

## **Gulf Coast Community College**

**5230 West Highway 98 Panama City, Florida 32401**

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**Telecommunications Device for the Deaf (TDD) (850) 872-3834**

**Florida Relay System 1-800-955-8771 (TDD only)**

**[www.gulfcoast.edu](http://www.gulfcoast.edu)**

Gulf Coast Community College is accredited by the  
Commission on Colleges of the Southern Association of  
Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097  
Telephone number 404-679-4501 to award associate degrees.

Gulf Coast is also a member of  
American Association of Community Colleges  
Florida Association of Community Colleges  
American Council on Education  
Council for Advancement and Support of Education

Gulf Coast Community College is an equal opportunity, equal access institution which does not discriminate with respect to race, creed, color, national origin, sex, age, religion, disability, or marital status in the admission or access to, or treatment or employment in, its programs and activities. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

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*Gulf Coast Community College Service District*

*Gulf Coast Community College Map*

*Gulf Coast Community College  
Gulf/Franklin Center*

*Tyndall*

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*North Bay Center*

## 2006-2007 College Calendar

Event	Summer A 2006	Summer B 2006	Fall 2006	Spring 2007	Summer A 2007	Summer B 2007
Campus Advising & Registration, (Excludes Sat., Sun, & holidays) **	April 17-May 5	April 17-21 June 14-16	April 17-21 July 10-21 August 14-15	Nov 27-Dec 1 January 2-3	April 16-May 4	April 16-20 June 13-15
Tyndall Air Force Base Registration	April 12	April 12 June 7	April 12 June 7 August 14-15	November 15 January 3	April 11	April 11 June 6
Gulf/Franklin Center Registration	April 12	April 12 June 7	April 12 June 7 August 10	November 16 January 2-3	April 11	April 11 June 6
Registration Fees Due	May 3	June 9	August 11	January 2	May 2	June 8
Classes Begin	May 8	June 19	August 16	January 4	May 7	June 18
Late Registration; Drop/Add	May 8-9	June 19-20	August 16-22	January 4-10	May 7-8	June 18-19
Refund and Audit Registration Deadline	May 9	June 20	August 22	January 10	May 8	June 19
Midterm	May 25	July 6	October 13	March 2	May 24	July 5
Withdrawal Deadline: "W" if passing, F" if failing	June 1	July 13	October 20	March 9	May 31	July 12
Final Examinations	June 14-15	July 26-27	December 11-14	April 30-May 3	June 13-14	July 25-26
Term Ends	June 17	July 29	December 15	May 4	June 16	July 28
Graduation Application Deadline	July 14	July 14	November 17	February 16	July 13	July 13
	^In order for summer graduates to participate in the spring ceremony, they must submit their summer graduation application prior to the spring application deadline. No exceptions.					
Graduation				May 6		
Honors Convocation				April 27		
CLAST Application Deadline	May 5		September 1	January 19	May 4	
CLAST Administered	June 3		October 7	February 17	June 2	
College Placement Test (CPT)	May 10-August 22		August 23- January 10	January 11- May 8	May 9-August 21	
	The college placement test may be taken two times per semester. A student may take the CPT two times between these dates each semester					
Student Holidays - Classes will not be held on these days.***	May 29	July 4	October 12-13 November 10 November 22-24	Mar 26-April 1		
<b>College Closed</b> Inservice Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving Holidays Christmas Break Martin Luther King, Jr. Day Spring Break	May 27-29	July 4	August 7  Sept 2-4 November 10 November 23-26 Dec 23-Jan 1	      January 13-15 Mar 30-April 1	May 26-28	July 4

**\*Freshman Orientation:** First time students must participate in orientation in order to register in the summer for the fall term. Orientation dates for 2006 are: June 26, June 27, June 28, June 29, and June 30 from 10 a.m. to 2 p.m. Call 747-3201 for further information.

**\*\*See class schedules for web registration dates and times.**



**District Board of Trustees**

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## History

Celebrating its 50<sup>th</sup> Anniversary in 2007, Gulf Coast Community College was the first public two-year institution to open after the 1957 Florida Legislature established a statewide network of community colleges. Located in Panama City on Florida's Emerald Coast, Gulf Coast is one of 28 public community colleges in the state, all located within commuting distance of 96 percent of the population.

From September 1957 through the spring of 1960, the college operated in temporary facilities at the Wainwright Shipyard (located across the street from the present location at 5230 West Highway 98). The City of Panama City provided 40 acres for the permanent campus overlooking St. Andrew Bay; the college purchased the remaining 40 acres. Construction of new buildings on the campus began in 1959, with the actual move to the new campus completed the next year.

Buildings comprising the current campus and other college sites and their dates of first occupancy are the Natural Sciences Building, including the Ken Sherman Science Center (1960; renovated 1978 and 1993), Administration Building (1960; renovated 1978 and 1989), Admissions and Records Building (1960; renovated 1970 and 1995), James R. Asbell Business Building (1960; renovated in 1978 and named for Mr. Asbel in 1979), Language and Literature Building (1962; former Library; renovated and renamed in 1977 and 1995), Billy Harrison Health Building (1965; demolished in 2003), Professional Development Center (1965; former Maintenance Building; renovated and renamed Wellness Center in 1995; renovated and renamed in 2003), Rosenwald Junior College Classroom Building (1965; originally the Student Center; renovated in 1978 and 1992 and renamed in 1994), Amelia G. Tapper Center for the Arts (1967; renovated and renamed for Mrs. Tapper in 1994), Social Sciences Building (1967; renovated in 2001), Technology Building (1969; renovated in 1985), Library (1976; originally named the Learning Resource Center), WKGC-AM/FM Studios (1981), George G. Tapper Health Sciences Building (1983), North Bay Center (1990; originally the Criminal Justice Training Academy; renamed the Charles H. Abbott Criminal Justice Training Academy and expanded to include the Abbott Classroom Building in 2000), Student Union, East and West Wings (1991), Natatorium (1991), Facilities Management Building (1995), Gulf/Franklin Center (1998) and the Wellness Complex (2003; includes new gym named Billy Harrison Field House). For its first nine years, the college served primarily the residents of Bay County. In the summer of 1966, Gulf County became part of the college's service district, and Franklin County was added in 1984. Each semester, the college enrolls over 7,000 students in credit courses, with many thousands more registering in lifelong learning or continuing education programs.

Throughout its 50 year history, the college has been committed to providing a first-class education. This commitment is evidenced by the excellent performance of

GCCC graduates who transfer to a state university as well as by the high job placement rates of students in occupational programs.

## College Vision and Mission

### Vision

Building a better future . . . one life at a time.

### Mission

Gulf Coast Community College is a comprehensive public institution providing high quality, affordable educational, training, and enrichment programs. The college serves primarily the residents of Florida's Bay, Gulf, and Franklin counties.

The staff takes a positive leadership and partnership role to meet the changing needs of a diverse population of learners, working with local, state, and national entities to identify, prioritize, and address needs. Programs and services support the intellectual, educational, economic, environmental, and cultural development of our region. High standards foster a climate of excellence, and an open-door admissions policy provides access and opportunity to all. The staff also works to create a supportive, personalized environment for maximum student achievement.

To affirm institutional values, resources are dedicated to five critical pursuits: (1) facilitating the learning of competencies that lead to associate degrees, (2) facilitating skill development for job entry and retraining, (3) facilitating development of basic skills, (4) nurturing democratic principles and practices, and (5) promoting personal, social, academic, cultural, and economic development.

Committed to excellence, Gulf Coast Community College serves a changing community by offering hope and enriching lives in an environment that cultivates learning.

## The Gulf Coast Community College Foundation, Inc.

### History and Mission

Based on the principles of trust and integrity, the Gulf Coast Community College Foundation exists to advance the causes of Gulf Coast Community College. Its primary mission is to create a scholarship program providing educational opportunities to deserving students.

The foundation also enhances the educational programs of the college and student services by providing financial support. And, through the active involvement and leadership of citizens united by these purposes, the

foundation serves as an effective liaison between the college and the community.

Additionally, the foundation assists the college in enriching the community through cultural opportunities and enhancing community economic development through educational programs.

Founded in 1967, the foundation has more than \$22 million in assets. Throughout its 40 years, it has awarded close to \$4 million in scholarships for GCCC students and has spent an additional \$2 million in support of college programs.

In 1991, the foundation completed its Wall of Honor Endowment Campaign, which continues to award hundreds of scholarships each year. In 1997, the foundation launched the Honors Plaza Endowment Campaign to provide annual support for the continuing need for state-of-the-art instructional technology. The Foundation is currently working on its "A Legacy of Trust" endowment campaign.

### **Scholarships**

The foundation will provide more than \$850,000 in scholarships to GCCC students this year. In addition to two-year Honors Scholarships for students just having graduated from high school, the college provides scholarships for students who have demonstrated academic excellence, have academic potential or specific talents, and students with demonstrated financial need. Scholarship applications are available in the foundation office and the financial aid office beginning in January of each year. The deadline for scholarship applications is in early March. For scholarship information, please call 872-3810.

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# ***ADMISSIONS***

## ADMISSIONS

Attending Gulf Coast Community College is a privilege and not a right. Students and potential students will be treated equally regardless of race, religion, sex, age, national origin, marital status, or handicap.

### ADMISSIONS INFORMATION

Applications for admission may be obtained from the Office of Admissions and Records. The following chart summarizes the supported documents required for the various student categories.

All transcripts must be sent directly from the high school or college to the Office of Admissions and Records.

Student Category	A	B	C	D	E	F	G	H	I
A.A. Degree Seeking	✓	✓	1	2	3				
A.S. Degree, A.A.S., or Technical Certificate Seeking	✓	✓	1	2	3				
PSAV Certificates	✓	✓	1	1	1				✓
Health Sciences Students	✓	✓	✓	2	4				
Non-Degree Seeking Students	✓	✓		1	3				
Dual Enrolled Students	5				3		✓		
Early Enrolled Students	✓	✓			3		✓		
Home School Graduates	✓	✓			3			✓	
Audit Students	✓	✓		1	3				
International Students	✓	✓	✓	2	3	✓			

#### Letter and Number Designations

- A* = Application Form  
*B* = Residency Affidavit (on application)  
*C* = High school transcript or GED scores  
*D* = College transcripts  
*E* = College Level Placement Test or ACT/SAT  
*F* = TOEFL Score  
*G* = Letter from school official  
*H* = Affidavit verifying Home School Completion  
*I* = TABE Test

- 1 = See Office of Admissions for exceptions  
 2 = Required from each college or university attended  
 3 = Required of all students planning to pursue a degree or take English or math courses. (Transfer students who have completed a college-level English and math course are excluded.)  
 4 = Placement test scores used for acceptance into program  
 5 = See Office of Developmental Studies, Room 344, Student Union West, 769-1551, extension 3207.

The college offers credit and non-credit courses. Credit courses are designed to apply toward a degree; however, students may enroll in credit courses without seeking a degree. Non-credit courses are designed to meet the needs of citizens in the community.

### CREDIT

- Complete an application and an affidavit of residency.
- Order high school, GED, and/or previous college transcript(s).
- Take the placement test. ACT and SAT scores may also be used for placement purposes within two years. Students may have their scores sent to the Testing Office at GCCC.
- Meet with an academic adviser.

- Register for courses.

**Degree Seeking.** No student is officially accepted into the college until all transcripts are on file. All transcripts should be on file by the end of the first term. A student will be placed on a registration restriction if transcripts are not received by the end of the first term of enrollment. **A student who has not been officially accepted into the college is not eligible for financial aid.**

- High School Graduates (see "First Time in College Students").
- Transfer Students. A student who has been registered at another college or university is classified as a transfer student (see "Transfer Students").
- Limited access programs (example: nursing) may have special entrance requirements.

**Non-Degree Seeking.** Students may enroll in credit courses without seeking a degree.

1. Non-High School Graduates (see “Non-High School Graduates”).
2. Special students may accumulate 15 credit hours in this classification. Special students are not eligible for financial aid.
3. Transient Students (see “Transient Students”).

### NON-CREDIT

1. Enrollment in non-credit Continuing Workforce Education courses is restricted to those 18 years of age and older.
2. Complete a non-credit registration form and register for courses.

## ADMISSIONS POLICIES

Official high school transcript, official GED scores, or college transcript from each institution attended must be submitted to the Office of Admissions and Records.

Please note: An official transcript is mailed from a high school or college directly to Gulf Coast Community College. Hand carried transcripts are not official. **All transcripts become part of the student's permanent record and may not be returned.**

**First Time in College Students.** Students who meet one of the following requirements may enroll in Associate in Arts degree, Associate in Science degree, Associate in Applied Science degree, or certificate programs.

1. Students who graduated with a Standard High School Diploma, an equivalency diploma (GED), a certificate of completion—CPT eligible, or previously demonstrated competency in college credit postsecondary course work.
2. Students who are home educated, with a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of s. 1002.41.
3. Students are provisionally admitted on the basis of their application. Graduation status must be officially verified within the student's first term of enrollment.
4. Special diplomas and certificates of attendance are not accepted for admission into degree or certificate programs.

### Non-High School Graduates.

1. Individuals under the age of 18 without a standard high school diploma, GED, certificate of completion—CPT eligible, or home school affidavit will not be able to enroll in advanced and professional, postsecondary, vocational, and/or postsecondary adult vocational

courses. The exception is for students enrolled in one of the dual enrollment categories.

2. Individuals 18 years of age or older can enroll in advanced and professional, postsecondary vocational, and/or postsecondary adult vocational courses as non-degree seeking students (special students). Students cannot enroll in programs until they receive a high school diploma or GED (exceptions listed in #3). Students are encouraged to obtain a high school diploma or GED.
3. All non-high school graduates 18 years or older may enroll in certain PSAV programs with permission of the PSAV program manager. Non-high school graduates may also enroll in designated non-credit courses and GED preparation courses. The exception is for PSAV programs, which require a high school diploma. The non-graduate must earn the diploma by the end of the first term of enrollment.

**Dual Enrollment.** Dual enrollment is authorized under Florida Statute 1007.271 as an articulated accelerated mechanism. It is intended to shorten the time necessary for students to complete the requirements associated with the conference of a degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject.

Dual enrollment provides the opportunity for qualified high school students to enroll in college-level work at Gulf Coast Community College while concurrently enrolled in high school. Students receive both high school and college credit for these courses. This program is open to students from public high school, accredited private schools, or approved home education programs, who are at a minimum in the tenth grade and have an unweighted grade point average of 3.0 or able to enroll in college-level courses, or a 2.0 unweighted grade point average to enroll in vocational certificate courses. In addition, all students must pass the appropriate section of the college placement examination.

A student may take dual enrollment courses during school hours, after school hours, and during the summer term. Students in dual enrollment classes do not pay registration, matriculation, or lab fees. For additional information, please call (850) 747-3207.

**Transfer Students.** Freshman and sophomore courses will be accepted in transfer. Transcripts from all institutions of higher education previously attended for students enrolled in Associate in Arts degree, Associate in Science degree, Associate in Applied Science, and certificate programs are required. All transfer courses from regionally accredited institutions will be evaluated and placed on the GCCC transcript.

Students enrolled in postsecondary adult vocational certificate programs are not required to request transcripts from institutions of higher education. Students enrolled in postsecondary adult vocational certificate programs who request a transfer course be accepted are required to have transcripts from all institutions of higher education attended.

Credits, excluding college preparatory work from out-of-state institutions, will be accepted if earned at colleges or universities fully accredited by regional accrediting agencies (Southern Association of Colleges and Schools, for example) provided the courses meet academic standards and are relevant to the college's instructional program.

Credit from vocational and occupational institutions will be awarded provided the credits meet academic standards and are relevant to the college's instructional program. Students must provide course descriptions for evaluation by division chairs.

Credit from non-regionally accredited institutions will be awarded on an individual basis provided the credits meet academic standards and are relevant to the college's instructional program. Students must provide course descriptions for evaluation by division chairs.

Credits with grades "P" or "S" from Florida public institutions are considered transferable. Institutions outside the State of Florida are transferable if documentation indicates comparable course content and grade equivalence.

To maintain degree-seeking status, students are required to have transcripts evaluated no later than the end of the first academic term of enrollment. A student will be placed on registration restriction if transcripts are not received within thirty days from the beginning of the term. Degree-seeking students will receive a transcript evaluation once all transcripts have been received by the Office of Admissions and Records. Students will be able to view their evaluated transcript on [www.facts.org](http://www.facts.org).

An applicant suspended from another institution for disciplinary reasons will not be admitted to Gulf Coast until eligible for readmission to the suspending institution.

Students transferring to Gulf Coast with a Bachelor's Degree or higher and who wish to pursue an Associate in Applied Science degree or certificate must:

1. Verify previous degrees by providing official transcripts.
2. Obtain a certified credit evaluation from the Office of Admissions and Records (to be mailed to the applicant).
3. Take the evaluation package to the appropriate program manager for program evaluation.

Only courses with "C" or better will be accepted. The notation, "Bachelor's Degree," will be placed on the transcript, along with specific courses posted as external credits, as in the following example:

ENC 1101      BACH DEGREE

The student's cumulative grade point average for the degree will include only those courses completed at Gulf Coast.

