IS-100.LEB INTRODUCTION TO THE INCIDENT COMMAND SYSTEM AND UNIT 2, IS-700.A NATIONAL INCIDENT MANAGEMENT (NIMS), AN INTRODUCTION UNDERSTAND LOCAL EMERGENCY RESPONSE PLANS, LAW ENFORCEMENT DUTY-TO-ACT REQUIREMENTS, AND THE ROLE OF LAW ENFORCEMENT OFFICERS AS FIRST RESPONDERS KNOW HOW TO RESPOND TO AN ACTIVE SHOOTER INCIDENT PLAN FOR RESPONSE TO A NATURAL DISASTER IDENTIFY WEAPONS OF MASS DESTRUCTION (WMD) AND PROPERLY RESPOND TO A WMD INCIDENT, INCLUDING IEDS AND VBIEDS BE AWARE OF HAZARDOUS MATERIAL CLASS, NAME OR IDENTIFICATION NUMBER, IDENTIFY ACTIONS TO TAKE TO ISOLATE A HAZMAT INCIDENT AND CHOOSE PROTECTIVE ACTIONS TO TAKE IN ACCORDANCE WITH THE EMERGENCY RESPONSE GUIDEBOOK (ERG) RECOGNIZE THE INDICATORS OF AND PARAPHERNALIA USED IN THE MANUFACTURE OF METHAMPHETAMINE DESCRIBE THE INDICATORS OF CHEMICAL SUICIDE PROPERLY RESPOND TO A BOMB THREAT, ASSESS THE SCENE.

CJK 0096  CJ Officer Physical Fitness Tr
2.000 CEUs
Prerequisites: Instructor Approval required

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 0101  Interpersonal Skills II
1.670 CEUs
Prerequisites: Instructor Approval required

An examination of inmate populations and techniques to supervise inmates. This module concentrates on inmate societies, criminal types, institutional criminalities, inmate deception and manipulation, and female and male homosexuality.

CJK 0102  Correctional Operations
2.130 CEUs
Prerequisites: Instructor Approval required

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

CJK 0133  Law Enforcement Auxiliary
2.100 CEUs
Prerequisites: Instructor Approval required

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.

CJK 0240  LE Auxiliary Introduction
0.900 CEUs
Prerequisites: Instructor Approval required

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

CJK 0241  LE Auxiliary Patrol & Traffic
0.630 CEUs
Prerequisites: Instructor Approval required

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
0.570 CEUs
Prerequisites: Instructor Approval required

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: Instructor Approval required

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  
0.730 CEUs  
Prerequisites: Instructor Approval required

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: Instructor Approval required

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: Instructor Approval required

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  CJ Off Phys Fitness Training  
1.330 CEUs  
Prerequisites: Instructor Approval required

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 0290  Cross-Over to LE Int & Leg Ovr  
1.600 CEUs  
Prerequisites: Instructor Approval required

This course studies the importance of ethics, values, and professionalism, both in an officer’s personal life and in their role as law enforcement officers as well as legal concepts. Topics include values and ethics, sexual harassment, search and seizure, lawful arrests, interrogation, elements of a crime, legal rules and concepts of evidence, probable cause affidavits, use of
force, civil and criminal liability, duties and options in civil incidents, and legal considerations in dealing with juveniles.

CJK 0291  Cross-Over to Le Hum Int & Com
1.870 CEUs
Prerequisites: Instructor Approval required

This course studies the importance of telecommunications, human interaction, interviewing, and report writing. Topics include Florida crime information center/national crime information center, using mobile data terminals, radio procedures equipment and codes, professional behavior in a diverse society, interviewing techniques, taking statements, and police report writing.

CJK 0292  Cross-Over to LE Resp to Hum I
0.800 CEUs
Prerequisites: Instructor Approval required

This course studies the importance of responding to a crisis situation using officer safety techniques, identifying and contributing factors, and determining the appropriate crisis management intervention for resolving a crisis. Topics include crisis intervention, disability awareness, mental illness and mental retardation, responding to the elderly, responding to suicide, and substance abuse and substance identification.

CJK 0294  Cross-Over to LE Patrol 2
0.670 CEUs
Prerequisites: Instructor Approval required

This course studies the importance of the incident command system (ICS) and the national incident management system (NIMS) as well as local emergency response plans, law enforcement duty-to-act requirements and their role as first responders, describing methamphetamine, methamphetamine users, and methamphetamine paraphernalia and chemicals, responding to a bomb threat, assessing the science, seraching and evacuating a building or suspected bomb sight, identifying weapons of mass destruction (WMDS) and responding to a WMD incident. Topics include ICS, hazmat, and bombs and weapons of mass destruction.

CJK 0295  Cross-Over to LE Officer Welln
1.170 CEUs
Prerequisites: Instructor Approval required

This course studies the physiological and psychological importance of an officer's physical fitness and its impact on their role as law enforcement officers. Topics include cardio-respiratory endurance, muscular strength, muscular endurance, flexibility, proper nutrition, and stress management.
**CJK 0300  Introduction to Corrections**  
1.070 CEUs  
Prerequisites: Instructor Approval required

This is a basic course in which the overview of the correctional officer training program, basic criminal justice values and ethics, ways to demonstrate professionalism when interacting with others, the command structure, state and federal laws, and agency policy and procedures are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

**CJK 0305  Communications**  
1.330 CEUs  
Prerequisites: Instructor Approval required

This is a basic course in which practical communication skills that will assist the new correctional officer in managing and supervising inmates, giving directions, answering questions, and interacting with others in a professional and safe manner are studied. Interpersonal communications, telecommunications, interviewing, note taking, and report writing are also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

**CJK 0310  Officer Safety**  
0.530 CEUs  
Prerequisites: Instructor Approval required

This is a basic course in which the knowledge and understanding of the facilities policies and procedures as well as being prepared to respond appropriately to minimize safety and security concerns are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

**CJK 0315  Facility and Equipment**  
0.270 CEUs  
Prerequisites: Instructor Approval required

This is a basic course in which the use of standard equipment used including weapons, hazardous materials, and sensitive supplies are studied. The safe and efficient operation of this equipment to provide a safe environment for all staff and inmates is also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.
CJK 0320  Intake and Release
0.600 CEUs
Prerequisites: Instructor Approval required

This is a basic course in which the intake and release procedures of inmates are studied. Fingerprinting, photographing and classification of inmates are also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0325  Supervising in Corr Facility
1.330 CEUs
Prerequisites: Instructor Approval required

This is a basic course in which the care, custody, and control of inmates is studied. The development of good observation skills, practicing officer safety guidelines, and following agency policy and procedures to ensure the safe operation of the facility are also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0330  Supervising Special Population
0.670 CEUs
Prerequisites: Instructor Approval required

This is a basic course in which the supervision of special population inmates is studied. The ability of the officer to categorize, approach, and redirect these inmates to ensure officer safety and effective communication is also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0335  Respond to Incidents & Emer
0.530 CEUs
Prerequisites: Instructor Approval required

This is a basic course in which the officer learns to apply knowledge, training, and reasonable judgment to assure the safety and security of all persons at the facility during an emergency. The officer’s ability to recognize signs that an incident could develop into an emergency and how to appropriately respond to different types of emergencies is also discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0340  Wellness & Physical Abilities
1.000 CEUs
Prerequisites: Instructor Approval required

This is a component of the 420 hour Corrections Academy program which meets the basic training requirements of the Florida Department of Law Enforcement and Criminal Justice
Standards and Training Commission. Successful completion of this course is required to complete the training program and to take the State Corrections Officer Certification Examination.