**Transient Students.** A transient student is a student seeking a degree from another college. To enroll, students must furnish written permission from the registrar of the home school. This permission must list Gulf Coast Community College courses, which may be taken. Transient students are non-degree-seeking students; therefore, transcripts are not required. Florida students may access an electronic transient student form by going to [www.facts.org](http://www.facts.org) and selecting the "Admissions" link and then "Transient Student Form."

**International Students.** International students must meet the following requirements:

1. Students from non-English speaking countries are required to achieve a minimum score of 550 on the TOEFL (Test of English as a Foreign Language) exam (exceptions may be granted for extenuating circumstances).
2. Students must have completed secondary schools.
3. Students must be able to bear the cost of study and living expenses. A minimum guarantee of funding for two years is \$25,000 (U.S. dollars). The college assumes no financial responsibility for financial assistance.
4. Transcripts from foreign institutions must be evaluated by World Education Services. It is the responsibility of the student to bear all associated costs and fees. Gulf Coast will determine transferable credits.
5. International students are permitted to work on campus up to 20 hours per week. To work on campus, international students must
  - a. See the International Students representative in the Office of Admissions and Records for work authorization.
  - b. Obtain a Social Security Number.
  - c. Complete student work assistant paperwork in Human Resources Office.

No off-campus employment is permitted unless first approved by Immigration and Naturalization Services.

## READMISSION

A student must reapply to the college if non-enrollment exceeds two calendar years. All readmitted students must meet current admissions requirements (see "Admissions"). Decisions on admission and readmission rest with the director of enrollment services and with the Appeals Committee.

## RESIDENCY

**It is important to understand that living or attending college in Florida is not tantamount to establishing a legal residence. Living or attending school in Florida merely indicates physical presence—not legal residence. Legal residency in Florida is established when certain legal ties to the state are made.**

All applicants who are residents for tuition purposes are required to make a statement as to the length of residence in the State of Florida and submit it with their application for admission. Applicants who are not residents for tuition purposes may attend Gulf Coast Community College but are required to submit a statement of residency. Non-Florida residents for tuition purposes will pay higher fees than Florida residents.

A Florida resident for tuition purposes or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least twelve (12) months immediately prior to his/her registration. The applicant must state that his/her length of residence or if a dependent child, his/her parent(s) length of residence was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes.

A dependent child is any person who is eligible to be claimed by his/her parent(s) as a "dependent" under the federal income tax codes whether or not they are living with the parent(s).

A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for twelve (12) consecutive months and the dependent child has lived with the relative for five (5) years immediately preceding registration. The adult relative must have exercised the day-to-day care, supervision, and control of the child during the five-year period.

A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the child as a dependent for federal income tax purposes.

The following categories will be considered as Florida residents for tuition purposes:

- Active duty members of the armed forces and their dependents.
- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.
- Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program.
- Others as permitted by state statute or rule (see admissions application).

Gulf Coast Community College may deny work done by a student if it is determined that false or fraudulent statements were made in connection with the application for admission.

In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. A non-resident person, irrespective of sex, who marries a legal Florida resident may, upon becoming a legal resident of Florida,

accede to the benefit of the spouse's duration as a legal resident for fulfilling the twelve (12) month durational requirement.

A non-Florida resident may apply in writing for a reclassification as a resident for tuition purposes. The non-Florida resident must produce evidence that he/she is a legal resident and has resided in the state for twelve (12) consecutive months. A dependent child must provide evidence that his/her parents are legal residents of Florida. Out-of-state students who attend GCCC as a full-time student while establishing residency must show intent to reside in Florida and not as a mere temporary residence incident to the enrollment. Documents to show intent are as follows: full-time or part-time permanent employment in Florida, purchase of permanent home in Florida, or family ties. A resident alien may be considered a Florida resident for tuition purposes if he/she has resided in the state of Florida for twelve (12) consecutive months after being granted resident alien status by the United States Immigration and Naturalization Service. Only non-resident aliens classed in Visa categories A, E, G, I, or K may be eligible for classification as a Florida resident for tuition purposes. If the applicant provides evidence satisfactory to the college, the applicant will be reclassified as a resident for tuition purposes for subsequent registrations.

## **SPECIAL SCHEDULING OPPORTUNITIES**

### **Distance Education**

Gulf Coast has one of the largest distance learning programs in the state. Distance education is defined as the acquisition of knowledge and skills via selected media in an environment where the instructor and learner are geographically separated. This would include any video-based, web-based, two-way interactive, or print-based course (or a combination of these) delivered off-campus.

Students who are unable to meet the rigors of traditional class schedules due to work, family commitments, or other circumstances, or who simply prefer the distance mode of delivery can enroll in distance education courses. Each video- and web-based outline gives a detailed description of the course and carefully explains the assignments. These assignments and examinations need to be completed by the dates listed in the course outline. An instructor coordinates each course and is available to help with questions or concerns. College policies apply to these courses. Distance education courses are listed in the college's class schedule and on the GCCC distance education home page at <http://de.gulfcoast.edu>. Students who are successful in distance education courses are self-motivated, self-disciplined, and well organized. A fee of \$5 per credit/vocational hour is charged for distance education courses. For more information, please call (850) 872-3893.



**Weekend College**

Students who cannot attend classes during the week may want to take advantage of compressed courses offered on weekends. These classes meet four consecutive weekends, beginning Friday night, continuing Saturday morning, and concluding on Sunday afternoon. There are a few exceptions to this format.

Courses leading to an Associate in Arts degree are offered on weekends, along with other courses of general interest. Weekend College classes are listed in the class schedules. For additional information, please call (850) 913-3282.

**Military Services Program**

Gulf Coast offers on-site classes at Tyndall Air Force Base and the Naval Surface Warfare Center Panama City. These classes are also open to the civilian population.

Aside from stated and traditional means of obtaining credit, special policies, procedures and services are available to active-duty personnel.

The college follows the recommendations of the American Council on Education concerning credit awarded for the successful completion of military service schools and training programs. Division chairs determine whether or not military credits apply to specific programs.

Official copies of appropriate military transcripts/documentation are required to award applicable credit.

- Credit must be applicable to the student's current degree program.
- Gulf Coast must offer a course comparable in content and credit value.

It should be noted that most credits apply to the Associate in Science degree programs. For additional information visit the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) and click on the **TAFB Center option**.

**Sites**

In addition to course and program offerings at the main campus of Gulf Coast Community College in Panama City, the college maintains additional sites at Tyndall Air Force Base Education Center, the North Bay Center, including the Charles H. Abbott Criminal Justice Training Academy, and the Gulf/Franklin Center in Port St. Joe. Information on course offerings at these sites can be obtained from the schedule of classes for each term and through brochures and press releases.

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# ***FINANCIAL INFORMATION***

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**FINANCIAL INFORMATION****STUDENT EXPENSE**

Registration will not be officially completed until all fees are paid in full by the dates identified in the college calendar. Students are responsible for all fees for courses not dropped by the student during the drop/add period.

*\* Fees are subject to change without notice.*

**IN-STATE (PER CREDIT HOUR):**

Matriculation fee .....	\$50.69
Technology fee.....	1.80
Student activity fee .....	5.25
Capital improvement fee .....	2.00
Financial aid fee.....	<u>2.62</u>
Total, per credit hour.....	\$62.36

**PER PSAV CREDIT HOUR:**

Matriculation fee .....	\$48.90
Capital improvement fee .....	2.45
Financial aid fee.....	<u>4.89</u>
Total, per PSAV hour .....	\$56.24

**PER ADULT EDUCATION CREDIT HOUR:**

Matriculation fee .....	\$24.30
Capital improvement fee.....	1.22
Financial aid fee.....	<u>2.43</u>
Total, per adult education hour .....	\$27.95

**OUT-OF-STATE (PER CREDIT HOUR):**

Matriculation fee .....	\$50.69
Tuition fee .....	153.94
Technology fee.....	5.40
Student activity fee .....	5.25
Capital improvement fee .....	4.00
Financial aid fee.....	<u>1050</u>
Total, per credit hour .....	\$229.78

**PER PSAV CREDIT HOUR:**

Matriculation fee .....	\$48.90
Tuition fee .....	146.40
Capital improvement fee .....	9.77
Financial aid fee.....	<u>19.53</u>
Total, per PSAV hour.....	\$224.60

**PER ADULT EDUCATION CREDIT HOUR:**

Matriculation fee .....	\$24.30
Tuition fee .....	72.90
Capital improvement fee .....	4.86
Financial aid fee.....	<u>9.72</u>
Total, per PSAV hour .....	\$111.78

A.A., A.S., A.A.S. Graduation fee ..... \$20.00

Graduation reapplication fee ..... 7.00

Computerized placement testing (CPT) ..... \$5.00

CLEP tests (each).....\$70.00

Testing for academic correspondence  
courses..... \$20.00

(Testing will be administered through the testing office and will be scheduled during the regular workday. The fee to cover administrative costs is payable at the Gulf Coast Community College business office.)

A fee of \$5.00 per credit/vocational hour is charged for courses offered through distance education.

Certain courses carry additional fees (see "Course Descriptions").

**FEES FOR NON-CREDIT ACTIVITIES**

Fees are established for non-credit courses in keeping with Florida statutes. A complete description of fees set for non-credit activities can be found in the college policy manual.

**REFUNDS (Credit Classes)**

Students are responsible for all fees for courses not dropped by the student during the published drop/add period. Refunds result from 1) classes dropped by the student by the end of the published scheduled drop/add period for each term; 2) classes not dropped prior to the first day of class for courses that do not begin during the scheduled drop/add period; and 3) for classes that are cancelled by the college. A refund of fees paid will be given if the proper procedures are followed. Refund checks are mailed within two weeks after the end of the published drop/add period each term.

A drop is different from a withdrawal. A drop will result in the elimination of the class(es) from the transcript record. A dropped class does not affect the standards of academic progress; however it may affect the amount of financial aid awarded. A withdrawal will result in a letter grade of "W" in each class from which the student withdraws; withdrawals are included in the calculation of academic progress.

**Procedures for Requesting a Refund After the Drop/Add Period**

A student who discontinues enrollment after the published drop/add period may be granted a refund if proper

procedures are followed. Procedures for requesting a refund are:

1. Write a letter requesting a refund to the Dean of Student Development.
2. Attach **supporting documentation** (military orders, physician's letter, etc.).
3. Submit the letter within six weeks of the end of the term.

Supporting documentation **must** include one of the following:

- a. Written documentation of call to or enlistment in active military duty or change of military station.
- b. Death of the student or member of student's immediate family (parent, spouse, child, sibling).
- c. Illness of the student or of a dependent person of such severity or duration, as confirmed in writing by a physician, that completion of the semester is precluded.
- d. Documented administrative error by college.

Refund requests must have supporting documentation to be considered. Refunds may be approved by the dean of student development after the six week period if there was an administrative error by the college.

## REFUND POLICY FOR NON-CREDIT ACTIVITIES

The drop/add period for registration for non-credit activities is course-specific and, therefore, may occur any time during any term. All refunds are calculated by calendar days. When a refund day falls on a calendar day in which the Office of Lifelong Learning is closed (e.g. Saturdays, Sundays, holidays), the refund will be based on the following workday. The refund process is initiated by a drop request by the student through Lifelong Learning. Telephone and/or written requests are accepted; however, the refund is based on the work day the drop request is received by the Office of Lifelong Learning. Refund checks are mailed to the student registered for the non-credit activity.

A refund for an official drop request made before the first day of the activity is 100 percent. Drop requests received on or after the first day of the activity provide no refund. In cases where the first day of the activity is Sunday, drop requests must be received by 4:00 p.m. on the Friday before. In cases where the college must guarantee payments associated with a non-credit activity, a confirmation registration date may be indicated, after which no refund is provided.

A student who submits a written request to the Office of Lifelong Learning will receive a 100 percent refund of the activity fee at any point in the semester if any of the

circumstances noted in the section "Refunds (Credit Classes) exist."

## STUDENT FINANCIAL AID

Gulf Coast offers a variety of financial assistance for students. Students may apply based on financial need or merit. Financial assistance may be awarded from one or any combination of federal and state grants; part-time employment; institutional, state, and private scholarships; and student loans. Information and applications are available on the college website at [www.gulfcoast.edu](http://www.gulfcoast.edu) or contact the GCCC financial aid office in the Student Union East.

### Financial Aid Programs

**Federal Pell Grant.** Grant funds are designed to assist students with financial need. Eligibility is determined by student and/or family financial status and is based on information provided on the Free Application for Federal Student Aid (FAFSA). A need analysis determination is performed by the U.S. Department of Education and the results are reported to the school and the student. Interested students may apply at [www.fafsa.gov](http://www.fafsa.gov). Awards are based on student and/or family prior year income from the federal income tax form. Award amounts are based on the number of hours enrolled each semester. Costs of tuition, books, and miscellaneous educational expenses may be covered by the Pell grant. *Students must reapply each year when tax forms are filed.*

### Supplemental Educational Opportunity Grant (SEOG).

A supplement to Pell eligible students who meet the priority consideration deadline of May 15. Students must have maximum eligibility for Pell (Expected Family Contribution equals zero).

**Florida Student Assistance Grant.** A Florida grant for students who show exceptional need as determined by information provided on the Free Application for Federal Student Aid (FAFSA) and who meet the May 15 priority consideration deadline. Other eligibility criteria include:

- Florida resident for at least 12 months at the time of completing FAFSA.
- Enrolled in at least six (6) semester hours each semester.
- Prior recipients must have successfully completed the number of semester hours for which they were awarded.

**Federal Work-Study.** Federal funds provided to students for part-time jobs on and off campus. Students must apply using the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Participants must show some financial need and meet the priority deadline of May 15, to be considered for the work-study program. Contact the financial aid office for more information.

**Florida Bright Futures Scholarship Program.**

A Florida scholarship program awarded to high school students who meet the academic requirements. Bright Futures recipients should consult the GCCC website at [www.gulfcoast.edu](http://www.gulfcoast.edu), click on *Prospective Students* and **Financial Aid and Bright Futures**. Current information on Bright Futures scholarship requirements, student eligibility, and renewal requirements is available at [www.myfloridaeducation.com](http://www.myfloridaeducation.com).

**Gulf Coast Community College Foundation Scholarships.** The GCCC Foundation encourages full-time and part-time students to apply for the Foundation Scholarships. Applications are available in the Foundation and Financial Aid offices on campus. Filing deadline is March 1 for the upcoming academic year. Awards are based on academic merit; however, some applications are considered based on financial need. Preference is given to students in Bay, Gulf, and Franklin counties.

**Federal Stafford Loans.** Need-based funds available to eligible students to borrow for educational expenses. Students may use the funds now and delay repayment until they leave school or attend less than half-time. Interested students must complete the Free Application for Federal Student Aid (FAFSA) to determine need and complete entrance counseling, the promissory note, and loan request form.

To qualify applicants must have a 2.0 overall GPA and a 67% completion rate for any post-secondary courses attempted. The loan application is located on the GCCC website at [www.gulfcoast.edu](http://www.gulfcoast.edu). Click on *Prospective Student, Financial Aid, Loans*. All steps must be complete before processing can begin.

**Parent Loan Program (PLUS).** Loan funds are available only to parents of dependent undergraduate students and are based on the credit worthiness of the parent. Dependent undergraduate students may apply for unsubsidized funds only after the PLUS loan is denied.

**Short Term Emergency Loans.** GCCC loans are administered by the GCCC financial aid office and are available up to the maximum of \$300 during registration for tuition and fees only. Loans must be repaid within 60 days in a 16 week semester. In a semester that lasts 10 weeks or less, loans are due within 30 days. Late fees will be assessed and holds will be placed on the transcript and registration for failure to repay the loan by the due date. Contact the financial aid office for more information.

*Loan funds are borrowed and must be repaid.*

**Applying for Financial Aid**

Applications for financial aid should be filed as early as possible for the following academic year. Applicants

should apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) as early as possible after completion of 2005 income tax forms.

**Failure to provide accurate information will cause unnecessary delays in the evaluation of the student's need.**

Students planning to use financial aid to pay tuition must have complete files by:

June 1 for fall 2005  
October 15 for spring 2006  
(FAFSA Application)  
(Entrance Counseling, Promissory Note, and Loan Request Form)

**General Eligibility Requirements**

All financial aid is dependent upon the availability of federal, state, and institutional resources. To be eligible for aid at GCCC, a student must:

- Have a high school diploma or GED certificate.
- Declare an eligible major.
- Federal financial aid will only be used for classes required in an eligible major.
- Enroll at least half-time. (Some Pell students may qualify at less than 6 hours.)
- Be a citizen or eligible non-citizen.
- Not owe a refund or repayment on a federal grant at any institution.
- Not be in default on a federal student loan.
- Maintain the standards of academic progress for financial aid as follows:
  - Satisfactory grade point average on all college work (minimum 2.0).
  - A 67% completion rate on all hours attempted (including transfer hours).
  - Maximum time frame limit in which the student must complete a degree or certificate (150 percent of total hours in program equals 90 hours for an A.A., A.S., or A.A.S. degree and 60 hours for a certificate program). Total hours attempted/completed include all transfer credit.

Students who do not meet these standards will be suspended from receiving federal and state aid until they have regained eligibility. The aid office will notify the student concerning the suspension of aid.

**Return to Title IV**

Students receiving financial aid who withdraw from all classes before completing 60% of the semester will be required to repay the "unearned" portion of the aid they received. This is a federal regulation for which there is no forgiveness!

## Appeals Process and Reinstatement

A student who loses eligibility for financial aid has an opportunity to appeal. Appeals must be submitted **in writing** to the financial aid office **with supporting documentation**. The student may file the appeal based on mitigating circumstances as defined below:

1. Death of a close relative affecting the student's academic performance.
2. Illness of the student or close family member having direct effect upon the academic record.
3. Special mitigating circumstances of a unique kind as determined by the director or designee.

If mitigating circumstances are found to exist, the student may be restored to satisfactory academic standing for one semester only. Further eligibility will occur only if the student clearly shows sound, documented evidence of progress after the first appeal.

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# ***STUDENT SERVICES***

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## COOPERATIVE EDUCATION AND CAREER DEVELOPMENT CENTER

One purpose of the Cooperative Education and Career Development Center is to assist students in developing career plans, researching scholarship opportunities, and obtaining university transfer requirements. Students, potential students, and alumni may take career interest assessments as well as research salary, job demand, and other characteristics of career fields through printed materials and computer programs. The Cooperative Education and Career Development Center is located on the first floor in the Student Union East, Room 54.

## PLACEMENT TESTING

All students entering college credit programs are required to take some form of basic testing for placement in English, reading, and mathematics. Students may meet this requirement several ways. Students may use ACT or SAT scores for placement provided the scores are less than two years old and meet state-mandated minimum score levels. If ACT or SAT scores are lower than the state-mandated minimum scores, the student must take the Computerized Placement Test (CPT) for placement. The CPT is how most students meet the testing requirement. If a student transfers college-level mathematics credit and/or college-level English composition credit to GCCC, the student has completed the testing requirement in that specific discipline and must test only in the area he or she is deficient. College-level English composition credit supersedes the need for placement in reading. Transfer students need to have their transcripts evaluated by the transcript specialist to determine whether they will be required to take any of the tests. Arrangements for disabled students needing special testing conditions are made in the Office of Disability Support Services.

Computerized placement tests are available for a fee, and results are available immediately after testing. Students pay the fee in the college's bookstore or business office and take the receipt to the testing center in Student Union East, Room 61. Computerized placement tests are also available at the North Bay Center, Tyndall Air Force Base Center, and the Gulf/Franklin Center.

Placement test schedules are available at the Information Desk in the Student Union East, the Library, the Office of Admissions and Records, the Testing Office, and on the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

TABE tests are given for students in PSAV programs and the Passport Program. Students in the Passport Program are tested on the main campus. Students testing for PSAV programs can test on campus, at the North Bay Center, or at the Gulf/Franklin Center.

The PAX-RN and Dental Certification tests are given on the main campus. Advisers in the Health Sciences Division have the requirements for these tests.

## ASSESSMENT

The College-Level Academic Skills Test (CLAST) is one of three alternatives a student can use to demonstrate mastery of college level competencies required by Florida Statutes and Rules of the State Board of Education. (See CLAST Alternative for further options). The Computerized Adaptive Test (CAT CLAST) is available at the GCCC main campus. The CAT CLAST allows students the opportunity to take the mathematics, reading, and English language portions of the CLAST on computer. However, there is no computerized option for the essay portion of the exam which is administered in October, February, and June. (See the college calendar for specific dates).

Computerized College Level Examination Program (CLEP) tests are given at scheduled times by appointment. Registration for the test is required one week before the test is administered. The CLEP testing schedule is available in Room 60 of the Student Union East or on the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

## ADVISING

All first time college students must see an academic adviser to register for courses. Advisers are assigned depending upon the student's major or college-level academic placement. Advisers assist students in making decisions related to academic and career aspirations. Advisers also assist students in selecting the proper course sequence and resolving academic problems. Students experiencing academic difficulty should consult their instructors or academic advisers, especially before withdrawing from any course.

**Self Advising.** All students are encouraged to consult with an academic adviser if they have questions relating to their program of study. Some students may not be required to see an academic adviser to register for courses. Students who may self-advise are those students who 1) are not GEN-AA degree-seeking, 2) have matriculated out of developmental courses, 3) have accrued over 12 hours of college-level credit, 4) have not changed majors, or 5) are not on probation or suspension.

## FLORIDA ACADEMIC COUNSELING AND TRACKING FOR STUDENTS (FACTS)

Florida Academic Counseling and Tracking for Students (FACTS) is a network that provides access to many resources of Florida's higher education institutions. FACTS offers a variety of student services and resources provided for convenience by the State of Florida and by the participating institutions.

Students may access the FACTS website at [www.facts.org](http://www.facts.org) to stay aware of current degree requirements, run a graduation evaluation, access college transcripts, take career



assessments, investigate Florida colleges and degrees, and apply to Florida colleges.

### **PIN**

In order to access a transcript or run a graduation check, students are required to have a current application on file and obtain a personal identification number (PIN). Information on how to apply and to obtain a PIN is located on the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **PIN request option**.

### **WEB REGISTRATION**

Gulf Coast Community College students have the option of registering on the Web for classes. Check the web registration page of the college web site ([www.gulfcoast.edu](http://www.gulfcoast.edu)) for available registration dates. If a student has been cleared for registration by his/her adviser and has obtained a PIN, web registration is available. All prerequisite and testing requirements must be met prior to web registration. In order to sign on to web registration, a student ID number and a PIN are required.

### **ORIENTATION**

All new students are encouraged to participate in an orientation session designed to assist in adjusting to college life. First time students must participate in orientation in order to register in the summer for the fall term. (See college calendar for orientation dates).

### **SERVICES FOR STUDENTS WITH DISABILITIES**

Gulf Coast Community College encourages the enrollment of students with disabilities and recognizes their special needs; thus the Disability Support Services program at GCCC is comprehensive in the services offered and the range of disabilities served. Its focus is academic support through human support services and technology to help students reach their potential. The college endeavors to provide equal access to a quality education by providing reasonable accommodations to qualified individuals. To promote academic success, we offer a wide range of assistance and support services. Services include but are not limited to assistance in course registration, information about and referrals to campus and community services, academic and personal counseling, learning specialists, testing accommodations, readers, note takers, interpreters, listening systems, and adaptive equipment. Students who have a disability requiring special assistance should contact the Office of Disability Support Services.

Gulf Coast Community College has developed and implemented policies and procedures for providing reasonable course substitutions for eligible students with disabilities. Students who may be eligible for substitutions are those who have documented visual impairments, hearing

impairments, or specific learning disabilities. Documentation must be provided to substantiate that the disability can be reasonably expected to prevent the student from meeting requirements for admission to the institution, admission to a program of study, entry to upper-division, or graduation. For additional information and assistance, contact the Office of Disability Support Services located in the Student Union East, Room 59.

### **STUDENT SUPPORT SERVICES**

The Student Support Services program provides support for students with academic need in the areas of English, Spanish, reading, and mathematics. This support includes one-to-one and group tutoring as well as specialized workshops and test preparation. Professional learning managers provide program services to all eligible participants. Additional support is provided by the program counselor through individual and group counseling activities that focus on study skills development, career exploration, student success strategies, and activities that foster a sense of belonging. A learning laboratory with computer access and audio/visual equipment is also available for student use. Eligibility for participation in the Student Support Services program is based on federal guidelines. The program serves first generation and low-income students, as well as students with physical and learning disabilities. Once certified for the program, students remain eligible for program services throughout their tenure at Gulf Coast Community College. The office for Student Support Services is located in the Student Union West, Rooms 88 and 89.

### **RETURNING STUDENT PROGRAM**

The Returning Student Program is funded to serve displaced homemakers over the age of 35 who were once dependent on the income of another and no longer have such income. This can be due to divorce, death, separation, or spousal disability. Academic support, personal and career development, and book and tuition scholarships are available for eligible clients per funding availability. The program is located in the Student Union East, Room 49 and 50. For more information, please call 872-3835 or 769-1551, ext. 6012. The Returning Student Program is sponsored by Gulf Coast Community College and the State of Florida and is administered by the Agency for Workforce Innovation.

### **VETERANS**

Applicants who plan to attend college under veterans benefits should consult the veterans affairs (VA) certifying official to obtain all necessary VA application forms before enrolling.

To be eligible, students must be degree seeking and their enrollment must be reported to the VA certifying official each term.

Gulf Coast Community College will adjust its VA certification procedures to the changing dynamics of the

Veterans Administration without prior notification to students. Students on probation for two consecutive terms of enrollment who receive VA educational benefits will have their benefits terminated. VA benefits will be reinstated when the student is no longer on academic probation.

Credit for previous education and training will be evaluated and granted, if appropriate, with the training time shortened and tuition reduced proportionally with the VA and the veteran or eligible person so notified. Since the first VA checks are delayed, it is advisable for the veteran to be prepared to meet all expenses for approximately two months. For further information call the Veterans' Office at Gulf Coast Community College at 747-3210.

## BOOKSTORE

Gulf Coast Community College maintains a bookstore in the Student Union West. The bookstore sells new and used books, school supplies, and Commodore apparel. The bookstore is open Monday through Thursday from 7:30 a.m. - 7:00 p.m. and on Fridays from 7:30 a.m. until 4:00 p.m. during the fall and spring semesters. Bookstore hours during summer terms vary from those listed above. Books for Gulf/Franklin Center classes are sold at the Gulf/Franklin Center Bookstore Monday through Friday. During the final exam period of each semester, the bookstore at the main campus will buy back select titles from students.

## LIBRARY

The GCCC library provides comprehensive library services, including reference, library instruction, reserve materials, and interlibrary loan. The library's resources include 80,000 books, 933 journal subscriptions, 360,000 microforms, and access to 65 databases. Computers are available for students to access the online catalog and databases. Virtual reference chat is available all hours the library is open. These services may also be accessed via the Internet at <http://library.gulfcoast.edu>. In addition to college-owned resources, the staff will help obtain information from other libraries.

## COMPUTER LABS

Computer labs for the use by the students and staff of the college are located in the library. They are fully supported by the computing center and provide access to various types of multi-media tutorials as well as the Internet and Microsoft Office applications. These labs are available all hours the library is open. An open computer lab/library is also available at the Gulf/Franklin Center Monday through Friday.

## PARKING

**Green curb** - Employee only  
**Blue curb** - Handicapped only  
**Yellow curb** - NO PARKING

Areas not marked as designated above are available for student parking. Students, faculty, and staff parking in restricted areas will be fined \$5.00 for each offense. The fine must be paid in the Business Office or Bookstore within seven days or the fine will increase to \$10.00. Vehicles parked in areas that create safety hazards in the opinion of the college or its designated security/law enforcement provider will be towed at the owner's expense. Funds generated by parking ticket payments go to a student loan fund sponsored by the Student Activities Board and administered by the Office of Financial Aid. A hold will be placed on school records for those students with unpaid parking tickets.

## HOUSING

Gulf Coast Community College does not provide dormitories. A listing of rental housing is available for student use at the Information Desk in the Student Union East.

## INSURANCE

The college has no accident or medical insurance available for students. If a student is not covered under a personal or family policy, the college strongly recommends that the student purchase such a policy from the agent of choice.

## TUTORIAL SERVICES

**The Success Center.** The college provides tutorial support to Gulf Coast students through the Success Center located in Student Union West. The Success Center provides one-to-one tutorial support to students in all levels of math (through Calculus I), English, reading, accounting, and microcomputer applications. Also, students seeking assistance in meeting entry requirements for Gulf Coast certificate program can register with the Success Center to receive assistance in improving test scores. The Success Center also provides a variety of instructional resources in the form of DVDs, practice worksheets, and computer-based tutorials.

The Success Center offers day, evening, and weekend hours. Appointments are not necessary. Students enrolled in any of the following courses are automatically registered for the Success Center: MAT 0002, MAT 0024, ENC 0002, ENC 0021, REA 0001, or REA 0002. Students enrolled in other courses can register for the Success Center in Lifelong Learning located on the second floor of the Student Union East. For more information regarding Success Center services, call 872-3849.

**GED Preparation.** The college provides GED preparation through the Passport Program. Anyone 18 years of age or older who does not possess a standard high school diploma or GED or who is functioning below the ninth grade level is eligible for services. Orientations are held weekly. Students create their own schedules and work at their own pace. Day, evening, and weekend hours are available and all services are free of charge. For more information, call 872-3849.

Tutoring is available on a limited basis by appointment at both the Tyndall AFB Education Center and the Gulf/Franklin Center. Please check with the secretary on site for times and availability at each location.

## COUNSELING

Counseling services are available for academic adjustment, personal concerns, and referral services. Care is taken to assure the highest standards of confidentiality are maintained at all times. The Counseling Center is located in the Student Union East.

## STUDENT CONDUCT

Gulf Coast Community College students are subject to college rules and policies and all public laws. Students who violate college rules or policies are subject to disciplinary action as provided in the Student Conduct Code found in the *Student Handbook*.

## APPEALS

The Appeals Committee hears noninstructional student grievances. Students may appeal perceived misapplication of college policy by college officials outside the instructional area, which provides its own appeals process. The chair of the Appeals Committee (the dean of student development) may appoint appropriate subcommittees to deal with specific issues. A description of the membership of the Appeals Committee is in the current *Student Handbook*.

## STUDENT OMBUDSMAN

Gulf Coast Community College has designated the director of student services to serve as the student ombudsman. The role of the ombudsman is to investigate student problems experienced at the college and to attempt to secure a satisfactory resolution.

## STUDENT RIGHTS AND RESPONSIBILITIES

Gulf Coast Community College maintains privacy rights of students and a list of student rights and responsibilities are published annually in the *Student Handbook*. Academic and nonacademic grievance procedures are also outlined in this section of the *Student Handbook*. Handbooks may be obtained in the Office of Student Activities. Individual copies of the Student Rights and Responsibilities document may also be obtained in the office of the dean of student development.

## STUDENT RIGHT-TO-KNOW

**Student Persistence Rate.** A student cohort of full-time, degree-seeking students first enrolled at Gulf Coast Community College in the fall semester 1999 was sampled to determine student persistence. Of that sample, 56.07 percent

received degrees or continued to be enrolled after four years of initial enrollment (FCCS, Accountability Measure 1, Part 2).

**Placement Rate of Vocational Completers.** The job placement rate for students enrolled in vocational programs at GCCC for the 1997-1998 academic year was 81.23 percent; for the 1998-1999 academic year, 84.79 percent, and for 1999-2000, 87.94 percent (FCCS, Accountability Measure 3, Part 2).

**Family Educational Rights and Privacy Act (FERPA).** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the director of enrollment services written requests that identify the records(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records will be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the students when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a college of

comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Students or parents who request his or her educational records should consider the following:

- a. Directory Information – The following information may be released to anyone unless a student specifies in writing to the director of enrollment services that the information is not to be released.

- Student's name.
- Date and of birth.
- Major field of study.
- Enrollment status.
- Participation in recognized activities and sports.
- Weight and height of athletic team members.
- Dates of attendance.
- Degrees, awards, and previous schools attended.
- Photograph.

Non-directory information may be released to state and governmental agencies in accordance with state and federal guidelines.

- b. Granting Access to Students or Parents – Only students can request that their transcript be sent to another person or institution. Requests must be in writing and include the student's signature and photo identification. Phone calls are not acceptable for transcript requests. With proper identification, students may have access to their records located in the Office of Admissions and Records. In order for a parent or guardian to have access to a student's records, they must certify that the student is economically dependent as defined by the IRS Code.

**Campus Security Information** - Campus security and safety are important for students, staff, and visitors to Gulf Coast Community College. Employees and students should keep personal safety as their first priority and take the following steps in case of an emergency:

- Call the FSU Police, extension 3111, from any college phone or 872-4750, ext. 3111.
- Call 911 if a life-threatening emergency.
- Call the college switchboard operator, extension 2800, from any college phone or 769-1551.
- Safety concerns at the Gulf/Franklin Center should be reported to the coordinator and/or staff located in Building A.

Campus security includes a strict prohibition about the possession, use, or sale of alcoholic beverages and illegal drugs. The "Drug Free Campus" policy found in the *College*

*Catalog*, the *Student Handbook*, and the *Employee Handbook* describes college policies regarding the possession, use, or sale of alcoholic beverages and illegal drugs.

The annual campus security report contains campus crime statistics for years 2002, 2003, and 2004. Statistics concern criminal offenses, as defined by the university crime reporting format, reported to campus security or local police agencies. Additional information can be found at the OPE Campus Security Statistics website (<http://ope.ed.gov/security>) brought to you by the U.S. Department of Education.

#### CAMPUS CRIME REPORT STATISTICS NUMBER OF OFFENSES REPORTED

OFFENSES	2002	2003	2004
Homicide	0	0	0
Sex Offenses, Forcible	0	0	0
Robbery	0	0	0
Burglary/Breaking & Entering	0	0	0
Larceny/Theft	7	9	0
Motor Vehicle Theft	0	0	2

#### CAMPUS SEX CRIMES PREVENTION ACT NOTICE

Pursuant to Sections 775.21, 943.0435, and 944.607, Florida Statutes requiring notification to institutions of higher education if a sexual predator or sexual offender is enrolled, or carrying on a vocation at an institution of higher education in this state, the Florida Department of Corrections will notify such institution. Information regarding such offenders attending Gulf Coast community College may be obtained in the Office of the Dean of Student Development or accessed online at [www.fdlc.state.fl.us](http://www.fdlc.state.fl.us).