**CJK 0392  Cross-Over Hand Gun Trans Crse**
0.800 CEUs  
Prerequisites: Instructor Approval required  
This course provides training and transitions students from the use of a semiautomatic handgun to a revolver, or vice versa. Students must demonstrate proficiency for both handgun daytime and handgun nighttime. Topics include safe weapon handling, identification of weapons parts and ammunition, drawing and holstering, loading and unloading, basic shooting principles, weapon handling proficiency, and proper intervention of weapon malfunctions.

**CJK 0393  Cross-Over Program Updates**
0.270 CEUs  
Prerequisites: Instructor Approval required  
This course provides updated content from the applicable basic recruit training program. It is designed to deliver expanded or updated instruction on curriculum topics contained in the crossover program.

**CJK 0422  Dart-Firing Stun Gun**
0.270 CEUs  
Prerequisites: Instructor Approval required  
This course is an introduction to the dart-firing stun gun and the statutory guidelines governing the minimum criteria for use of a dart-firing stun gun.

**CJK 0480  Emergency Preparations**
0.870 CEUs  
Prerequisites: Instructor Approval required  
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  
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 1401 - Principles of Information Security and Assurance
3.000 Credits
Prerequisites: CGS 2091 CR C

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: Co-requisites: MAC 1105

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 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 2360 - C# Programming
3.000 Credits
Prerequisites: COP 1000 CR C

This course teaches software development fundamentals using the C# programming language as well as a solid foundation on building applications using an object-oriented/event driven language. Students will learn the basic concepts of C# including windows event driven programming, file handling, database access and web-based applications.

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.
COP 2842 - Developing Web Sites using PHP and MySQL
3.000 Credits
Prerequisites: CGS 2820 CR C and CGS 2540 CR C

This course teaches how to create database-driven web sites using server-sided scripting languages. Topics include an introduction to PHP (Hypertext preprocessor), working with data types and operators, building functions and control structures, manipulating data in arrays and strings, working with databases and MySQL, manipulating MySQL databases with PHP, and debugging and error 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 course work in computer science.

COT 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.

COT 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.

COT 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.

CRW 1001 - Creative Writing I
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or EXHS Y or EXMI Y

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 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or EXHS Y or EXMI Y

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 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or EXHS Y or EXMI Y

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.

DEP 2004 - Human Growth and Development
3.000 Credits
Must be enrolled in one of the following Levels:
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

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

ECO 2013 - Macroeconomics
3.000 Credits
Prerequisites: ( ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or ( PRTL 103 and PRTR 106 ) or S01 440 or FCR2 262 ) and ( MAT 0002 CR C or CPTA 057 or A02 017 or S02 400 or PRTM 096 ) or EXHS Y or EXMI Y

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 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

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, operant conditioning training practices and related issues, including instruction specific to the facility and its resident dolphins. This course offers students a unique opportunity to gain career oriented hands-on experience in dolphin husbandry and training, including diet preparation; how to feed, reinforce, and maintain established behaviors all under the guidance of accomplished trainers. Students will reside at the Dolphin Research Center on Grassy Key. Course requirements center on active participation in the course and passing comprehensive end of course exam.

EDG 2331 - Introduction to Environmental Education
3.000 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.

EDP 2002 - Educational Psychology
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

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 1158C - Emergency Medical Technician
11.000 Credits
Prerequisites: ( S01 440 or FCR2 262 or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or ( PRTR 106 and PRTL 103 ) and MAT 0024C CR C. * or CPTE 072 or A02 019 or S02 440 ) or PRTM 114 or EXHS Y or EXMI Y

This course is not ordinarily counted in the Associate in Arts degree. The EMT course is designed as a one semester course, 11 credit hours in length to prepare the student for employment in an EMS System as an EMT. In addition to regular classroom lecture and lab practical time, the student will be assigned to contract agencies for experience in riding with the rescue and ambulance units under supervision of State of Florida EMT’s or Paramedics. Students will also be assigned to hospital agencies for emergency department experience. Upon successful completion of this course students will be eligible for application to the State of Florida and/or the National Registry for certification by examination as an Emergency Medical Technician. The course meets and exceeds the 1994 US D.O.T. EMS National Standards curriculum as required by the Florida Department of Emergency Medical Services, and the Florida Department of Education.

EMS 1344 - Aquatic 1st Aid/CPR/O2
1.000 Credits

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

EMS 1381C - EMT Recertification
3.000 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 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 2082 - Dive Medicine Instructor
4.000 Credits
Co-requisites: PEQ 1136C

This course applies to the AAS degree in Diving Business and Technology, and to the Fundamentals of Professional Diving Certificate, but is not ordinarily counted in the Associate in Arts degree. The Dive Medicine Instructor course prepares candidates to teach the PADI Emergency First Responder, DAN Neurological Assessment for Divers and DAN DEMP. Qualifications needed to take course include EMS 1344 Aquatic First Aid/CPR/O2 or equivalent (i.e. Nationally recognized certification as a PADI Emergency First Responder, DAN Neurological and Diving Emergency Management Provider Program) and current DAN membership. Instructor will verify requisite information on the first day of class.

ENC 0015 - Developmental Writing I
3.000 Credits
Prerequisites: PRTL 001 or A01 001 or S01 200 or CPTL 020

This course builds writing skills and the command of standard written English, including grammar, usage, and mechanics. Students must pass ENC 0015 with a “C” or higher. Upon successful completion, students enroll in ENC 0025.

ENC 0025 - Developmental Writing II
3.000 Credits
Prerequisites: PRTL 090 or ENC 0015 CR C. or CPTL 060

This course imparts writing skills necessary to succeed at the college and university level. Students learn to support arguments and demonstrate command of standard written English. Students must pass ENC 0025 with a “C” or higher and pass the State Exit Exam with a “C” or higher in order to receive credit. Upon successful completion, students may enroll in ENC 1101.

ENC 0055 - Developmental English Module I
1 Institutional Credit
Prerequisites: Score on PERT (99-102)
Co-requisites: ENC 1101

This course provides specialized instruction in developmental writing concepts to assist students
in ENC 1101. Topics include the components necessary to write a unified, well-developed paragraph, such as topic sentences, use of major and minor development, coherence, unity and use of logical organizational patterns. Other topics include the conventions of standard American English as appropriate for academic writing. Students must complete each module with a 70% or higher. This course does not apply toward requirements in general education or toward any associate degree.

ENC 1101  - English Composition I
3.000 Credits
Prerequisites: ( ENC 0020C CR C. and REA 0003C CR C. ) or ( ENC 0025 CR C. and REA 0017 CR C. ) or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or EXHS Y or EXMI Y or exempt by FS 1008.30(4)(a).

ENC 1101 is a course that emphasizes accepted standards and techniques of expository writing, logical thinking, and reading with literal and critical comprehension. Students are expected to write coherent, unified prose, develop a thesis statement, arrange main ideas and supporting details and use effective vocabulary, conventional sentence structure, and standard American English grammar and usage.

ENC 1102  - English Composition II
3.000 Credits
Prerequisites: ENC 1101 CR C

Expository writing based upon the close reading and study of selected examples from fiction, poetry, and drama. The course emphasizes oral and written analytical interpretations which include recognition of the traditional techniques, forms, and rhetorical devices used by writers of fiction and non-fiction. The course also serves as an introduction to literature and analytical writing. 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 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 divers with the skills and knowledge required to apply state-of-the-art scuba diving equipment and procedures to the performance of underwater work in a safe and effective manner. Curriculum includes technology that extends into tethered diving and use of full-face masks, wireless and hard-wire communications, and dry exposure suits. Scenarios in a wide variety of working environments include the use of underwater equipment impacting upon diver performance. An introduction to the use of surface-air-supplied equipment may be provided as appropriate. Includes specialty ratings applicable for certification as Master Diver. Nationally recognized certification as an advanced scuba diver or work diving experience with permission of instructor is a requirement for enrollment in this course and will be verified by the instructor at the first class.

EOC 2712 - Introduction to Surface Air Supplied Diving
3.000 Credits
Prerequisites: EOC 2711 CR C

This course is not ordinarily counted in the Associate in Arts degree. Provides an introduction to the diving equipment, basic methods of use, underwater communications, dive table usage, station set up, operational planning, job site analysis, underwater work techniques, introduction to surface air decompression. Curriculum includes aquatic training in confined water, open water, low to zero visibility communication systems, full face masks, dive helmets, band masks, and free flow masks.

EOC 2713C - Breathing Gases and Decompression Theory
3.000 Credits

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

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

**EOC 2715 - Diving Safety**

1.000 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 2719 - SAS Work Diving Techniques**

2.000 Credits

Prerequisites: EOC 2712C CR C

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

**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.

**FAS 1419 - Aquaculture Best Mgmt Practice**

3.000 Credits

Prerequisites: College level placement test scores (i.e. PERT: reading = 104 – 150; writing = 99 – 150; math = 128-150; ACT: English=17; Reading=18; Math=21; CPT: Sentence Skills=83; Reading=83; Arithmetic=57; Algebra=98; FCAT: Reading=355-500; Math=375-500; SAT: Verbal=440; Math=480) or equivalent and ENT 1000 Entrepreneurship or GEB 2112 Introduction to Business. ( ENC 0020C CR C. and REA 0003C CR C. ) or ( ENC 0025 CR C. and REA 0017 CR C. ) or ( A03 019 and A01 017 ) or ( CPTR 083 and
This course is intended to introduce students to operational, technical, and management practices employed by successful aquaculture businesses. Topics include quality management strategies, problem solving strategies, statistical tools for business analysis, and system specific BMPs. Students will select and study an aquaculture business and deliver a term paper and power point presentation on the topic. Other evaluation tools upon which the student’s final grade is calculated include class participation exercises, essays and quizzes.

**FIN 1001 - Principles of Finance**
3.000 Credits
Prerequisites: ( ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTL 083 and CPTL 083 ) or ( PRTL 103 and PRTR 106 ) or S01 440 or FCR2 262 ) or EXHS Y or EXMI Y 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.

**FSS 2251 - Food and Beverage Management**
3.000 Credits
An application of principles in commercial and institutional food and beverage facilities including marketing, menu development, effective cost control in purchasing, pricing, labor and service techniques. Procedures, approaches and techniques of management are explored and developed as they relate to commercial and institutional food and beverage facilities

**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
This course is an introduction to the computer as a tool for graphic design.
HCP 0001 - Health Careers Core
3.000 CEUs

This course will cover basic entry-level information, preparing individuals for further training in health-related occupations. Students will be introduced to basic concepts such as the health delivery system, wellness, and disease, environmental safety, communication and nutrition.

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.

HFT 1002 - Introduction to Hospitality and Tourism Management
3.000 Credits

Survey of resort, hospitality, and tourism industries with focus on the history, terminology, demographics, psychographics, and destination. Emphasis is placed on planning and development, current trends, and social impacts. Types of organizational operations and career opportunities are examined.

HFT 2500 - Marketing for Hospitality and Tourism
3.000 Credits

Students develop actual marketing campaign for business within hospitality industry. Emphasis on (a) analysis of market, competition and product, (b) planning financial budget and (c) developing short-term and long-range strategies to achieve desired profit through effective advertising, sales and public relations plan.

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
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**

1.000 Credits

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**

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 1408 - 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 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.

HUS 1422 - Communication Skills Using Therapeutic Communication
1.000 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. Alanon 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  
1.000 Credits

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

HUS 1481 - Multicultural Counseling  
1.000 Credit

Multicultural counseling has been a rapidly growing component of counselor 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. Ethic 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
The concept of boundaries and boundary invasion will be discussed. The student will be exposed to various legal statutes that affect the addiction counselor.

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 2019 - Stress Management**  
2.000 Credits  
Must be enrolled in one of the following Levels:  
Credit

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 2451 - 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 2132 - Basic Research Diving
4.000 Credits

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

LIS 2004 - Introduction to Internet Research
1.000 Credits

This course is offered by the Florida public community college system. It is delivered via the World Wide Web and Internet e-mail. The course focuses on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate and cite Internet resources. One hour lecture.
LIT 2020 - Introduction to Short Fiction
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

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, and poems from writers who were born in many English-speaking countries and territories as well as the major American and British writers. The student will write examinations and short essays as assigned. Includes a 6,000 word writing requirement.