#### DRUG FREE CAMPUS

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Gulf Coast Community College...

...prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees;

...enforces sanctions, including those applicable under local, state, and federal law, for unlawful possession, use, or distribution of illicit drugs and alcohol, including but not limited to suspension, expulsion, termination of employment, and referral for prosecution which may result in arrest, appropriate fines, and imprisonment;

...believes that there are many detrimental health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to psychological and physical addiction, insomnia, disorientation, depression, hallucinations, hypertension, increased anxiety and paranoia,

damage to unborn fetuses, convulsions, cancer, psychosis, respiratory failure, brain damage, and death;

...encourages anyone with a drug or alcohol problem to seek help at one of the local agencies which include but are not limited to the following:

Alcoholics Anonymous .....	784-7431
Chemical Addictions Recovery Effort, Inc. ....	872-7676
Life Management Center of	
Northwest Florida .....	769-9481

More information may be obtained in the Counseling Center.

## STUDENT ACTIVITIES BOARD

The Student Activities Board (SAB) serves as the student governance group on campus. The SAB actively seeks to represent the needs and concerns of the students to the college administration. Needs or concerns of a legislative nature are presented through the Florida Junior Colleges Student Government Association (FJCSGA), a statewide organization representing and involving all of Florida's community colleges. The purpose of the board is to develop student leadership and to contribute to the total life of the college. Through a number of standing and ad hoc committees, the SAB coordinates, encourages, and promotes participation in extracurricular and co-curricular activities. Application criteria for membership on SAB are available in the Student Activities Office in the Student Union East.

## ATHLETICS AND RECREATION

Gulf Coast Community College has a highly successful intercollegiate athletic program. The Gulf Coast Community College Commodores compete in the Florida Community College Activities Association, Panhandle Conference, in men's basketball, women's basketball, men's baseball, women's softball, and women's volleyball. Gulf Coast's athletic teams have consistently been competitive and highly ranked regionally, statewide, and nationally.

A complete intramural/extramural program is available for all interested students. Open hours are available for fitness swim and the use of the weight room. Information can be obtained from the director of wellness and athletics.

## CULTURAL OCCASIONS

Plays, lectures, concerts, art shows, and other forms of entertainment or enrichment are brought to the campus and community by the Division of Visual and Performing Arts. These special programs, designed to enhance the cultural life of the campus community, are financed through student activity funds, the sale of tickets, administrative allocations, and the support of the Gulf Coast Community College Foundation, Inc. A variety of programs sponsored by the Division of Visual and Performing Arts serve as an integral part of the community's cultural life.

All Gulf Coast Community College students are encouraged to participate in plays, musicals, choral and band organizations, and art activities.

## CAMPUS ORGANIZATIONS

Students have the opportunity of membership in a variety of clubs and organizations. These groups contribute to the total college experience and range from religious organizations, to service organizations to career and academically-oriented organizations. All campus groups must be approved by the Student Activities Board and Student Development Division, following the procedure outlined in the *Student Handbook* under the section "Organizing Clubs."

## PUBLIC RADIO STATIONS

The WKGC-FM/AM stations are broadcast services of Gulf Coast Community College to residents of the Emerald Coast. WKGC-FM is a 100,000 watt National Public Radio affiliate and operates as a public radio station, serving the community with news, information and entertainment. WKGC-AM is an entertainment service to the community, providing the area with classic jazz and popular standards music. WKGC's mission is to serve audiences with distinctive programming that provides information, insights, and cultural experiences essential to understanding a diverse, independent world. The stations serve to promote arts, culture, and civic involvement and the exchange of ideas. WKGC-FM/AM also serve as academic laboratories to GCCC students who want to learn about opportunities and careers in communications.

## ACADEMIC POLICIES

### Student Classification.

Freshman:	1-24 completed credit hours
Sophomore:	25+ completed credit hours

**President's Honor List.** Awarded fall and spring terms to students enrolled for 12 or more college credit hours who earn a grade point average of 3.90-4.00.

**Dean's List.** Awarded fall and spring terms to students enrolled for 12 or more college credit hours who earn a grade point average of 3.70-3.89.

### Honors List.

1. Awarded fall and spring terms to students enrolled for 12 or more college credit hours who earn a grade point average of 3.00-3.69.
2. Awarded fall and spring terms to students enrolled in 6-11 college credit hours who earn a grade point average of 3.00 and above.

**Graduation Honors.** Hours are cumulative and include transfer credit hours.

**Summa Cum Laude**

Grade Point Average of 3.90-4.00

**Magna Cum Laude**

Grade Point Average of 3.70-3.89

**Cum Laude**

Grade Point Average of 3.50-3.69

**Identification Card.** Non-photo ID cards are issued on the student's fee payment receipt. Photo ID cards are available upon request in the Student Union East, Room 54.

**Fines.** Students cannot register for courses, graduate, and/or receive transcripts until all fees and fines have been paid.

**Cheating.** Cheating in any form will not be tolerated. Appropriate disciplinary action will be taken.

**Plagiarism.** See "Cheating."

**Grades.** Each faculty member will explain the grading system employed in each course. Students are responsible for obtaining a clear understanding of this process. Final grades are available the week after the end of each term. Students may access grades on-line through GCCC's Web Registration at [www.gulfcoast.edu](http://www.gulfcoast.edu) or by accessing FACTS at [www.facts.org](http://www.facts.org).

A -	Excellent	4 quality points/credit hour
B -	Good	3 quality points/credit hour
C -	Average	2 quality points/credit hour
D -	Poor	1 quality point/credit hour
F -	Failure	0 quality points/credit hour
P -	Passing	0 quality points/credit hour
S/U -	Satisfactory/Unsatisfactory	0 quality points/credit hour

May be assigned to certain credit, PSAV, and Adult Education courses. "P" grades are assigned to continuing workforce education courses to designate award of CEU units.

S/U- Satisfactory/Unsatisfactory –0 quality points

P- May be used in certain PSAV courses to indicate whether or not exit level competencies have been met. S/U grades are used for non-credit courses for which CEUs are not awarded.

W- Withdrawal. See "Withdrawals."

I - Incomplete. An "I" becomes an "F" within 30 calendar days from end of term.

X - Audit. Audits **must** be declared before the end of the drop/add period and cannot be changed to credit.

**Grade Change.** All grade changes must be initiated by the instructor and approved by the appropriate division chair and the executive vice president. All grade changes must be made within 30 days of the close of each term. Exceptions for extenuating circumstances must be approved by the executive vice president.

**Grade Forgiveness.** Students may repeat a course when a grade of "D" or "F" has been earned. The last grade counts. However, universities may count forgiven grades in calculating the grade point average. Forgiven grades may also be calculated in determining financial aid eligibility.

**Attendance.** Students who are absent from a credit class more than one eighth of the course without the instructor's permission shall be withdrawn. Please consult with class instructors for specific class attendance and grading policies.

**Total Attempts.** This policy applied to college-level and college preparatory courses taken for the first time beginning with Fall Semester 1997. Only Gulf Coast 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 with a "D" or "F" grade. There is a maximum of two withdrawals permitted for each course. On the third attempt, a student cannot withdraw and must earn a grade.

A student may enroll three times in each course. On the third attempt and after, a student is assessed full cost of instruction (4 times matriculation). A fourth attempt may be allowed only for students who withdraw or fail due to extenuating circumstances. An exception may be granted only once for each course, provided approval is granted through an academic appeal.

The college has the authority to review and reduce fees paid by students, on an individual basis, due to continued enrollment in a course, contingent upon the student's financial hardship.

Exceptions may be granted through an academic appeal process for the following:

1. Repeating courses with a grade of "A," "B," or "C."
2. Requiring a grade on the third attempt.
3. Allowing only two withdrawals per course.
4. Enrolling more than three times.
5. Limiting to two the number of times a course grade may be forgiven.

Students who have successfully completed a college preparatory course with a "C" or better may request, through the appeals process, to audit the same preparatory course. Students will be allowed to audit the course only once. Audits for college and vocational courses declared prior to the end of the drop/add period shall not count as attempts.

**Withdrawals.** Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. There are two kinds of withdrawals---student and administrative.

1. Student Withdrawal - Student completes a withdrawal form and submits the form to the Office of Admissions and Records before the scheduled withdrawal deadline published in the college catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as "W."
2. Administrative Withdrawal - This withdrawal is completed by an instructor for excess absences (see Attendance Policy) or upon the request of the student to the instructor after the scheduled withdrawal deadline published in the college catalog. Administrative withdrawals initiated after the published withdrawal deadline will be recorded as "W" if passing and "F" if failing. The second examination in distance education courses is mid-term.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from the instructor and a developmental academic adviser.

#### **Graduation Procedures.**

1. Fulfill academic program requirements for degree to include a minimum 25 percent of credit successfully completed at GCCC. The catalog under which a student graduates cannot be older than five years.
2. Earn a 2.00 grade point average on all GCCC courses attempted.
3. Earn a cumulative 2.00 grade point average (including transfer credit).
4. Associate in Arts degree graduates must satisfy the College Level Academic Skills Program requirements by taking and passing the four components of the College Level Academic Skills Test (CLAST) or document satisfaction of the CLAST requirement by a state approved alternate method (see "Associate in Arts Degree").
5. Request a graduation degree audit. Students pursuing an A.S., A.A.S., or a vocational certificate must obtain a program evaluation from their adviser.
6. Submit paid graduation application to dean of student development office by published deadline (see college calendar for dates).
7. Fulfill all financial obligations to the college.

**Academic Grievance Procedures.** Students who wish to appeal a final course grade should:

1. Meet with the involved faculty member.
2. If not resolved, meet with the division chair.
3. If not resolved, write a statement to the executive vice president.

A student may elect to remove credits which are older than ten years. Both Gulf Coast Community College credit and transfer credit apply. All courses prior to the date chosen will not be counted in the academic GPA but will count in the student Academic Standards of Progress for financial aid.

**Maximum Credit Load.** The college recommends an average of 15-18 credit hours for Fall/Spring and 8 credit hours per Summer term. Students with "B" averages may carry additional credits with approval from the executive vice president.

**Course Substitution.** (Applies primarily to Associate in Applied Science, Postsecondary Vocational, and Certificate programs).

1. Student submits appropriate documentation to program manager.
2. If approved, program manager sends completed Course Substitution Form to the Office of Admissions and Records.

Students receiving VA educational assistance **must** notify the Veterans Affairs Office.

**Transcripts.** The Buckley Amendment prohibits the release of academic records without the student's signature and all requests must be made in writing by the student. To request an official transcript the student must complete the college Transcript Request Form located in the Office of Admissions and Records or go to [www.gulfcoast.edu](http://www.gulfcoast.edu) and click on "Web Registration" for a copy of the form.

All written requests must include: student's full name (maiden/married), social security number, approximate dates of attendance, name and address of receiving institution, contact telephone number/e-mail address, picture identification (i.e., driver's license), and student's signature.

Requests should be mailed to the Office of Admissions and Records, Gulf Coast Community College, 5230 West U.S. Hwy. 98, Panama City, FL 32401 or can be faxed to (850) 913-3308.

Transcripts cannot be e-mailed or faxed by the college to the student, individuals, or other institutions. Transcripts can be sent electronically to other Florida schools. All requests must be made by the student. Please allow 2-5 working days for processing. Gulf Coast Community College reserves the right to place a restriction on a student's record that will prevent official transcripts to be processed if the student has an outstanding financial obligation. It is the student's responsibility to notify the Office of Admissions and Records when all obligations are satisfied in order to have the request processed.

## NONTRADITIONAL CREDIT

Up to 45 hours of nontraditional credit (i.e., CLEP, AP, IB, and AICE) may be applied toward a degree. Duplicate credit will not be awarded. Credits earned will not be included on the official Gulf Coast Community College transcript until the student has maintained enrollment in a credit course past the published drop-add period.

### College Level Examination Program (CLEP).

Students may receive CLEP credit for up to 30 credit hours. Information on credit awarded for subject matter exams is available from the transcript evaluation specialist in the Office of Admissions and Records and online at the GCCC website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the testing option.

The college accepts CLEP credit as follows:

1. Transcripts from a Florida public college/university.
2. Official CLEP test score.

**Regents College Mobility Examinations.** Students applying for the RN program with appropriate scores and LPN licenses may receive credit. Contact the Health Sciences Division for additional information.

**Cambridge AICE (AICE).** A list of courses and credits awarded for each examination is available from the transcript evaluation specialist in the Office of Admissions and Records and online at the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

**Advanced Placement (AP).** Scores of 5, 4, and 3 may be accepted for credit. Students must get AP credits recorded by the Office of Admissions and Records. Information on credit awarded for subject matters exams is available from the transcript evaluation specialist in the Office of Admissions and Records and online at the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

**International Baccalaureate (IB).** A list of courses and credits awarded for each examination is available from the transcript evaluation specialist in the Office of Admissions and Records and online at the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

1. Students who have received an IB Diploma may be awarded up to 30 semester credits.
2. Information on credit awarded for students without an IB Diploma is available from the transcript evaluation specialist in the Office of Admissions and Records.

**Early Completion by Examination.** Students may request permission to challenge a course by taking a proficiency examination. Students passing the proficiency examination will be excused from further class attendance.

**Military Credit.** Most military credit applies to the Associate in Science degree or certificate programs. Credit will be accepted when it applies to a degree and when it is comparable in content and credit value to a GCCC course. Information on credit awarded for subject matters exams is available from the transcript evaluation specialist in the Office of Admissions and Records.

**Prior Training and Experience.** Documentation and evidence of training or experience will be necessary to determine the extent of credit. This credit applies to the Associate in Science degree or certificate programs and must be evaluated by the program manager. Students with documented training certificates may be awarded credit if the training meets the academic standards and is relevant to the College's instructional program. For those with prior experience, credit may be awarded based on successful completion of the final exam for the course in which the student seeks credit.

**Servicemembers Opportunity College.** The American Association of Community Colleges has designated Gulf Coast as a Servicemen's Opportunity College (SOC). This means that military service members and their eligible dependents may pursue college programs without being penalized for unusual circumstances and transfers over which they have no control. Students who meet the Gulf Coast residency requirements (25 percent of credit successfully completed at GCCC) may complete degree requirements at other accredited colleges and transfer those credits to Gulf Coast as part of the degree requirements. For more information, please call (850) 283-4332.

## STANDARDS OF ACADEMIC PROGRESS

### A. COLLEGE CREDIT AND VOCATIONAL CREDIT

In determining academic progress, college credit, vocational credit, and preparatory credit are combined. "Attempted" is defined as all courses in which a student has processed an official registration and in which a student remains enrolled after the drop/add period.

Transfer courses, courses taken for audit, and courses for which a student receives a refund will not be included in the determination of academic standing.

**Academic Probation.** A student will be placed on academic probation if any one of the following conditions is present:

1. 13-35 credit hours attempted and cumulative grade point average below 1.50.
2. 36-45 credit hours attempted and cumulative grade point average below 1.75.
3. 46 or more credit hours attempted and cumulative grade point average below 2.00.
4. 18-36 credit hours attempted and less than 50 percent completion rate. (Students on financial aid must have a 67 percent completion rate.)



**Academic Suspension.** A student will be placed on academic suspension if any one of the following conditions is present:

1. 36-45 credit hours attempted and grade point average below 1.50.
2. 46 or more credit hours attempted and grade point average below 1.75.
3. 37 or more credit hours attempted and less than 50 percent completion rate. (Students on financial aid must have a 67 percent completion rate.)

**Suspension Waiver.** A student may appeal an academic suspension by participating in an academic appeals hearing with members appointed by the dean of student development. Through the appeals procedures, the committee will establish re-enrollment conditions and monitor the student's academic progress.

**B. MAXIMUM CREDIT HOUR LIMIT FOR NEED BASED AID STUDENTS**

Students who have attempted in excess of 90 credits (including credits transferred in from other institutions) prior to the beginning of an academic year are not eligible to receive federal, state, or GCCC need-based aid at Gulf Coast Community College. Students exceeding 90 attempted credits during the academic year will be allowed to receive, through the end of the academic year, any need-based aid for which they are otherwise eligible.

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# ***INSTRUCTIONAL PROGRAMS***

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## ***UNIVERSITY PARALLEL PROGRAMS***

*Associate in Arts Degree Programs*- College credit, degree programs designed to prepare students for transfer to an upper division college or university.

## ***WORKFORCE EDUCATION PROGRAMS***

*Associate in Science Degree Programs* - College credit, degree programs designed to prepare students to enter a career.

*Associate in Applied Science Degree Programs* – Associate in Applied Science degree programs are designed to prepare students for entry into employment requiring specialized skills.

*Technical Certificate Programs* - Non-degree, college credit, certificate programs designed to prepare students for immediate entry into a specialized field of employment or for employed students to acquire additional proficiency.

*Vocational Credit Certificate Programs* - Non-degree, non-college credit, postsecondary adult vocational programs designed to prepare students for immediate job entry.

*Workforce Development Programs* - Programs designed to assist individuals in selecting and obtaining employment through cooperation with job training providers, employers, the local Workforce Board, state agencies, and community-based organizations.