MAC 1105 - College Algebra
3.000 Credits
Prerequisites: MAT 1033 CR C or A02 021 or S02 480 or CPTE 098 or PRTM 123 or exempt by FS 1008.30(4)(a).

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

MAC 1114 - Trigonometry
3.000 Credits
Prerequisites: MAC 1105 CR C

This course is a study of trigonometric functions and their inverses, solutions of plane triangles, complex numbers, and 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 2**

4.000 Credits  
Prerequisites: 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 019 and A01 017) or (CPTR 083 and CPTL 083) or S01 440 or (PRTR 106 and PRTL 103) or FCR2 262 or EXHS Y or EXMI Y

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  
Prerequisites: GEB 1011 CR C

This course is a survey of the principles of management as a creative profession. Focus is placed upon aspects of management which underlie the solutions to problems in planning, organization, staffing, leading, directing, and controlling. The characteristics and needs for sound management philosophy are identified in the course.
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 0018 - Developmental Mathematics I
3.000 Credits
Prerequisites: PRTM 020 or CPTA 020 or A01 001 or S02 200

Topics include: whole numbers; integers; fractions; decimals; decimals and percents; geometry; pre-algebra.

MAT 0028 - Developmental Mathematics II
3.000 Credits
Prerequisites: PRTM 096 or A02 017 or S02 400 or MAT 0018 CR C. or MAT 0002 CR C.

Topics include: exponents and polynomials; factoring; radicals, rationals; linear equations; graphing.

MAT 0055 - Developmental Mathematics Module I
1.000 Credit
Prerequisite: Score on PERT diagnostic of 110 – 113
Corequisite: MAT 1033

Topics will be customized according to the PERT Diagnostic and may include exponents and polynomials, factoring, radicals, rationals, linear equations, and graphing.

MAT 1033 - Intermediate Algebra
4.000 Credits
Prerequisites: MAT 0028 CR C. or CPTE 072 or A02 019 or S02 440 or PRTM 114 or EXHS Y or EXMI Y or exemption by FS 1008.30(4)(a).
Corequisite: MAT 0055 required if score on PERT diagnostic is 110-113.

This course reviews and extends many of the topics in basic algebra. The student will solve real-world problems through linear and quadratic function modeling. A graphing calculator is required for this course.

MCB 2010 - Microbiology
3.000 Credits
Prerequisites: BSC 1010 CR C and BSC 1010L CR C
Co-requisites: MCB 2010L

Includes a description and taxonomy of microorganisms including bacteria, viruses, protozoa and fungi. Involves discussions of the history, significance and applications of the field. Presents lecture, Socratic. hybrid on line distance learning and hands-on experience with differential staining, selective media, sterile transfer and culture techniques, Also addresses regulation of microbial growth, aseptic and antiseptic technique, antibiotic sensitivity and antibiotic therapy, microbial physiology and metabolism, microbial genetics, acquired and innate immunity to microbes, wound healing as it relates to microbial
infections, and the ecological and epidemiological aspects of microbial growth. Designed for students in the allied health professions, marine science and those intending to go on to major in other fields in the biological sciences and health professions.

**MCB 2010L - Microbiology Lab**
1.000 Credits
Prerequisites: BSC 1010 CR C and BSC 1010L CR C
Co-requisites: MCB 2010

Includes a description and taxonomy of microorganisms including bacteria, viruses, protozoa and fungi. Involves discussions of the history, significance and applications of the field. Presents lecture, Socratic, hybrid on line distance learning, and hands-on experience with differential staining, selective media, sterile transfer and culture techniques. Also addresses regulation of microbial growth, aseptic and antiseptic technique, antibiotic sensitivity and antibiotic therapy, microbial physiology and metabolism, microbial genetics, acquired and innate immunity to microbes, wound healing as it relates to microbial infections, and the ecological and epidemiological aspects of microbial growth. Designed for students in the allied health professions, marine science and those intending to go on to major in other fields in the biological sciences and health professions.

**MET 1010 - Introduction to Meteorology**
3.000 Credits
Prerequisites: MAT 1033 CR C or PRTM 123 or A02 021 or S02 480 or CPTE 098 or PRTM 123 or EXHS Y or EXMI Y

Basic physical principles used in explaining the structure of the atmosphere, weather processes, and storms. Elements of weather observations, weather instruments and reporting. This course provides background for those who can utilize meteorology in their weather related activities.

**MGF 1106 - Mathematics for Liberal Arts I**
3.000 Credits
Prerequisites: MAT 1033 CR C or A02 021 or S02 480 or CPTE 098 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 manufacturers literature, each student in lab will submit written reports on engines condition, parts list, and measurements.

MTE 1002 - Basic Skills
3.000 Credits

This course is designed as an introduction to mechanical skills used in the Marine Engineering field. Topics include: basic shop safety, proper use of hand and power tools, basic and precision measurement, as well as reading blueprints, schematics, and isometric drawings. Industry safety practices are emphasized during this course with special attention to eye and body protection.

MTE 1042C - Marine Diesel Systems
3.000 Credits
Prerequisites: Passing MTE 1001C and MTE 1400C with a C or higher.

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 1052 - 2&4 Cycle Outboard Theory
3.000 Credits

This is a course in basic outboard engine survival skills. Starting with an introduction into the basics of two and four cycle outboard theory and design; students learn how these engines are built and operate so that they may better understand upkeep and basic troubleshooting. The lecture material will be presented via Desire to Learn (D2L) in the form of PowerPoint lectures, videos, Podcast and various reading assignments. After completing a lesson using D2L students will meet in Marine Engineering
Laboratory for a face-to-face review of the lesson and hands on training. The hands on portion of this course will cover techniques for recovering a sunken outboard, routine and annual maintenance, plus basic troubleshooting techniques useful for helping the mariner return safely home from sea.

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  
Prerequisites: Passing MTE 1053C and MTE 1400C with a C or higher.

This course addresses the theory, operation and service of up-to-date 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. Ignition system and troubleshooting using test equipment and the (K&D) Dynometer. Use of factory service manuals and special tools will be emphasized.

MTE 1180C - Marine Engine Installation and Repowering Processes  
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Theory and hands-on experience of actual engine installations for inboard, stern drives, jet drives and outboards. Complete installation including controls and instruments will be covered.

MTE 1300C - Introduction to Fiberglass Boat Manufacturing  
5.000 Credits  
Prerequisites: Passing MTE 1301 with a C or higher

This is an introductory course to marine fiberglass boat construction. The course covers cleaning and preparation of a mold, gel coating and lay up of the hull with stringer and transom, additionally manufacturing of decks and floors will be covered and if time allows demonstrated.

MTE 1301 - Fiberglassing Theory
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**
3.000 Credits
Prerequisites: Passing MTE 1301 and MTE 1300C with a C or higher.