## ***ADULT BASIC EDUCATION AND GED PREPARATION PROGRAMS***

*The Passport Program* - Designed to prepare students for achievement of the GED. Open to individuals 18 years of age and older who do not possess a standard high school diploma or GED or who are functioning below the ninth grade level. Orientations are held weekly. Day, evening, and weekend hours are available. All services are free of charge. Call 850-872-3849 for more information.

## ***LIFELONG LEARNING PROGRAMS***

Non-degree, non-career studies programs designed to meet ongoing certificate needs for regulated professions, employee and career training needs, community building opportunities, and personal development.

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## ASSOCIATE IN ARTS DEGREE

### University Parallel Program

The Associate in Arts (A.A.) degree is the freshman and sophomore years of a four-year bachelor's degree. The A.A. degree is specifically designed for the student who plans to transfer as a junior to a Florida public university.

The Associate in Arts degree requires a minimum of 60 college-level credit hours including 36 hours in general education and 24 hours of electives. Many majors at the universities require that specific courses be taken as part of the A.A. degree, both within general education and within the electives. Florida's state universities have identified common prerequisites to be taken during the lower division by all students who plan to enter a particular major within the university system.

Students who plan to transfer to a Florida state university should take the courses required in their major fields of study. This should be done with counsel from an academic adviser.

For clarification, a university is composed of colleges. Each college is composed of a number of academic departments. Each academic department includes various academic majors. The A.A. degree guarantees admission to a state university but not necessarily admission to a specific program of study within a college. Certain majors have admission requirements in addition to earning an A.A. degree. These majors are called "limited access programs," and the requirements may include completion of certain courses, a minimum grade point average in all course work, an audition, and submission of a portfolio. These requirements are given in the state university transfer manuals. See a GCCC adviser or counselor.

Although the A.A. degree does not guarantee admission to a private and/or out-of-state institution, a student can find out the institution's lower division requirements and include as many of them as possible in the A.A. degree.

### Graduation Requirements for the Associate in Arts Degree

1. Complete a minimum of 60 hours of acceptable college-level credits.
2. Complete the 36 credit hours of general education courses.
3. Complete a minimum of 24 credit hours of A.A. designated electives.
4. Earn a cumulative grade point average (GPA) of at least 2.00, including all transfer credits and courses attempted at GCCC. In addition, a student must earn a cumulative GPA of at least 2.00 on all courses taken at GCCC.
5. Complete 25 percent of college-level credit hours at Gulf Coast Community College (minimum of 15 credit hours).
6. Satisfy the College Level Academic Skills Program requirements by taking and passing the four components

of the College-Level Academic Skills Test (CLAST) or document satisfaction of the CLAST requirement by a state-approved alternative method.

7. Submit an application for graduation to the dean of students' office by the published deadline. See college catalog calendar for dates. It is in the best interest of the student to have a graduation evaluation performed before submitting a graduation application. A graduation evaluation can be requested in the Office of Admissions and Records.
8. Fulfill all financial obligations to the college.

**Note:** For a five-year period from the date you begin taking courses in a degree program at GCCC, students have the right to follow the catalog course requirements under which they entered. Exceptions may be otherwise provided by law or policies of the District Board of Trustees.

### Associate in Arts Degree Course Requirements

The Associate in Arts degree requires a minimum of 60 college-level credit hours including 36 hours in general education courses and a minimum of 24 hours of acceptable electives.

### GENERAL EDUCATION

The general education curriculum of Gulf Coast Community College provides the foundation for students to acquire and apply knowledge and to think critically in the following areas:

- A. Communication.** Students should be able to:
  - Read with literal and critical comprehension.
  - Write with logical and stylistic effectiveness in standard English.
  - Listen with discernment.
  - Speak with logical and stylistic effectiveness in standard English.
- B. Quantification.** Students should be able to:
  - Explain the logic, history, and contemporary applications of mathematics.
  - Utilize mathematical concepts in problem solving.
- C. Personal Values and Goals.** Students should be able to:
  - Identify and assess individual values in historical and cultural settings within a pluralistic society.
  - Apply the principles of psychological and physical health.
  - Set realistic and meaningful goals.
- D. Culture.** Students should be able to:
  - Explain the development of contemporary

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

political-civic, social, and economic realities of western culture.

- Explain historical developments of the arts and sciences of western culture.
- Explain the impact of social institutions on individuals in cultural variations.
- Explain interrelationships between western and non-western cultures.

**E. Aesthetics.** Students should be able to:

- Recognize and evaluate artistic activities and products of a culture.
- Explain the role of the arts in a society.

**F. Science and Technology.** Students should be able to:

- Identify the concepts and laws of the biological and physical sciences and their effects on individuals and society.
- Identify consequences of scientific and technological developments on society and the natural environment.
- Utilize systematic approaches to processing information.

## Community College Associate in Arts Transfer Guarantees

Community College Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement 6A-10.024. This Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system.

1. Community College A.A. degree holders will be granted admission to one of ten (10) universities, but not necessarily to limited access programs.
2. Upon transferring to a state university, A.A. degree graduates will be awarded at least 60 credit hours towards the baccalaureate degree.
3. The university catalog in effect the year the A.A. degree student first enrolled at the community college will remain in effect for the student's program, provided the student maintains continuous enrollment as defined in that catalog.
4. Once completion of the general education core requirements is noted on the transcript, regardless of whether or not an A.A. degree is awarded, no other state university or community college to which the student may transfer can require additional courses to the general education core.
5. When transferring among institutions participating in the statewide course numbering system, a receiving institution must accept all courses taken at the transfer institution, if the same course with the same course number is offered at the receiving institution.
6. Credits earned through acceleration mechanisms (CLEP, AP, PEP, early admission, international baccalaureate, and dual enrollment courses) within the A.A. degree at the community college will be transferable to the state university.

Should any of these guarantees be denied, the student has the right to file an appeal. Each state university has established appeal procedures. Students may contact the state university articulation officer for information about these procedures.

Students without an A.A. degree who are seeking admission to a state university do not have all the protection provided by the articulation agreement and may be denied admission or lose credit when transferring. In most cases students without an A.A. degree will have to meet freshman admissions standards.

## College Level Academic Skills Program (CLASP) and Test (CLAST)

Florida Statutes and Rules of the State Board of Education require students in the following categories to demonstrate proficiency in communication and computation:

- Those seeking the Associates in Arts degree.
- Those seeking the Associate in Science degree who will transfer to a state university.
- Those who will transfer to a state university with 60 or more hours.

The College Level Academic Skills Test (CLAST) is one method to demonstrate competency. An alternative method has been approved for those students who meet specific guidelines. See the Testing Office or the Office of Admission and Records.

To be eligible for CLAST, students must have successfully completed a minimum of 18 hours of college-level work.

**CLAST Alternative.** Students may be eligible to meet the English, reading, and essay portion and/or the mathematics CLAST requirements for the A.A. degree by one of the following options:

1. Earn a cumulative 2.5 GPA in ENC 1101 and ENC 1102 and/or a cumulative 2.5 GPA in two college-level mathematics courses.
2. Earn CLEP, AP, AICE, or IB credit in ENC 1101 or in college-level mathematics.
3. Score a minimum score in subject areas on ACT and SAT.

For further information, contact your academic advisor.

## DEVELOPMENTAL EDUCATION

The Developmental Studies Program is designed to help students achieve a level of academic competence that will enable them to work successfully in college-level courses. Developmental education includes sequential tracks in English, reading, and mathematics. Placement is assigned through the College Placement Test. Additionally, any student enrolled in a developmental course is registered, at no cost, for the Success Center (the college tutorial program

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

located in the Student Union West). Developmental Studies advisers are available to assist students in the program in all matters related to their academic lives. For further information on support services, see "Student Services."

Developmental courses are college preparatory reading (REA 0001 and REA 0002), English (ENC 0002 and ENC 0021), and mathematics (MAT 0002 and MAT 0024).

## Developmental Studies Policies

**Requirement in College-Preparatory Reading.** If students place into college preparatory reading courses, they must (1) enroll during their first semester in either the course or the Success Center Reading Laboratory and (2) continue with a reading course or the lab until they have completed the reading requirement or tested out of developmental reading.

**Requirement in One College Preparatory Course (English or Math) Other Than Reading.** If students place into college-level reading but college preparatory English or math, they must enroll in at least one of the required college-preparatory courses during their first term and must continue in that discipline each term thereafter until they have completed the requirements.

### Requirement in Two College-Preparatory Areas.

Each semester students place into two college preparatory areas, including reading, they must address the reading deficiency by enrolling either in a college preparatory course or the Success Center Reading Laboratory. Each semester students place into two college-preparatory areas, excluding reading, they must enroll in at least one college-preparatory class.

### Requirement in Three College-Preparatory Areas.

Each term students place into three college preparatory courses, they must enroll in a reading course or the Success Center Reading Laboratory and at least one other college preparatory course.

**Sequence of Courses.** Once students enroll in a college preparatory course in reading, English, or math, they must continue to enroll in that discipline until they have satisfied their college preparatory requirements for that area.

For more information regarding developmental program requirements and support for developmental students, please contact Cheryl Flax-Hyman, director of developmental studies, at 769-1551, extension 3215.

## THE HONORS PROGRAM

The Honors Program emphasizes development of critical thinking skills in an environment that is unique and challenging. Honors courses are designed to be a different approach to teaching and learning. Honors classes are small, generally fewer than 20 students per class. Emphasis is placed on individuality, originality, and participation. Honors students have opportunities to participate in unique research

and special classroom activities not usually available in the regular classes for these courses. The 16-hour curriculum is designed to fit every Associate in Arts program the college offers. The honors courses will fulfill most of the general education requirements for any A.A., degree.

Students who complete the program while maintaining the required grade point average will be classified as "Honors Graduates." These students will receive special recognition during graduation, receive the seal of Honors on their diploma and will have the designation as "Graduate of the Honors Program" on all transcripts. Participants in the program may be eligible for additional scholarship opportunities, membership in Phi Theta Kappa International Honorary Society, nomination to the Academic All-USA Team, and Brain Bowl.

In order to participate in the Honors Program, students must:

- Have a 3.5 or better weighted high school GPA (transcript required), or
- Have completed 15 credit hours from GCCC with a 3.5 GPA or better.

Students are then expected to maintain a 3.0 GPA in all coursework in order to remain in the program. Students who fail to maintain this minimum GPA will not be permitted to enroll in additional honors courses until the GPA is improved to 3.0. Students must complete all honors coursework and have an overall 3.5 GPA or better to graduate from the program.

**Curriculum:** To graduate from the program, a student must complete 15 hours of core courses. In special cases, the honors director may be able to substitute courses.

Area I, Honors Symposium\* ..... 1 cr.  
 Area II, Humanities I  
     or Biology for Science Majors (BSC 2010) ..... 3 crs.  
 Area III, Psychology (PSY 2012) and  
     American National Government (POS 2041) ..... 6 crs.  
 Area IV, Humanities II or Humanities III ..... 3 crs.  
 Area V, Major's Course by Contract\*\* ..... 3 crs.

\*The topic addresses in the Honors Symposium changes each semester and the course may be taken more than once if desired. Symposium addresses important and timely issues and offers participants the opportunity to participate in lively discourse.

\*\*Contractual course arrangements permit any course within the student's major to become an honors course by contract. Students enroll in the regular class but contract with the professor for special projects or studies that expand the course to an honors level. The object is to provide additional opportunities for interaction between professor and student. For additional information, contact the honors director, Dana Dye, at 769-1551, ext 2843.

## ACADEMIC FREEDOM

Believing that collegiate education is fortified through the vigorous and unfettered presentation and exchange of ideas,

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

the District Board of Trustees of Gulf Coast Community College staunchly upholds the tenets of academic freedom. No external coercion shall be permitted to interfere with sober pursuit of truth and knowledge within the context of properly constituted courses and programs of study. The District Board of Trustees has developed procedures by which curricula and syllabi are developed and modified in keeping with the mission of the institution.

## ASSOCIATE IN ARTS DEGREE PROGRAMS

The following courses of study lead to advanced degrees at upper-division colleges and universities. Students who expect to seek these degrees are advised to contact the university they expect to attend for information on courses to be taken while attending Gulf Coast Community College. University catalogs are available in the career center and the library.

- Accounting
- Advertising/Public Relations
- Agriculture Science
- Anthropology
- Archaeology
- Architecture
- Art
- Biology
- Biology Education
- Building Construction
- Business Administration
- Business Teacher Education
- Chemistry
- Chemistry Education
- Chiropractic Medicine
- Communication
- Computer Science
- Criminology/Criminal Justice
- Dental Medicine
- Earth/Space Science Education
- Economics
- Economics for Business
- Elementary Teacher Education
- Engineering
- English
- Entomology
- Environmental Science
- Foreign Language
- Forestry
- Geology
- Health Education
- Health Information Management
- History
- Information Technology
- International Studies
- Journalism
- Landscape Design and Management
- Law
- Legal Studies
- Library Science & Information Studies
- Marine Biology
- Mathematics
- Mathematics Education
- Medical
- Medical Technology
- Meteorology
- Middle School Science Education
- Music
- Nursing
- Nutrition, Food, and Exercise Science
- Occupational Therapy
- Oceanography
- Optometry
- Ornamental Horticulture
- Pharmacy
- Philosophy
- Physical Education
- Physical Therapy
- Physics
- Physics Education
- Political Science
- Psychology
- Radio/Television Broadcasting
- Radiologic Science
- Recreation
- Religion
- Respiratory Care
- Science Education
- Social Studies Education
- Social Work
- Sociology
- Special Education
- Speech
- Sports Medicine/Athletic Training
- Technology
- Theatre
- Veterinary Medicine
- Women's Studies

The basic transfer program is the General Associate of Arts program. The "pre-" programs described in this catalog are designed to best advise students in selecting courses required by universities for admission to specific programs. These "pre-" programs can be completed in two years if a student takes 15-18 hours per semester. Some students may need to complete additional courses due to prerequisites and/or special university requirements.

All students expecting to enter a state university must meet the foreign language requirements.

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## ASSOCIATE IN ARTS DEGREE (GEN-AA)

**Advisers for this program are located in the Language and Literature Building OR in the Social Science Building**

Students completing the following program will have met the general education requirements of this institution and will be certified as agreed upon by all public institutions of higher learning in Florida. This program is a part of graduation requirements with the exception of specialized professional, technical, and business programs.

The following general education courses are required for an Associate in Arts degree. Students must follow this outline. Options should be selected with assistance of a faculty adviser.

Students who have CLEP credit for ENC 1101 must complete a speech course prior to graduation.

Core Requirements	Sem. Hrs.
* ENC 1101 English Composition I.....	3
*+ ENC 1102 English Composition II .....	3
EUH 1000 or 1001 Western Civilization I or II.....	3
POS 2041 American National Government .....	3
PSY 2012 General Psychology or	
SYG 2000 Principles of Sociology .....	3

### Physical Science (Choose One) ..... 3 Sem. Hrs.

AST 1002 Descriptive Astronomy	
CHM 1032 General, Organic, Biochemistry	
+ CHM 1040 Fundamentals of Chemistry	
+ CHM 1045 General Chemistry	
EVR 1001 Introduction to Environmental Science	
GLY 1010 Physical Geology	
MET 1010 Introductory Meteorology	
OCE 1001 Fundamentals of Oceanography	
+ PHY 1023 Survey of General Physics	
+ PHY 2048 University Physics I	
+ PHY 2053 College Physics I	
+ PSC 2341 Physical Science Survey	
ESC 2000 Earth and Space Science Survey or higher level physical science courses as approved by adviser	

### Biological Sciences (Choose One)..... 3 Sem. Hrs.

+ BSC 1005 General Biological Science	
+ BSC 2010 Biology for Science Majors I	
+ BSC 2085 Human Anatomy and Physiology or higher level biological science courses as approved by adviser	
+ BSC 2311 Introduction to Marine Biology	

**Humanities** - All students are required to successfully complete a minimum of three semester hours from Area I, Area II, and Area III. Students must complete ENC 1101 with a minimum grade of "C" before taking Area II and must complete ENC 1102 with a minimum grade of "C" before taking Area III. Some programs may require additional hours in the humanities.

### Area I (Choose One)..... 3 Sem. Hrs.

+ ARH 2000 Understanding Visual Arts	
+ MUL 2010 Understanding Music	
+ THE 2000 Understanding Theatre	
+ ARH 2050 Art History I	
+ ARH 2051 Art History II	
+ MUL 2110 Survey of Music Literature	
+ THE 2071 Survey of Film	

### Area II (Choose One) ..... 3 Sem. Hrs.

(Students must complete ENC 1101 with a minimum grade of "C" before taking Area II)

*+ Philosophy	
*+ Religion	
*+ FRE 2200 Second Year French	
*+ SPN 2200 Second Year Spanish	

### Area III (Choose One)..... 3 Sem. Hrs.

(Students must complete ENC 1102 with a minimum grade of "C" before taking Area III)

*+ AML 2010 Amer. Lit. Through the Civil War	
*+ AML 2020 Amer. Lit: Reconstruction to Present	
*+ AML 2600 African-American Literature	
*+ ENG 2111 Literature and Film	
*+ ENL 2012 Eng. Lit. Through the 18th Century	
*+ ENL 2022 Eng. Lit: Romantics to Present	
*+ LIT 2040 World Drama	
*+ LIT 2090 Contemporary Literature	
*+ LIT 2110 World Literature: Ancient Through Renaissance	
*+ LIT 2120 World Lit: Enlightenment to Present	
*+ LIT 2380 Women in Literature	

### \*Mathematics ..... 6 Sem. Hrs.

(At the level of STA, MAC or MGF, as approved by adviser)

### \*\*Foreign Language and/or +Approved Electives ..... 24 Sem. Hrs.

All courses offered for transfer credit, except those marked with the # sign, are suitable to be used as electives. In those cases in which the course is marked with a #, it would be appropriate to consult the program adviser.