This is the continuation course for boat and accessory construction with the final goal being that of finished products. The course covers flat molding, mold construction, surface finishes, color matching following repairs, use of a chopper gun, vacuum bag construction and ship yard surveys.

**MTE 1371C - Fiberglass Boat Repair and Maintenance**
3.000 Credits
Prerequisites: Passing MTE 1301 with a C or higher.

This course is designed to introduce the basic materials and tools used in fiberglass boat construction and repair. The students will work on projects designed to simulate an actual boat hull in order to demonstrate the proper use of a variety of materials on a smaller scale than typical. As students build their skills they will find that future, larger scale, projects are easily accomplished using the same techniques. This class will include lecture and lab on fibers and forms, resins, gel coats, entry level construction and repair techniques, and building molds and plugs.

**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 1653C - Shielded Metal Arc Welding**
3.000 Credits
Prerequisites: Passing MTE 1651C with a C or higher.

This course will enable the student to safely use the shielded metal arc welding process in the; 1g, 2g,
3g & 4g positions using; E-6011, E-6013, E-7014, & E-7018 electrodes. The student will interpret welding symbols, demonstrate the ability to identify and use the correct filler metals using intermediate SMAW techniques. This course also introduces the student to the basic concepts of metal fabrication, finishing, and fixture techniques. The focus of this course is to prepare the student for an American Welding Society (AWS) Certified Welder (CW) certificate.

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
Prerequisites: Passing MTE 1811 and MTE 1802 with a C or higher.

This course is designed to increase boating safety for all operators. Additional at the successful completion of the course students are eligible to take the “6 Pack Captains License” exam, offered by Florida Keys College and approved by the US Coast Guard. To be eligible for the examination students must attend 100% of the course complete all practice exams and provide necessary documentation for file submission. Students that complete this course are also eligible to participate in the 100 Ton Masters course, MTE-2883.

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 and v-type inboard gasoline engines. Lab includes troubleshooting, disassembly, and inspection and cleaning of various types of inboard gas engines by General Motors, Ford, Mercruiser and Volvo Penta. Preparation of technical job work order for the procurement of replacement parts, installing new parts, assembly and checking with the correct instruments is part of the lab.

MTE 2058C - Diesel Engine Testing Troubleshooting Procedures
3.000 Credits
Prerequisites: Passing MTE 1001C and MTE 1042C and MTE 2160C with a C or higher.

Designed to give the student an understanding of the value of proper diagnosis and fault codes. Also the factory approved procedures for diagnosis and operation of components; an emphasis on the ability to recognize and identify gear and bearing failures, and to name the cause of the failure. Additionally the ability to distinguish between harmless faults and those that indicate an initial stage of failure; there will also be some troubleshooting with the aid of hand held diagnostic tools and laptops. Use of factory service manuals and special tools will be emphasized.

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, cavitations 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: Passing MTE 1053C and MTE 1400C with a C or higher.

This course is designed to help the Marine Technician develop the skills and knowledge necessary to accurately analyze, diagnose and repair problems that affect the performance of a boat. During the conduct of this course students will reinforce skills and understanding developed in previous courses, and relates these to operating condition changes. The use of troubleshooting aids and service manuals will also be emphasized in this course. Use of factory service manuals and special tools will be emphasized.

MTE 2160C - Diesel Fuel Injection Systems
3.000 Credits
Prerequisites: Passing MTE 1001C with a C or higher.

A study of variation and design and principles of operation of fuel injection systems used on diesel engines. Using the assembled system on a wide range of diesel engines from 8 horsepower to 1800 horsepower. Diesel injector pump and governor inspection, (electronic and mechanical) disassembly, repair and reinstallation. Introduction to regulations, standards and recommended practices by the American Boat and Yacht Council (ABYC).

MTE 2234C - Marine Gearcases, Outdrives and Transmission Systems
4.000 Credits
Prerequisites: Passing MTE 1053C and MTE 1001C with a C or higher.

This course is required core for the Associates in Science degree and one year Certificate in Marine Propulsion. With emphasizes on outboard gear cases, stern drive upper and lower gear assemblies, inboard transmissions and propeller selection. Focus will be upon the function of gears, gearing, bearings, shims and their relation in the gear cases and transmissions. Students will disassemble, inspect, reassemble and test a sample of each of the major units described above. Finally a review of the process of proper propeller selection and adjustment will be covered.

MTE 2340 - Marine Surveying
4.000 Credits
Prerequisites: Passing MTE 1001C and MTE 1180C and MTE 1301 and MTE 1371C and MTE 1400C and MTE 2062 and MTE 2234C and MTE 2541C with a C or higher.
This course is designed to function as a capstone course for the Florida Keys Community College’s Associate in Science in Marine Engineering Program. Students of the Marine Engineering program will have developed a wide range of skills, which includes maintaining and repairing mechanical, electrical, hydraulic, and pneumatic systems used in pleasure and commercial craft. This course will allow them to demonstrate those skills with a marketable product that the marine, financial, and insurance industries should accept as a valid Vessel Marine Survey.

**MTE 2541C - Marine Auxiliary Equipment Servicing**  
3.000 Credits  
Prerequisites: Passing MTE 1400C with a C or higher.

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: Passing MTE 2652C with a C or higher.

This class is the 3rd in the sequence of classes. Students will study and practice basic welding principles involving Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW), as well as, Advanced Shielded Metal Arc Welding (SMAW) in the vertical & overhead positions. Safe industry work practices will be taught with emphasis on eye and body protection. Advanced fit up, “Jig”, and layout techniques will be covered. This course will serve as an introduction to the welding field and additional course work will be necessary for students to become proficient with the welding processes.

**MTE 2883 - One Hundred Ton Gross Master**  
3.000 Credits  
Prerequisites: Passing MTE 1802 and MTE 1811 and MTE 1882 with a C or higher.
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
3.000 Credits

Basic elements of musical language, its terminology and notation. Includes study of treble and bass clefs, legers, terms for dynamics and moods; study of relationship between ear and the notated music: introductory aural skills development.

MVV 1110 - Voice Class I
1.000 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.

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: ENC 1101 CR C and MAC 1105 CR C and PSY 2012 CR C
Co-requisites: BSC 1085 BSC 1085L DEP 2004

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
Co-requisites: BSC 1086 BSC 1086L NUR 1211C

Pharmacology in Nursing covers all major drug classifications through lecture and computer assisted instruction. Lessons provide students with the opportunity to assess their understanding of health conditions, review major concepts, make clinical decisions of patient scenarios, and take exams which relate to the drug groups presented. Pharmacology concepts are integrated with content relevant to culture/ethnicity, nutrition, dosage calculations, laboratory values, ethics, basic pathophysiology and socioeconomic considerations.

**NUR 1211C - Clinical Nursing I**
8.000 Credits
Co-requisites: BSC 1086 BSC 1086L NUR 1142

Clinical Nursing I is designed to introduce selected medical-surgical concepts and to provide the opportunity to expand and refine clinical skills acquired in Fundamentals of Nursing. Utilizing a systems framework, students will be introduced to the inflammatory process and pathological conditions of diabetes and the ears, eyes, nose and throat. Each system, respiratory, musculoskeletal, cardiovascular, immunological, hematopoietic, integumentary systems as well as the special needs of the medical surgical patients are examined in lecture and skills. Learning will occur in the cognitive, affective, and psychomotor domains. In this course, students will be expected to formulate nursing care plans based on thorough assessments of assigned patients in the clinical setting and on knowledge of pathophysiology. Application of the nursing process supported by evidence base research will allow students to refine and transfer previously learned theoretical and clinical skills to a variety of clinical situations.
NUR 1520C - Nursing in Mental Health
6.000 Credits
Must be enrolled in one of the following Major fields of study:
Nursing
Co-requisites: CHM 1033

This course is designed to provide the student with the opportunity to examine mental health concepts and related nursing interventions. Utilizing a nursing process framework, students are introduced to theoretical models of behavior, classifications and symptomatology of mental disorders, and the various treatment modalities associated with mental health care. Emphasis is placed on the student's ability to apply the nursing process with selected clients. Through individual and group supervision, the student is encouraged to develop awareness of his/her own behavior and its impact on others.

NUR 2213C - Clinical Nursing II
8.000 Credits
Must be enrolled in one of the following Major fields of study:
Nursing
Co-requisites: MCB 2010 MCB 2010L

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 gerontology and holistic care of the older adult. Pathological conditions of the cardiopulmonary, vascular, respiratory, genitourinary, neurological, hepatic, and biliary systems are covered. Content related to oncology, fluids and electrolytes, hemodynamics, burns, and mechanical ventilation are also examined. Ethical decision making, clinical problem solving, diversity, and holism continue to be keys concepts in this course. 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. Key concepts of nutrition are integrated into the material and course content.

NUR 2462C - Maternal-Child Health
8.000 Credits
Must be enrolled in one of the following Major fields of study:
Nursing
Concepts from nursing fundamentals are adapted to the nursing care of the family. Through classroom and clinical experiences, students gain knowledge of the processes, problems, and deviations from health which influence or alter the normal course of parenthood and child care. Studies of women’s health, the reproductive cycle, growth and development of the child, well and ill child care, and the impact of illness and hospitalization on the family are provided in the classroom. Ethical decision making, clinical problem solving, diversity, and holism continue to be keys concepts in this course. These studies provide the student with the theoretical basis to safely apply the nursing process in caring for the obstetrical and pediatric client, along with nutrition, medication calculations and administration in a variety of health care settings.

**NUR 2818C - Clinical Nursing III**

3.000 Credits

Must be enrolled in one of the following Major fields of study:

Nursing


Co-requisites: PHI 2600

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 or 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.

**NUR 2905 - Directed Studies**

1.000 TO 3.000 Credits

Directed Studies.

**OCB 1000 - Introduction to Marine Biology**

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

**OCB 1301C - Dolphin Lab**
3.000 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
Prerequisites: Passing OCB 1301C with a C or higher.

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
Prerequisites: Passing OCB 1000 with a C or higher.

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 2132C - Field Application of Marine Science: Restoration of Coral Reefs**
3.000 Credits
Prerequisites: Passing OCB 1000 and OCB 2102C with a C or higher and must be a certified diver and permission of instructor.
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 2262C - Field Application of Marine Science: Assessment of Coral Reef Habitats
3.000 Credits
Prerequisites: Passing OCB 1000 and OCB 2102C with a C or higher and must be a certified diver and permission of instructor.

This course will equip students with the basic skills for assessing a coral reef habitat using the RECON method. The RECON method is a low-tech, rapid monitoring protocol for SCUBA divers. It is considered “low-tech” because the only equipment needed to conduct RECON is a special data sheet attached to a slate with a pencil and 10-meter survey line. This method is “rapid” because once you have learned how to correctly perform a survey; you should be able to complete a RECON survey during a 40-45 minute dive with a dive buddy. The RECON Program assesses the health of certain large (at least 25 cm diameter) stony coral, identifies their major stressors and characterizes their habitat. There are 4 levels of RECON certification: RECON I diver: This requires 2-3 hours of classroom time, 2 supervised training dives and 2 supervised survey dives. The student must also receive 80% on the RECON Level 1 Exam. RECON II diver: Complete 6 surveys conducted with a RECON-certified dive buddy. RECON III diver: Complete 10 surveys and receive 80% on Level 2 exam. RECON Instructor: Complete 10 surveys and complete RECON Instructor training (includes 2 additional surveys) + receive 90% on RECON Level 2 exam. For this course all participants will be expected to achieve Level III with Instructor status available for those that meet the requirements. This course will have 2 lecture contact hours per week (=30 contact hours per semester) and 2 lab contact hours per week (=30 contact hours per semester).

OCB 2263C - Coral Reef Biology and Management
4.000 Credits
Prerequisites: Passing OCB 1000 and OCB 2102C with a C or higher and must be a certified diver and permission of instructor.

This course introduces students to the basic biology of corals and coral reefs, including a discussion of ecological principles such as: competition, diversity, symbiosis, disturbance, adaptation, reproduction, and recruitment. Also examined are the major taxa living in coral reef ecosystems of the Caribbean and Florida, including seagrasses and mangroves. Latter portions of the course introduce current policies and best practice for coral reef conservation and management, with emphasis on the Florida Keys National Marine Sanctuary. The in-field laboratory portion will illustrate concepts from the lectures, and give students practical experience in basic coral reef monitoring techniques.
OCB 2310 - Dolphin Studies and Field Experience: Cognitive and Behavioral Research with Marine Mammals
3.000 Credits
Prerequisites: Passing OCB 1301C with a C or higher.

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: Passing OCB 1311 with a C or higher.

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 2721C - Survey of Mariculture
4.000 Credits
Prerequisites: Passing OCB 1000 with a C or higher.

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 2722C - Mariculture Systems & Design**  
3.000 Credits  
Prerequisites: Passing OCB 2721C with a C or higher.

An introduction to a range of marine aquaculture systems used to culture a diversity of organisms including marine macrophytes and phytoplankton, marine invertebrates including zooplankton, and vertebrates (mostly fish) for the food production and marine ornamental industry. The course introduces the concept of integrated multi-trophic mariculture (IMTM) systems and its application for reducing marine aquaculture impacts on marine ecosystems. The course contains a laboratory component with lab exercises and field trips to South Florida mariculture facilities. The course includes a basic introduction to computer automated drafting and students will be required to design a mariculture system and submit a term project in the CAD format.