### TOTAL ..... 60 Sem. Hrs.

- \* A minimum grade of "C" is required.
- + No more than two physical education activity courses may be counted toward the 60 hours for graduation.
- \*\* To enter a state university, students must meet foreign language requirements in one of the following ways:



- Two credits (years) of one foreign language or, for some institutions, American Sign Language in high school.
- Eight to ten semester hours of one foreign language or, for some institutions, American sign language in college.
- Satisfactory score on the CLEP examination.
- Satisfactory score on the MAPS Latin examination.
- Demonstrated competence by examination in a foreign language other than those examinations identified above or, for some institutions, in American Sign Language, with the standards and methods for determining competence to be identified by the admitting university.

**Students who plan to transfer to a state university but do not meet the foreign language requirements should complete the requirement at the community college.**

Students who meet one of the two criteria below may be admitted to a state university as an exception to the foreign language admissions requirement but must take 8-10 credits of one foreign language at the university or community college prior to graduation:

- Students who earned an A.A. degree before September 1, 1989.
- Students who enrolled before August 1, 1989, in a program leading to an A.A. degree from a Florida community college and maintain continuous enrollment (one course each 12 month period beginning with the first enrollment and continuing until enrollment in a university).

ENL 1012 – English Literature through the Eighteenth Century  
 ENL 2022 – English Literature: Romantic to the Present  
 EUH 1000 – Western Civilization I  
 EUH 1001 – Western Civilization II  
 GEO 1000 – Introduction to Geography  
 INR 2002 – International Relations  
 LIT 2040 – World Drama  
 LIT 2090 – Contemporary Literature  
 LIT 2110 – World Literature: Ancient through Renaissance  
 LIT 2120 – World Literature: Enlightenment to Present  
 LIT 2380 – Women in Literature  
 MUL 2010 – Understanding Music  
 MUL 2110 – Survey of Music Literature  
 PHH 2060 – Introduction to Classical Philosophy  
 PHI 2002 – Introduction to Modern and Contemporary Philosophy  
 PHI 2600 – Introduction to Ethics  
 POS 2041 – American National Government  
 PSY 2012 – General Psychology  
 REL 2000 – Introduction to Religion  
 REL 2121 – Religion in American Life  
 REL 2300 – World Religions  
 SPN 1120 – First Year Spanish I  
 SPN 1121 – First Year Spanish II  
 SPN 2200 – Second Year Spanish I  
 SYG 2000 – Principles of Sociology  
 SYG 2010 – Social Problems  
 THE 2000 – Understanding Theatre  
 THE 2071 – Survey of Film  
 WST 2010 – Introduction to Women's Studies

### International Diversity Focus

The international/diversity focus provides the basic concepts and tools to help students understand and appreciate diversity among peoples and nations. These courses give students an awareness on non-Western traditions or differences within the culture in the United States. They provide students with new perceptions to enable them to better understand people and world events. This is not a GCCC graduation requirement but will transfer for university purposes.

AMH 2091 – Black History  
 AML 2010 – American Literature through the Civil War  
 AML 2020 – American Literature: Reconstruction to Present  
 AML 2600 – African-American Literature  
 ANT 2410 – Introduction to Anthropology  
 ARH 2000 – Understanding Visual Arts  
 ARH 2051 – Art History Criticism II  
 CLP 1001 – Human Relations  
 CPO 2002 – Comparative Government  
 ECO 2013 – Economics, Micro  
 ECO 2023 – Economics, Macro  
 EDG 2701 – Teaching Diverse Population  
 ENG 2111 – Literature and Film

## PRE-ACCOUNTING (ACCTG-AA)

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISERS:** Lee Anderson (ext. 6015), Tom Hoskins (ext. 2844), James Veal (ext. 2846)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES		Cr. Hrs.
+*ENC 1101	English I.....	3
+*ENC 1102	English II.....	3
+*QMB 2100	Bus & Econ Statistics.....	3
+*MAC 2233	Calculus for Business.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology./Sociology.....	3
POS 2041	Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science.....	3
+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

CGS 1570	Microcomputer Applications.....	3
GEB 1011	Introduction to Business.....	3
* ACG 2001	Financial Accounting I.....	3
+*ACG 2011	Financial Accounting II.....	3
ECO 2013	Economics, Macro.....	3
ECO 2023	Economics, Micro .....	3

**ELECTIVES**.....6

**TOTAL DEGREE HOURS**.....60

## PRE-AGRICULTURE SCIENCE (FARM-AA)

Advisers for this program are located in the Mathematics Division – 2<sup>nd</sup> Floor Student Union West

**PRIMARY ADVISER:** Terri Bedford (ext. 2868)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in agriculture and the related areas of agronomy, botany, entomology, soil science, and veterinary medicine. Agriculture science impacts government, academic, and corporate areas of the food industry. Please see the adviser for assistance in selecting appropriate elective courses relative to the interest area in agriculture. Florida A & M University offers the B.S. degree in agriculture science. The University of Florida has similar programs. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

GENERAL EDUCATION COURSES		Cr. Hrs.
+*ENC 1101	English I.....	3
+*ENC 1102	English II.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology.....	3
POS 2041	Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

+* BSC 2010	Biology for Science Majors I.....	3
(Meets biology requirement for A.A. )		
BSC 2010L	Biology for Science Maj. I Lab.....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab.....	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* STA 2023	Statistics .....	3
(Meets math requirement for A.A.)		
+* CHM 1045	General Chemistry .....	3
(Meets physical science requirement for the A.A.)		
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* MAC 1114	Trigonometry .....	3
+ SPC 1600	Intro. to Public Speaking .....	3
ECO 2013	Economics, Macro .....	3

**ELECTIVES**.....4

**TOTAL DEGREE HOURS**.....60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-ANTHROPOLOGY/ ARCHAEOLOGY (ANTH-AA)

Advisers for this program are located in the Social Sciences Building

**PRIMARY ADVISER:** Jennifer Hamilton (ext. 5850)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in anthropology or archaeology. Anthropologists study human origins, languages, social institutions and customs. Archaeologists study the artifacts of prehistoric and historic peoples and attempt to reconstruct the culture and social practices of such people. This program will also prepare students for a teaching career in anthropology or archaeology. Students should expect to complete graduate studies in preparation for a career in anthropology or archaeology.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* MGF	1106	Math for Liberal Arts I .....	3
+* MGF	1107	Math for Liberal Arts II .....	3
EUH	1000	Western Civilization I .....	3
PSY	2012 or SYG 2000	Psychology/Sociology .....	3
POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

ANT	2410	Anthropology .....	3
GLY	1010	Physical Geology .....	3
(Meets physical science requirement for A.A.)			
GEO	1000	Introduction to Geography .....	3
EUH	1001	Western Civ. II .....	3

**ELECTIVES** .....15

**TOTAL DEGREE HOURS** .....60

## PRE-ARCHITECTURE (ARCH-AA) (FOR TRANSFER TO FLORIDA A & M UNIVERSITY ONLY)

Advisors for this program are located in the Technology Building

**PRIMARY ADVISER:** James R. Vandervest (ext. 5886)

**PROGRAM GOAL:** This program is designed to prepare students for entry into the Bachelor of Science in Architectural Studies degree program at Florida A & M University.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*ENC	1101	English Composition I .....	3
+*ENC	1102	English Composition II .....	3
+*MAC	1140	Pre-Calculus Algebra .....	3
+*MAC	2311	Calculus I .....	4
EUH	1000 or 1001	Western Civilization .....	3
PSY	2012 or SYG 2000	Psychology/Sociology .....	3
POS	2041	Amer. Nat. Govt. ....	3
+ ARH	2000	Understanding Visual Art .....	3
(Meets Humanities I requirement)			
+ ARH	2050	Art History I .....	3
+*ENL	2012	English Literature .....	3
(Meets Humanities III requirement)			

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
+*Humanities II .....	3

### MAJOR COURSES

ART	1300C	Drawing I .....	3
+ ART	1201C	Design I .....	3
+ ART	1203C	Design II .....	3
+ TAR	1120	Architectural Drafting & Lab .....	4
+ TAR	2154	Commercial Arch Design & Lab .....	4
+ ETG	2530	Strength of Materials .....	3
+ ETG	2502	Statics .....	3
BCN	1230	Materials and Methods .....	3
+ PHY	2053	College Physics & Lab .....	4

**TOTAL DEGREE HOURS** .....67

**NOTE:** Students must enroll in summer term at FAMU prior to their junior year.

**PRE-ART (ART-AA)**

**Advisors for this program are located in the Amelia G. Tapper Center for the Arts**

**PRIMARY ADVISER:** Jonnie Ihlefeld (ext. 2890)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in the visual arts. Visual arts is a limited access program at most universities. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. For example, some visual arts specialized programs within a university require two years of a foreign language.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+*ENC 1101	English I .....	3
+*ENC 1102	English II .....	3
+*MGF 1106	Math for Liberal Arts I .....	3
+*MGF 1107	Math for Liberal Arts II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3
+ ARH 2000	Understanding Visual Art.....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+ ART 1201C	Design I .....	3
+ ART 1203C	Design II .....	3
ART 1300C	Drawing I .....	3
+ ART 1301C	Drawing II .....	3
+ ARH 2050	Art History Criticism I.....	3
+ ARH 2051	Art History Criticism II .....	3
+ ART 1950	Portfolio Preparation for Visual Arts I .....	1
+ ART 1951	Portfolio Preparation for Visual Arts II .....	1

**ELECTIVES**

Approved visual arts or photography electives .....

**TOTAL DEGREE HOURS**..... 60

**PRE-BIOLOGY (BIO-AA)**

**Advisors for this program are located in the Natural Science Building**

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863), Melissa Moore (ext. 2853)

**PROGRAM GOAL:** This program prepares students for entering the university as a biology major. Generally, most state universities offer a B.S. or B.A. in biology or related life science fields such as botany, zoology, microbiology and cell science, entomology, plant science, animal science, and wildlife ecology. Because of the diversity among degree programs, students should contact the university they plan to attend as soon as possible to determine the curriculum option in which they are most interested and the admissions requirements of that university. Additionally, most universities require one year of a foreign language. All state universities in Florida offer upper division studies in biology.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+*ENC 1101	English I .....	3
+*ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* BSC 2010	Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)		
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* STA 2023	Statistics .....	3
(Meets math requirements for the A.A.)		
+* MAC 2311	Calculus I.....	4
+* MAC 2312	Calculus II .....	4
+* CHM 1045	General Chemistry .....	3
(Meets physical science requirement for A.A.)		
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+*Approved Organic Chemistry	.....	5

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-BIOLOGY EDUCATION (SCBED-AA)

**Advisors for this program are located in the Mathematics Division – 2<sup>nd</sup> Floor Student Union West**

**PRIMARY ADVISER:** Parmy Cobb (ext. 3345)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in biology education. The completion of the four year program in biology education will lead to Florida certification in high school biology. Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST examination, or 3) the PRAXIS 1. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

All pre-education majors should be aware that state of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement prior to the student entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Students doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check.

GENERAL EDUCATION COURSES			Cr. Hrs.
+*ENC	1101	English I .....	3
+*ENC	1102	English II .....	3
	EUH 1000 or 1001	Western Civilization.....	3
	PSY 2012	Psychology .....	3
	POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

EDF 1005	Intro. to Education.....	3
EDG 2701	Teaching Diverse Populations .....	3
EME 2040	Technology for Teachers .....	3
+* BSC 2010	Biology for Science Majors I.....	3
(Meets the biology requirement for the A.A.)		
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab.....	1
+ SPC 1600	Public Speaking.....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
(Meets math requirements for the A.A.)		

The student must also complete one of the following two-semester sequences in science. Either will satisfy the physical science requirement for the A.A.

+* CHM 1045/L and +*CHM 1046/L Chemistry .....	9
or	
+* PHY 2053/L and +*PHY 2054/L Physics.....	8

**ELECTIVES**..... 1 or 2

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-BUILDING CONSTRUCTION (BLCON-AA)

**Advisers for this program are located in the Mathematics Division – 2<sup>nd</sup> Floor Student Union West**

**PRIMARY ADVISER:** Terri Bedford (ext. 2868)

**PROGRAM GOAL:** The purpose of this program is to provide students the opportunity to gain knowledge in the disciplines necessary for a career in building construction. The program is designed to meet the first two years of preparation for a four-year degree based on the program offered at the University of Florida. Students should make contact as soon as possible with the school they plan to attend to make any program adjustments needed and to become familiar with the admissions requirements of that particular university. Other programs are offered at the University of West Florida and the University of North Florida.

A four year degree could lead to self-employment in the construction field; contract work for a government agency or private business; or employment by a private construction firm or government agency. Individuals are required to pass a state exam and meet all state licensing requirements to become a licensed contractor.

It is recommended that students who do not show competence in word processing and spreadsheets take CGS 1570 Microcomputer Applications. Competencies in these areas will be tested at the University of Florida. Students should check with the adviser to investigate other courses that may be taken to facilitate the transfer to the university of their choice. The University of Florida requires SUR 2101 (Surveying) and BUL 2241 (Business Law). Students are strongly advised to take ETG 2502 (Statics) and ETG 2530 (Strength of Materials) at the community college level, but these courses may be taken as 2-hour courses at the University of Florida in the summer prior to entering the upper division in the fall semester. Students should set their goals to enter the upper division program in the fall semester in order to get the correct sequence of courses at the university.

### GENERAL EDUCATION COURSES

**Cr. Hrs.**

+*ENC	1101	English I .....	3
+*ENC	1102	English II .....	3
	EUH	1000 or 1001 Western Civilization.....	3
	PSY	2012 or SYG 2000 Psychology/Sociology .....	3
	POS	2041 Amer. Nat. Govt .....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

+ TAR	1120	Architectural Drafting.....	1
+ TAR	1120L	Architectural Drafting Lab .....	3
+*STA	2023	Statistics.....	3
(Meets math requirement for A.A.)			
+*MAC	2311	Calculus I (4) or	
+*MAC	2233	Business Calculus .....	3
	GLY	1010 Geology .....	3
(Meets physical science requirement for A.A.)			
+ ENC	2210	Technical Writing .....	3
	ACG	2001 Financial Accounting I .....	3
	ECO	2013 Economics, Macro .....	3
	BCN	1230 Materials and Methods .....	3
+ PHY	2053	College Physics I .....	3
	PHY	2053L College Physics I Lab .....	1
+ PHY	2054	College Physics II .....	3
	PHY	2054L College Physics II Lab .....	1

**TOTAL DEGREE HOURS..... 60**

## PRE-BUSINESS ADMINISTRATION (BUS-AA)

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
+* QMB 2100 Bus & Econ. Statistics.....	3
+* MAC 2233 Calculus for Business.....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology.....	3
POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science.....	3
+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III.....	3

## MAJOR COURSES

CGS 1570 Microcomputer Applications.....	3
GEB 1011 Introduction to Business.....	3
* ACG 2001 Financial Accounting I.....	3
+* ACG 2011 Financial Accounting II.....	3
ECO 2013 Economics, Macro .....	3
ECO 2023 Economics, Micro .....	3
+ ACG 2071 Managerial Accounting.....	3

## ELECTIVES

Elective Hours.....	3
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<b>TOTAL DEGREE HOURS</b> .....	60
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## PRE-BUSINESS TEACHER EDUCATION (BSTHR-AA)

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

GENERAL EDUCATION COURSES	Cr.Hrs.
+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
+* MGF 1106 Math for Liberal Arts I.....	3
+* MGF 1107 Math for Liberal Arts II.....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology.....	3
POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science.....	3
+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III.....	3

## MAJOR COURSES

CGS 1570 Microcomputer Applications.....	3
+ OST 1856 Word Proc w/Microsoft Word .....	
* ACG 2001 Financial Accounting I.....	3
+* ACG 2011 Financial Accounting II.....	3
BUL 2241 Business Law .....	3
ECO 2013 Economics, Macro .....	3
+ ACG 2071 Managerial Accounting.....	3
Elective Hours .....	3

<b>TOTAL DEGREE HOURS</b> .....	60
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+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-CHEMISTRY (CHEM-AA)**

**Advisers for this program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Vicky Ellis (ext. 2856)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies as chemistry majors. All state public universities and most private universities offer the bachelor's degree in chemistry. Several of the institutions offer B.S./A.C.S. degrees, indicating endorsement of the program by the American Chemical Society. Most colleges of arts and sciences require an intermediate level of proficiency in a foreign language beyond that required for admissions to the university. To enhance students' chemistry education, the chemistry department at Gulf Coast Community College offers hands-on instruction in the use of a wide range of instruments, such as gas chromatography (GC) and infra-red spectroscopy (FTIR). Several different levels of computer usage for chemistry are available for student use. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend. In addition to the courses below, most universities require Calculus III and highly recommend Differential Equations. The two-semester sequence of university physics with lab is also required.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology.....	3
POS 2041	Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* CHM 1045	General Chemistry.....	3
(Meets physical science requirement for A.A.)		
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* MAC 2311	Calculus I.....	4
+* MAC 2312	Calculus II .....	4
(Meets math requirement for the A.A.)		
+* CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Lab .....	2
+* CHM 2211	Organic Chemistry II.....	4
CHM 2211L	Organic Chemistry II Lab.....	1
+* PHY 2048	University Physics I.....	4
PHY 2048L	University Physics I Lab .....	1

<b>ELECTIVES.....</b>	<b>1</b>
<b>TOTAL DEGREE HOURS .....</b>	<b>60</b>

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.