**OCB 2723C - Nutrition of Mariculture Species**  
3.000 Credits  
Prerequisites: Passing OCB 2721C with a C or higher.

A practical introduction to basic principles of nutrition and feeding of common mariculture species. Topics include digestion and metabolism, biochemical aspects of nutritionally-important macromolecules, vitamins and minerals, feed formulations and management, nutritional deficiencies and bioenergetics of ecological polyculture. The course will focus primarily on marine heterotrophic organisms but will briefly cover nutrient requirements of marine autotrophs.

**OCB 2724C - Tropical Ornamental Mariculture**  
3.000 Credits  
Prerequisites: Passing OCB 2721C with a C or higher.

This course will introduce the main concepts associated with tropical ornamental mariculture, including: (1) the principles of water quality specific to marine ornamentals from a variety of taxa including corals, various other inverts, and finfish, (2) a review of tropical marine ornamentals systems, including state-of-the-art designs, (3) a review of specific diet and nutritional formulations for a variety of tropical marine ornamentals species, (4) a detailed overview of a variety of husbandry techniques for most of the known marine species currently being cultured, including specific temperature and photoperiod manipulations for spawning, species specific life styles, (5) selective breeding techniques for enhanced phenotypic traits such as colors, size and shape, etc. Students will work directly with clownfish (Amphiprion spp.), ornamental groupers (Family: Serranidae), and corals (Acropora spp.) using Tropical Ornamental Modular Education Systems (TOMES) in a laboratory setting.
OCB 2725 - Diseases and Parasites in Marine Aquaculture
3.000 Credits
Prerequisites: Passing OCB 2721C with a C or higher.
Co-requisites: OCB 2725L

A survey of the parasites and diseases that impact marine organisms with an emphasis on those diseases that commonly affect marine aquaculture operations. Students will learn basic factors that influence disease transmission and the ecology of parasitic organisms as it pertains to the host. Student will be introduced to diagnostic techniques to identify the source of disease or infection, as well as common treatment methods. Diagnostic techniques and treatment protocols will be reinforced in the co-requisite lab for this course.

OCB 2725L - Diseases and Parasites in Marine Aquaculture Laboratory
1.000 Credits
Prerequisites: Passing OCB 2721C with a C or higher.
Co-requisites: OCB 2725

A survey of the parasites and diseases that impact marine organisms with an emphasis on those diseases that commonly affect marine aquaculture operations. Students will learn basic diagnostic techniques to identify the source of disease or infection, as well as common treatment methods.

OCB 2905 - Directed Individual Study
4.000 Credits
Prerequisites: Permission of Instructor

OCE 1001 - Introduction to Oceanography
3.000 Credits
Prerequisites: Prerequisites: College level reading and writing scores on placement tests or passing REA0017 and ENC 0025 with a C or higher.

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 is an extensive course for training persons in open water recreational diving. Students will be expected to supply their own snorkeling equipment. Satisfactory completion of this course leads to internationally recognized scuba certification. Students must demonstrate satisfactory swimming ability, physical stamina and emotional stability to instructor at the first lab. Medical certificate may be required.

**PEN 1141 - Scuba Equipment Maintenance and Repair**  
2.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course consists of lecture and practical application to prepare certified divers in the processes and techniques required to maintain and repair modern scuba equipment, such as regulators, buoyancy compensators, and scuba tanks. Nationally recognized certification as a basic open water scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

**PEN 1142C - Advanced Diving Equipment Maintenance and Repair**  
4.000 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. The course provides the basic diver with additional training in physics, physiology, dive tables use, salvage calculations, dive planning, and the enhancement of skills to attain an advanced certification. Nationally recognized certification as an openwater scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class. Medical certificate may be required.

**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 Divemaster is a requirement for enrollment in this course and will be verified by the instructor at the first class. Medical certificate is required.

**PEQ 1137C - Divemaster**
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).

Nationally recognized certification as a rescue diver, as well as current certification in first aid/CPR and at least 40 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.

**PEQ 2133C - IDC Staff Instructor**

4.000 Credits  
Prerequisites: PEQ 1136C  

This course applies to the AAS degree in Diving Business and Technology and to the Fundamentals of Professional Diving Certificate, but is not ordinarily counted in the Associate in Arts degree. The IDC Staff Instructor course prepares candidates to teach the PADI Assistant Instructor course and to staff PADI instructor development programs. The training furthers teaching abilities and develops candidate’s evaluation and counseling skills through independent study, classroom sessions and guided evaluation training.

**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 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

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 or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y
An introductory, undergraduate course that offers a critical evaluation of the major theories of moral values. The major emphasis of the course is the application of theory to contemporary ethical problems. Includes a 6,000 word writing requirement.

**PHY 1053C - General Physics I**
4.000 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.

**POS 1001 - Introduction to Political Science**
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

The course provides an introduction to the scope and method of Political Science. After formulating a basic definition of politics, the student will examine the interaction of politics with society and with government.

**POS 1041 - National Government**
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 or PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

The federal government of the United States with its historical background, the constitutional principles involved, and an analysis of the powers and functions of the three branches of national government.

**POS 1112 - State and Local Government**
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and
Treatment of structures and functions of state governments and their political subdivisions. Emphasis on current problems, especially those of Florida.

**POS 2621 - Civil Rights and Liberties**
3.000 Credits

The rights contained in the Constitution of the USA that protect persons, opinions, and property from the arbitrary interference of government officials, and positive policies of government that protect individuals from arbitrary treatment both by the government and by other individuals. Emphasis on the Bill of Rights, related Supreme Court decisions, and Civil Rights legislation.

**PSC 1341 - Physical Science**
3.000 Credits
Prerequisites: MAT 1033 CR C or A02 021 or S02 480 or CPTE 098 or PRTM 123 or EXHS Y or EXMI Y

Physical Science is a broadly based introduction to the historical and ongoing investigations of the universe around us. This course introduces topics from all of the earth-science areas. The laws of physics and the chemical nature of matter are explored and used to understand the nature of our planet and its relationship to others. Video portions of the course consist of individual programs enhanced by reading in the required textbook. Descriptive study of the essentials of physics, chemistry, earth science, and astronomy are included. Recommended for liberal arts majors.

**PSC 1515 - Environmental Physical Science**
3.000 Credits

This course is intended for non-science majors and is an introduction to the physical principles involved in the environment and man’s interaction with it. A variety of topics will be presented including air and water pollution, climate and weather, waste management, oceans and streams, and energy sources.

**PSY 2012 - General Psychology**
3.000 Credits
Prerequisites: ENC 1101 CR C or (A03 019 and A01 017) or (CPTR 083 and CPTL 083) or S01 440 or (PRTR 106 and PRTL 103) or FCR2 262 or EXHS Y or EXMI Y

An introduction to psychology which exposes students to historical and current discoveries about the
mind and behavior. Topics include: history of psychology, methods, psychobiology and brain research, sensation and perception, consciousness and altered states, motivation, learning, cognition and memory, language, intelligence, creativity, personality, abnormal psychology, therapies and social psychology.

**REA 0007 - Developmental Reading I**
3.000 Credits
Prerequisites: PRTR 050 or CPTR 030 or A03 018 or S01 439

This course is designed to develop and improve reading and study skills needed for college work. Topics include identifying main idea and supporting details, determining author’s purpose and tone, distinguishing between fact and opinion, identifying patterns of organization in a paragraph or passage and the transition words associated with each pattern, recognizing the relationships between sentences, identifying and using context clues to determine the meanings of words, identifying logical inferences and conclusions, and recognizing the point and support of an argument. Students must pass REA 0007 with a “C” or higher. Upon successful completion, students enroll in REA 0017.

**REA 0017 - Developmental Reading II**
3.000 Credits
Prerequisites: PRTR 084 or CPTR 061 or REA 0007 CR C. or REA 0002C CR C.

This course is designed to advance reading and study skills needed for college work. This course focuses on vocabulary acquisition, critical reading skills and study skills necessary for college. Topics include identifying main idea and supporting details, determining author’s purpose and tone, distinguishing between fact and opinion, identifying patterns of organization in a paragraph or passage, recognizing the relationships between sentences, using context clues to determine the meanings of words, identifying logical inferences and conclusions, reasoning, and analyzing argument for bias. Upon successful completion, students enroll in ENC 1101.

**REA 0055 Developmental Reading Module I**
1 Institutional Credit
Prerequisites: Score on PERT (101-105)
Co-requisites: ENC 1101

This course provides specialized instruction in developmental reading concepts to assist students in ENC 1101. Topics include comprehension skills with an emphasis on inferential and literal skills, organizational patterns of information, and vocabulary development. Upon completion of the PERT diagnostic or a Reading/Writing division diagnostic, students will be assigned independent study modules. Students must complete each module and pass the final exam with a grade of 70% or higher. This course does not apply toward requirements in general education or toward any associate degree.

**REL 2202 - Women in the Bible**
3.000 Credits
Prerequisites: ENC 1101 CR C or (A03 019 and A01 017) or (CPTR 083 and
An introductory, undergraduate course focusing on the wisdom and witness of women in Old and New Testament texts. The course will reflect the most recent scholarship in the biblical field. During the past 20 years biblical commentators, archeologists and theologians have labored to liberate today’s students from the patriarchal bias common to the academy of the 19th and early 20th centuries. Contemporary scholarship shines a potent, clear light on the social, political, and economic dimensions of the biblical narratives. The course will reflect the labor of these modern scholars who reconstruct the hidden history of women, and other dominated classes of people portrayed in the texts. Fresh insights into the ancient texts nurture the rising consciousness of women and men around the world who find themselves in oppressed circumstances. The course will affirm women acknowledging them as fully human partners with men in the biblical witness. Includes a 6,000 word writing requirement.

REL 2240 - New Testament Survey
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and
CPTL 083 or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

An introductory, undergraduate course that focuses on the New Testament. Major Topics: A study of the historical background of the New Testament World, the life and teaching of Jesus, the growth of the Christian movement, and the emergence of early Christian literature. Attention is given to problems of date and authorship of individual writings. Includes a 6,000 word writing requirement.

REL 2300 - World Religions
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or S01 440 or ( CPTR 083 and CPTL 083 ) or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

A study of the major religious traditions of the world noting distinctive features and common elements. Topics include: The Ancient World, Hinduism, Buddhism, religions of China, Japan, and India, Judaism, Christianity, and Islam. Includes a 6,000 word writing requirement.

SBM 2000 - Small Business Management
3.000 Credits

Procedures for planning, launching and successfully operating a new business. Emphasizes the entrepreneur’s need for sound managerial skill.

SLS 1401 - College Survival Skills
3.000 Credits

The purpose of this course is to provide an opportunity for students to learn and adopt methods to promote their success in school, in their personal lives and on the job. It suggests tools for growth and learning and taps on the student’s individual potential.

SPC 1608 - Introduction to Speech Communication
3.000 Credits
Prerequisites: ENC 1101 CR C

This course is designed to assist the student in understanding and implementing oral communication skills. Learning is centered in student participation in a variety of speaking-listening situations designed to increase the understanding of the interpersonal nature of all speech communication. This Gordon Rule class has a 6,000 word writing requirement.

SPN 1120C - Beginning Spanish I
4.000 Credits

Spoken and written forms of the Spanish language. The major purpose of the course is to teach students to understand and to speak Spanish as a medium of communication through a good pronunciation and solid vocabulary.
SPN 1121C - Beginning Spanish II
4.000 Credits

This course focuses on strengthening the student's ability to speak and understand Spanish through cultural readings and practical, interesting class discussions. The course provides information about Spanish customs and the Hispanic World.

SPN 2220C - Intermediate Spanish I
4.000 Credits
Prerequisites: SPN 1121C CR C

This course involves the intensive review of rules and principles for writing and speaking as well as other structural aspects of the Spanish language. Reading materials are built around specific and realistic situations that present insights into Spanish and Latin American culture. The active practical use of Spanish for communication is continually emphasized in the context of cultural backgrounds.

SPN 2221C - Intermediate Spanish II
4.000 Credits
Prerequisites: SPN 2220C CR C

This course involves the intensive review of rules and principles for writing and speaking as well as other structural aspects of the Spanish language, which is essentially a continuation of SPN 2220C. Reading materials are built around specific and realistic situations that present insights into Spanish and Latin American culture. The active practical use of Spanish for communication is continually emphasized in the context of cultural backgrounds.

STA 2023 - Introduction to Probability and Statistics I
3.000 Credits
Prerequisites: MAT 1033 CR C or A02 021 or S02 480 or CPTE 098 or PRTM 123 or EXHS Y or EXMI Y

A mathematics course that focuses on the following major topics: Probability, random variables, hypothesis testing, confidence interval estimation, small sample methods, correlation, and simple linear regression.

SYG 1000 - Introduction to Sociology
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 019 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or ( PRTR 106 and PRTL 103 ) or FCR2 262 or EXHS Y or EXMI Y

Conceptual elements of society, outlining their development, significance and dynamics of interaction.

SYG 1010 - Social Problems
3.000 Credits