## PRE-CHEMISTRY EDUCATION (SCCED-AA)

**Advisers for this program are located in the Mathematics Division – 2<sup>nd</sup> Floor Student Union West**

**PRIMARY ADVISER:** Parmy Cobb (ext. 3345)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in chemistry education. The completion of the four year program in chemistry education will lead to Florida certification in high school chemistry. Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST examination, or 3) the PRAXIS 1. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement prior to the student entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Students doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I.....	3
+*Humanities II .....	3
+*Humanities .....	3

### MAJOR COURSES

EDF 1005	Intro. to Education .....	3
EDG 2701	Teaching Diverse Populations .....	3
EME 2040	Technology for Teachers .....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
(Meets math requirement for the A.A.)		
+* CHM 1045	General Chemistry .....	3
(Meets physical science requirement for A.A.)		
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3

CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+ SPC 1600	Public Speaking .....	3
(If students do not take the BSC 2010 sequence below, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)		

Students must also complete one of the following two-semester sequences in science:

+* BSC 2010/L and		
+* BSC 2011/L Biology .....	8	
or		
+* PHY 2053/L and		
+* PHY 2054/L Physics.....	8	

**ELECTIVE .....** 1

**TOTAL DEGREE HOURS .....** 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-CHIROPRACTIC MEDICINE (CHIR-AA)

Advisers for this program are located in the Natural Sciences Building

**PRIMARY ADVISER:** Fledia Ellis (ext. 6020)

**PROGRAM GOAL:** The primary goal of this program is to prepare students for admission directly to the college of chiropractic medicine or to the upper division for continued studies to prepare for admission to chiropractic study. Although schools of chiropractic medicine do not require students to hold a bachelor's degree, they do require a strong background in biology, chemistry, physics, and related areas, as well as specific requirements in the social sciences and humanities. Most chiropractic colleges require 60 - 80 semester hours of course work prior to making application. The state of Florida does not have a school of chiropractic medicine at this time. Students should be familiar with the requirements of the chiropractic school they plan to attend.

GENERAL EDUCATION COURSES			Cr. Hrs.
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
	EUH	1000 or 1001 Western Civilization .....	3
	PSY	2012 or SYG 2000 Psychology/Sociology .....	3
	POS	2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

UNIVERSITY COURSES			
+*	MAC	1140	Pre-Calculus Algebra..... 3
+*	MAC	1114	Trigonometry ..... 3
(Meets math requirement for the A.A.)			
+*	CHM	1045	General Chemistry ..... 3
(Meets physical science requirement for A.A.)			
	CHM	1045L	General Chemistry Lab..... 1
+*	CHM	1046	Chemistry with Qual. Analysis..... 3
	CHM	1046L	Chemistry with Qual. Anal. Lab..... 2
+*	CHM	2210	Organic Chemistry I ..... 3
	CHM	2210L	Organic Chemistry I Lab..... 2
	Approved Biology with lab .....		8
(Meets biology requirement for the A.A.)			
+*	PHY	2053	Physics I ..... 3
	PHY	2053L	Physics I Lab ..... 1
+*	PHY	2054	Physics II ..... 3
	PHY	2054L	Physics II Lab..... 1

**TOTAL DEGREE HOURS** ..... 60

## PRE-COMMUNICATION Advertising/Public Relations Option (ADVER-AA)

Advisers for this program are located in the Language and Literature Building

**PRIMARY ADVISER:** Patti Woodham (ext. 2871)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES			Cr. Hrs.
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* MGF	1106	Math for Liberal Arts I .....	3
+* MGF	1107	Math for Liberal Arts II .....	3
	EUH	1000 or 1001 Western Civilization .....	3
	PSY	2012 or SYG 2000 Psychology/Sociology .....	3
	POS	2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

+	MMC	2100	Writing for Mass Comm. ....	3
	RTV	1000	Intro. to Broadcasting or	
	MMC	1000	Survey of Mass Comm. ....	3
+	SPC	1600	Intro. to Public Speaking .....	3
+	OST	1711	Word Proc. w/WordPerfect or	
	CGS	1570	Microcomputer Applications .....	3
	PGY	2941C	Photography I .....	3
	Choose one of the following .....			3
	ECO	2023	Economics, Micro	
	AMH	2010	United States History I	
	AMH	2020	United States History II	

**ELECTIVES** ..... 6

**TOTAL DEGREE HOURS** ..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-COMMUNICATION****Journalism Option (JOURN-AA)**

Advisers for this program are located in the Language and Literature Building

**PRIMARY ADVISER:** Patti Woodham (ext. 2871)

**PROGRAM GOAL:** The purpose of this program is to prepare students for the production and evaluation of information disseminated through mass media. The program includes study and appreciation of the evolution of the context and technologies of mass media. Students may develop fundamental skills in writing for newspapers, magazines, radio, and television. Students may gain practical skill in desktop publishing through production of the college literary magazine and the college newspaper. Students who graduate from this program may work in communication related fields. Students may continue their formal education toward a Bachelor of Arts or Bachelor of Science degree with a major in journalism or mass communication. Degrees in journalism or mass communication may allow entry into newspaper and magazine production as well as information related fields.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
+* Approved Mathematics .....	6
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology.....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

AMH 2010, 2020 U.S. History or	
ECO 2013 Economics .....	3
MMC 1000 Survey of Mass Comm. ....	3
+ MMC 2100 Writing for Mass Comm.....	3
JOU 2400 Newspaper Production.....	6
+ SPC 1600 Intro. to Public Speaking .....	3

**ELECTIVES**..... 6  
(Suggested electives are PGY 2941C Photography I and PGY 2942C Photography II.)

**TOTAL DEGREE HOURS**..... 60

**PRE-COMMUNICATION****Radio/Television Broadcasting Option (RTV-AA)**

Advisers for this program are located in the Language and Literature Building

**PRIMARY ADVISER:** Patti Woodham (ext. 2871)

**PROGRAM GOAL:** The purpose of this program is to prepare students as media creators, writers, and practitioners in radio, television, and the multimedia. Students will participate in real-time laboratory experiences and classroom exercises that introduce them to media outlets in the community as well as on-air and production work for WKGC-AM/FM, the public radio stations associated with Gulf Coast Community College. Most students use this knowledge and background to continue their formal education toward a bachelor's degree in general or mass communications at a four-year institution.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I .....	3
+* ENC 1102 English II.....	3
EUH 1000 or 1001 Western Civilization.....	3
+* Approved Mathematics .....	6
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology.....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

RTV 1000 Electronic Media Survey or	
MMC 1000 Survey of Mass Comm. ....	3
+ SPC 1600 Intro. to Public Speaking .....	3
RTV 1240 Basic Audio Production.....	3
+ RTV 1241 Basic Video Production .....	3
+ MMC 2100 Writing for Mass Communication	

**ELECTIVES**..... 9  
(Recommended elective RTV 2300L, Broadcast News Lab. Pre-Communication students wishing to transfer to a four-year Florida school should be aware of AMH 2010, AMH 2020, and ECO 2013 requirements by some institutions.)

**TOTAL DEGREE HOURS**..... 60

**PRE-COMMUNICATION****Speech Option (SPCH-AA)**

**Advisers for this program are located in the Language and Literature Building**

**PRIMARY ADVISER:** Joyce Buttermore (ext. 3515)

**PROGRAM GOAL:** The purpose of this program is to prepare students for the art of public speaking. Students engage in critical thinking, and apply principles of reasoning to their ideas and to the ideas of others. The program includes the study and execution of significance to setting, audience, and purpose. Students who graduate from this program may work in communication related fields. Students may continue their formal education toward a Bachelor of Arts or Bachelor of Science degree with a major in communication studies (speech communication, interpersonal communication and legal communication). Degrees in communication may allow entry into law, ministry, education, speech writing, management, lobbying, and sales.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+* Approved Mathematics .....		6
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology.....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

AMH 2010 or AMH 2020	U.S. History .....	3
+ SPC 1600	Intro. to Public Speaking .....	3
SPC 1420	Group Discussion .....	3
MMC 1000	Survey of Mass Comm. ....	3

**ELECTIVES**..... 12

**TOTAL DEGREE HOURS**..... 60

**PRE-COMPUTER SCIENCE****(CMPBU-AA)**

**Advisers for this program are located in the Language and Literature Building**

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+* QMB 2100	Bus. and Econ. Stat.....	3
+* MAC 2233	Calculus for Business .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology.....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

CGS 1570	Microcomputer Applications .....	3
+ COP 2120	COBOL Programming.....	3
COP 2250	Java Programming .....	3
* ACG 2001	Financial Accounting I .....	3
+* ACG 2011	Financial Accounting II .....	3
ECO 2023	Economics, Micro.....	3
ECO 2013	Economics, Macro .....	3
+ ACG 2071	Managerial Accounting .....	3

**TOTAL DEGREE HOURS**..... 60

## PRE-COMPUTER SCIENCE MATH-SCIENCE OPTION (CMPSC-AA)

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISER:** Leo Lusk (ext. 2854)

**PROGRAM GOAL:** The purpose of this program is to provide students the opportunity to gain knowledge in the disciplines necessary for a career in computer science or to gain admissions into a four year university.

Students are encouraged to become familiar with the admissions requirements at the university they plan to attend. For example, FSU-PC and UWF require completion of the AA degree and with a minimum GPA of 2.75

GENERAL EDUCATION COURSES			Cr. Hrs.
+*ENC	1101	English I .....	3
+*ENC	1102	English II .....	3
	EUH	1000 or 1001 Western Civilization.....	3
	<sup>1</sup> PSY	2012 or SYG 2000 Psychology/Sociology .....	3
	POS	2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses. Under GEN-AA (pg 38) see Areas I-III.

	+Humanities I .....	3
	<sup>1</sup> +*Humanities II .....	3
	+*Humanities III .....	3

## MAJOR COURSES

+	BSC	2010	Biology for Science Majors I.....	3
			(Meets biology requirement for A.A.)	
	BSC	2010L	Biology for Science Maj. I Lab .....	1
Students may choose one of the following two (including the lab):				
+	BSC	2011	Biology for Science Majors II and	
	BSC	2011L	Biology for Science Majors II Lab	
			or	
+	CHM	1045	General Chemistry and	
	CHM	1045L	General Chemistry Lab.....	4
+	*MAC	2311	Calculus I.....	4
+	*MAC	2312	Calculus II .....	4
			(Meets math requirement for A.A.)	
	CGS	1000	Intro. to Data Processing .....	3
+	PHY	2048	University Physics I.....	4
			(Meets physical science requirement for A.A.)	
	PHY	2048L	University Physics I Lab .....	1
+	PHY	2049	University Physics II .....	4
	PHY	2049L	University Physics II Lab .....	1
+	COP	XXXX	Programming Language .....	3

<sup>2</sup>ELECTIVES ..... 4

**TOTAL DEGREE HOURS**..... 60

<sup>1</sup>FSU requires one foreign language through the first semester of the second year which will also fulfill the Area II Humanities requirement. If you had two years of a single foreign language in high school you may be able to begin the second year, first semester foreign language. See your foreign language instructor for details and permission.

<sup>2</sup>FSU requires SPC 1600 Intro to Public Speaking.

## PRE-CRIMINOLOGY/CRIMINAL JUSTICE (LAW-AA)

**Advisers for this program are located in the Technology Building**

**PRIMARY ADVISER:** Elaine McDuffie (ext. 5881)

**PROGRAM GOALS:** Criminology and criminal justice encompass the scientific study of crime, criminals, the lawmaking process, the criminal justice system, and the treatment of offenders. Completion of the program leads to an Associate of Arts degree, which constitutes the first two years of a Bachelor of Arts or Bachelor of Science degree (a four-year degree). Students may complete the remaining two years of the four-year degree in criminology at Florida State University's Panama City campus or at several of Florida's major universities. The purpose of this program is to prepare students to continue their educational pursuits which lead to careers in federal law enforcement (FBI; Drug Enforcement Administration; U.S. Marshall's Service; Bureau of Alcohol, Tobacco and Firearms; Immigration & Naturalization Service; Internal Revenue Service; U. S. Postal Service and the Central Intelligence Agency), as well as careers as prosecuting or defense attorneys, judges, court administrators, probation/parole officers, juvenile court case workers, criminal analysts, and criminal research scientists.

GENERAL EDUCATION COURSES			Cr. Hrs.
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* MGF	1106	Math for Liberal Arts I .....	3
+* MGF	1107	Math for Liberal Arts II or	
+ STA	2023	Statistics .....	3
+ EUH	1000 or 1001	Western Civilization.....	3
+ PSY	2012 or SYG 2000	Psychology/Sociology .....	3
+ POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+ Biology .....	3
Physical Science .....	3
+ Humanities I .....	3
+*Humanities II .....	3
( Recommend Ethics PHI 2600)	
+*Humanities III .....	3

### SELECT 24 SEMESTER HOURS FROM THE FOLLOWING LIST OF COURSES:

CCJ	1010	Introduction to Criminology .....	3
CCJ	1020	Introduction to Criminal Justice .....	3
CJL	2100	Criminal Law .....	3
CJC	2162	Probation & Parole .....	3
CCJ	2500	Juvenile Justice .....	3
PLA	2308	Criminal Procedure .....	3
CJL	2130	Evidence .....	3
+ PLA	1104	Legal Writing and Research I .....	3

PLA	1203	Civil Practice and Procedure I .....	3
+ MAT	1033	Intermediate Algebra .....	3
PGY	2401C	Photography I .....	3
+ SYG	2000	Sociology or PSY 2012 Psychology .....	3
+BSC	2085	Anatomy and Physiology or	
+BSC	1005	Biology .....	3
CGS	1570	Microcomputer Applications .....	3
+POS	2600	Constitutional Law .....	3
+SPN	1120	First Year Spanish I .....	4
+SPN	1121	First Year Spanish II .....	4
+SPC	1600	Speech .....	3

**TOTAL DEGREE HOURS** ..... 60

NOTE: The speech requirement, SPC 1600, at the university level is a university graduating requirement, not a university entrance requirement.

**PRE-DENTAL MEDICINE****(DENT-AA)**

**Advisers for this program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Dennis Poole (747-3226)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies leading to a bachelor's degree. Most upper division programs designed to prepare students for dentistry are not in "pre-dentistry," but are in biology and related areas. Colleges of dentistry do not require students to have undergraduate degrees in biology or other sciences, but do expect students to have an in-depth background in biological sciences, chemistry, physics, and other related areas in order to master the dental curriculum. Students should gain admission to the college of arts and sciences to complete the bachelor's degree, and then seek admission to the college of dentistry. Admission to dental school is highly competitive and requires an excellent GPA, both in general course work and in science courses, as well as high scores on the DAT (Dental Aptitude Test). Students should become familiar with the requirements for the dental school of interest. Among the state universities in Florida, the only dental school is at UF.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+*ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* MAC 1114	Trigonometry .....	3
+* MAC 2311	Calculus I .....	4
(Meets math requirement for A.A.)		
+* BSC 2010	Biology for Science Majors I .....	3
(Meets biology requirement for A.A.)		
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* CHM 1045	General Chemistry .....	3
(Meets physical science requirement for A.A.)		
CHM 1045L	General Chemistry Lab .....	1
+* CHM 1046	Chemistry with Qual. Analysis .....	3
CHM 1046L	Chemistry with Qual. Anal. Lab .....	2
+* CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Lab .....	2
+* CHM 2211	Organic Chemistry II .....	4
CHM 2211L	Organic Chemistry II Lab .....	1
<b>ELECTIVES .....</b>		<b>2</b>
<b>TOTAL DEGREE HOURS .....</b>		<b>60</b>

## PRE-EARTH/SPACE SCIENCE EDUCATION (SCEED-AA)

**Advisers for this program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Jamie Webb (ext. 2853)

**PROGRAM GOAL** This program is designed to prepare students for upper division studies in science education. The completion of the four year program in science education will lead to Florida certification in high school science. All students must successfully complete the CLAST examination (no exemptions are allowed), maintain a 2.5 GPA in all A.A. degree courses, and score 960 on the SAT or 20 on the ACT for admission into the teacher education and science education programs at most Florida universities. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

EDF 1005	Intro. to Education.....	3
EDG 2701	Teaching Diverse Populations .....	3
EME 2040	Technology for Teachers.....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
(Meets math requirement for the A.A.)		
OCE 1001	Oceanography.....	3
(Meets physical science requirement for A.A.)		
GLY 1010	Geology .....	3
GLY 1010L	Geology Lab .....	1
+ SPC 1600	Public Speaking.....	3
Approved Science Elective .....		3

(If students do not take the BSC 2010 sequence below, then they must take an approved biology to meet the requirement for the A.A.)

Students must complete one of the following two-semester sequences in science:

+*BSC 2010/2010L, BSC 2011/2011L Biology .....	8
or	
+*PHY 2053/2053L, PHY 2054/2054L Physics.....	8
or	
+*CHM 1045/1045L, CHM 1046/1046L Chemistry .....	9

**TOTAL DEGREE HOURS** .....60



## PRE-ECONOMICS (ECON-AA)

Advisers for this program are located in the Social Sciences Building

**PRIMARY ADVISERS:** Peggy Pelt (ext. 2837)

**PROGRAM GOAL:** The diversified discipline of economics makes the student aware of fiscal and monetary issues, international trade, and economic implications of private enterprise. Basic tools, theories, and economic models are studied to provide the student with a means to analyze economic issues.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
+* Approved Mathematics (STA, MAC, MGF).....	6
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

### MAJOR COURSES

ECO 2013 Economics, Macro .....	3
ECO 2023 Economics, Micro.....	3

Foreign language (if not completed in high school) or electives .....	8
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**ELECTIVES**..... 10

**TOTAL DEGREE HOURS**..... 60

## PRE-ECONOMICS FOR BUSINESS (ECOBS-AA)

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext.2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr.Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
+* QMB 2100 Bus. and Econ. Stat.....	3
+* MAC 2233 Calculus for Business .....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

### MAJOR COURSES

CGS 1570 Microcomputer Applications. ....	3
GEB 1011 Introduction to Business .....	3
* ACG 2001 Financial Accounting I .....	3
+* ACG 2011 Financial Accounting II .....	3
ECO 2013 Economics, Macro .....	3
ECO 2023 Economics, Micro.....	3
+ ACG 2071 Managerial Accounting .....	3

### ELECTIVES

Elective Hours..... 3

**TOTAL DEGREE HOURS**..... 60

## PRE-ELEMENTARY TEACHER EDUCATION (ELTCH-AA)

**Advisers for this program are located in the Social Sciences Building**

**PRIMARY ADVISERS:** Jennifer Hamilton (ext. 5850), Peggy Pelt (ext. 2837), John Phillips (ext. 2827), Don Reese (ext. 3826)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in teaching kindergarten through grade six. The four year degree will lead to Florida certification for grades K-6. Elementary education is a limited access program at most Florida universities. For example, Florida State University requires a 2.5 GPA in the A.A. degree. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST examination, or 3) the PRAXIS 1. The State of Florida requires a thorough background check by the Florida Department of Law Enforcement prior to students entering the classroom for observations. The background check for students conducting observations in the Bay County system will be initiated by GCCC. Students doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements for that system. The students will be required to pay a fee for the cost of the background check.

GENERAL EDUCATION COURSES			Cr. Hrs.
+*	ENC 1101	English I .....	3
+*	ENC 1102	English II .....	3
+*	MGF 1106	Math for Liberal Arts I .....	3
+*	MGF 1107	Math for Liberal Arts II .....	3
	EUH 1000 or 1001	Western Civilization.....	3
	PSY 2012	Psychology .....	3
	POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

Biological Science Elective.....	3
Physical Science (PSC, PHY, CHM) .....	3
Physical Science Elective.....	3
Science Lab .....	1

+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

## MAJOR COURSES

EDF 1005	Introduction to Education .....	3
EDG 2701	Teaching Diverse Populations. ....	3
EME 2040	Technology for Teachers.....	3
+* MAC 1105	College Algebra.....	3
+ SPC 1600	Public Speaking.....	3
AMH 2010, 2020	American History .....	3
Elective .....		2

**TOTAL DEGREE HOURS** ..... 60

## PRE-ENGINEERING (ENGNR-AA)

Advisers for this program are located in the Mathematics Division - 2<sup>nd</sup> Floor Student Union West OR in the Natural Sciences Division

**PRIMARY ADVISERS:** Dean Burbank (ext. 2855), Michael Brinegar (ext. 2857), Clifford Harris (2865)  
**Chemical Engineering:** Vicky Ellis (ext. 2856)

**PROGRAM GOAL:** The purpose of this program is to prepare students for entering an engineering school. Engineering is a limited access program at most universities. Chemical engineering majors are required to have CHM 1046/1046L, CHM 2210/2210L, and CHM 2211/2211L completed before entering the chemical engineering program. Each area of engineering may also be further limiting. For example, the University of Florida requires a 2.5 GPA in the A.A. degree but could require a 2.8 GPA in calculus and physics courses (first attempts only) to major in electrical engineering. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt .....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

+* MAC 2311 Calculus I .....	4
+* MAC 2312 Calculus II .....	4
(Meets math requirement for A.A.)	
+* MAC 2313 Calculus III .....	4
+ PHY 2048 University Physics I .....	4
(Meets physical science requirement for A.A.)	
PHY 2048L University Physics I Lab .....	1
+ PHY 2049 University Physics II .....	4
PHY 2049L University Physics II Lab .....	1
+ CHM 1045 General Chemistry .....	3
CHM 1045L General Chemistry Lab .....	1
+ MAP 2302 Differential Equations .....	3

**ELECTIVES** .....

**TOTAL DEGREE HOURS** .....

## PRE-ENGLISH (ENGLH-AA)

Advisers for this program are located in the Language and Literature Building

**PRIMARY ADVISERS:** Michalle Barnett (ext. 2886), Susan Blue (ext. 2873), Cheryl Dogali (ext. 2872), Barbara Gribble (ext. 2883), Betty McKinnie (2887), Jason Mitchell (ext. 2877), Brad Rhines (2880), Carolyn Strickland (2876), Lynn Wallace (2882), Douglas Wells (2884)

**PROGRAM GOAL:** The purpose of the pre-English program is to prepare students for entry into upper-division studies in English. A Bachelor of Arts in English will prepare students for further studies in English, writing, and literature as well as other graduate programs, including law school. A Bachelor of Arts in English can also pave the way for careers in journalism and other fields that require communications skills. The pre-English program also prepares students who wish to enter English education programs and become certified to teach English on the middle school and high school levels. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
+* Approved Mathematics .....	6
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

CRW 2001 Creative Writing or	
MMC 2100 Writing for Mass Comm. ....	3
Foreign Language (2200) .....	4
(Meets Humanities II requirement for A.A.)	
+ SPC 1600 Intro. to Public Speaking .....	3

**ELECTIVES** ..... 14  
 (Students should select from classes such as first year of a foreign language (if necessary) and humanities courses. Students interested in entering an English education program at a university should take EDF 1005, EDG 2701, and EME 2040.)

**TOTAL DEGREE HOURS** .....

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-ENTOMOLOGY (ENTOM-AA)**

**Advisers for this program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863)

**PROGRAM GOAL:** This program prepares students for entering the university as a biology major with emphasis in entomology. Generally, most state universities offer a B.S. or B.A. in biology, but only the University of Florida and Florida A & M University offer specialization in entomology.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* STA 2023	Statistics .....	3
	(Meets math requirement for the A.A.)	
+* MAC 1114	Trigonometry .....	3
+* MAC 2311	Calculus I.....	4
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* PHY 2053	Physics I .....	3
PHY 2053L	Physics I Lab .....	1

**ELECTIVES** ..... 2

**TOTAL DEGREE HOURS** ..... 60

**PRE-ENVIRONMENTAL SCIENCE:  
NATURAL SCIENCE OPTION  
(ENVNS-AA)**

**Advisers for this program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863)

**PROGRAM GOAL:** This program prepares students to enter environmental science programs having emphasis on the research and field aspects rather than the policy-making aspects of environmental concerns. The following program is designed to fit programs offered at UWF, UF, FAMU, FIU, and FGCU. It is important that students review the catalog of the university to which transfer is planned.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
EVR 1001	Intro. to Environmental Science. ....	3
	(Meets physical science requirement for A.A.)	
GLY 1010	Physical Geology.....	3
+* STA 2023	Statistics .....	3
+*MAC 2311	Calculus .....	4
+* CHM 1045	General Chemistry .....	3
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual Analysis.....	2
CHM 1046L	Chemistry with Lab Qual Anal Lab.....	1
+* PHY 2048	University Physics I.....	4
PHY 2048L	University Physics I Lab .....	1

**ELECTIVES** ..... 3

**TOTAL DEGREE HOURS** ..... 60

## **PRE-ENVIRONMENTAL SCIENCE: POLICY OPTION (ENVRP-AA)**

**Advisers for this program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863)

**PROGRAM GOAL:** This program prepares students to enter environmental science programs having emphasis on the policy-making aspects of environmental concerns rather than the research and field aspects. The following program is designed to fit programs offered at FSU, USF, and FAU. It is important that students review the catalog of the university to which transfer is planned.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
+* MAC 1105 College Algebra.....	3
+* STA 2023 Statistics .....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

## **MAJOR COURSES**

+* BSC 2010 Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)	
BSC 2010L Biology for Science Maj. I Lab .....	1
+* BSC 2011 Biology for Science Majors II .....	3
BSC 2011L Biology for Science Maj. II Lab .....	1
EVR 1001 Intro. to Environmental Science. ....	3
(Meets physical science requirement for A.A.)	
GLY 1010 Physical Geology.....	3
GEO 1000 Introduction to Geography.....	3
+* CHM 1045 General Chemistry.....	3
CHM 1045L General Chemistry Lab.....	1

**ELECTIVES**..... 9

**TOTAL DEGREE HOURS**..... 60

## PRE-FOREIGN LANGUAGE (FORLG-AA)

Advisers for this program are located in the Language and Literature Building

**PRIMARY ADVISERS:** Penelope Bledsoe (ext. 2878), Carolyn Dunlap (ext. 2879)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers in teaching, translation, or international business. The program includes courses which are required for an A.A. degree as well as foreign language courses. Students who know what area they will concentrate in at the university level should use their elective credits to meet the appropriate prerequisites for those programs. Students who enter the program at the second-year level will use the eight credits not needed for foreign language as electives to prepare for university requirements. Therefore, students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
+* Approved Mathematics .....	6
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

Foreign Language .....	15
+ SPC 1600 Intro. to Public Speaking .....	3

**ELECTIVES** ..... 6

**TOTAL DEGREE HOURS** ..... 60

## PRE-FORESTRY (TREE-AA)

Advisers for this program are located in the Mathematics Division - 2<sup>nd</sup> Floor Student Union West

**PRIMARY ADVISER:** Norris Harvey (ext. 2812)

**PROGRAM GOAL:** The purpose of this program is to provide students the opportunity to gain knowledge in the disciplines necessary for a career in forestry. A four year degree can lead to careers in forest biology and ecology, forest management, forest products, research, teaching, industry, and environmental projects. This program is designed to provide the course work needed for the first two years based on the forestry program offered at the University of Florida. Students should begin study in Summer A after completing the A.A. degree. A 2.5 GPA is required in all math and science courses. Students should contact the university of their choice as early as possible to obtain information on admissions requirements and to make any necessary program changes.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

+ PHY 1023 Survey of General Physics .....	3
+ ENC 2210 Technical Writing .....	3
+ CHM 1045 General Chemistry .....	3
(Meets physical science requirement for A.A.)	
CHM 1045L General Chemistry Lab .....	1
+* STA 2023 Statistics .....	3
+* MAC 2311 Calculus I .....	4
(Meets math requirement for A.A.)	
+ SPC 1600 Intro. to Public Speaking .....	3
+ BSC 2010 Biology for Science Majors I .....	3
BSC 2010L Biology for Science Maj. I Lab .....	1
+ BSC 2011 Biology for Science Majors II .....	3
BSC 2011L Biology for Science Maj. II Lab .....	1
CGS 1570 Microcomputer Applications .....	3
ECO 2023 Economics, Micro .....	3

**ELECTIVES** ..... 2

**TOTAL DEGREE HOURS** ..... 60

## PRE-GEOLOGY (GEOL-AA)

Advisers for this program are located in the Natural Sciences Building

**PRIMARY ADVISER:** Jamie Webb (ext. 2858)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in geology, science education, or earth and environmental sciences. Each of these sub-specialties in geology may have unique prerequisites for upper division studies. Therefore, it is necessary for students to make themselves aware of each institution's requirements.

State universities offering upper division work in geology are FAU, FIU, FSU, USF, & UF. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

GLY 1010 Physical Geology .....	3
(Meets physical science requirement for A.A.)	
+* MAC 2311 Calculus I .....	4
+* MAC 2312 Calculus II .....	4
(Meets math requirement for A.A.)	
+* CHM 1045 General Chemistry .....	3
CHM 1045L General Chemistry Lab .....	1
+* CHM 1046 Chemistry with Qual. Analysis .....	3
CHM 1046L Chemistry with Qual. Anal. Lab .....	2
+* Approved two semester Physics sequence with labs .....	8-10

<b>ELECTIVES</b> .....	3-5
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<b>TOTAL DEGREE HOURS</b> .....	60
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## PRE-HEALTH EDUCATION (HLTH-AA)

Advisers for this program are located in the Wellness Building

**PRIMARY ADVISERS:** Gregg Wolfe (ext. 3830), Jim Hatfield (3235), Darren Mazeroski (ext. 3897), Susan Painter (ext. 3202), Roonie Scovel (ext. 3277)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in health education or other health related fields such as health management, counseling, nutrition and community health. The four year degree will lead to certification in teaching health education. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST exam, or 3) the PRAXIS 1. The State of Florida requires a thorough background check by the Florida Department of Law Enforcement prior to students entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Student doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
+* MGF 1106 Math for Liberal Arts I .....	3
+* MGF 1107 Math for Liberal Arts II .....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 Psychology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

HSC 2100 Personal and Comm. Health .....	3
EDF 1005 Introduction to Education .....	3
+ BSC 2085 Anatomy and Physiology I .....	3
(Meets biology requirement for A.A.)	
BSC 2085L Anatomy and Physiology Lab .....	1
+ BSC 2086 Anatomy and Physiology II .....	3
BSC 2086L Anatomy and Physiology Lab .....	1
EDG 2701 Teaching Diverse Populations .....	3
EME 2040 Technology for Teachers .....	3

<b>ELECTIVES</b> .....	7
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(Students should coordinate with their adviser to determine which electives will transfer to the four year institution of their choice. Also, students should fulfill the foreign language requirements, if necessary.)

<b>TOTAL DEGREE HOURS</b> .....	60
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+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-HEALTH INFORMATION MANAGEMENT (MEDRC-AA)

Advisers for this program are located in the Natural Sciences Building

**PRIMARY ADVISER:** Melissa Moore (ext. 2853)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in health information management (formerly medical record librarian) at the state universities of UCF, FIU, and FAMU. Completers of the B.S. degree in health information management are eligible to sit for the national certification examination. A passing score on this exam confers the designation of Registered Record Administrator (RRA). The RRA develops patient information systems, participates in research, and establishes a data base for health care statistics. The RRA is responsible for processing medical records, filing insurance, and protecting the confidentiality rights of patients. Admission to the university program requires the completion of the A.A. degree, including the general education and foreign language requirements. It is strongly advised that students carefully examine the catalog of the university to which transfer is planned.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* MAC	1105	College Algebra .....	3
+* STA	2023	Statistics .....	3
	EUH 1000 or 1001	Western Civilization .....	3
	POS 2041	Amer. Nat. Govt. ....	3
	PSY 2012 or SYG 2000	Psychology/Sociology .....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

	Physical Science .....	3
	+Humanities I .....	3
	+*Humanities II .....	3
	+*Humanities III .....	3

### MAJOR COURSES

	ACG 2001	Financial Accounting I .....	3
+	ACG 2011	Financial Accounting II .....	3
*	ACG 2071	Managerial Accounting .....	3
+*	BSC 2085	Anatomy and Physiology I .....	3
	(Meets biology requirement for A.A.)		
	BSC 2085L	Anatomy and Physiology I Lab .....	1
+*	BSC 2086	Anatomy and Physiology II .....	3
	BSC 2086L	Anatomy and Physiology II Lab .....	1
	CGS 1570	Microcomputer Applications .....	3

**ELECTIVES**..... 7

**TOTAL DEGREE HOURS**..... 60

## PRE-HISTORY (HIST-AA)

Advisers for this program are located in the Social Sciences Building

**PRIMARY ADVISERS:** Richard Baldwin (ext. 6005), Patrick Brennan (ext. 2828), Brad Merritt (ext. 2832)

**PROGRAM GOAL:** The purpose of this program is to contribute to the intellectual development of students by enabling them to better understand themselves in a contemporary world that has been shaped by many aspects of human development chronologically, from ancient times to the present. The four year degree offers opportunities in teaching, and careers with historical agencies, museums, or the media. History also provides a good major for pre-law.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101	English I .....	3
+*	ENC 1102	English II .....	3
+*	MGF 1106	Math for Liberal Arts I .....	3
+*	MGF 1107	Math for Liberal Arts II .....	3
	EUH 1000	Western Civilization I .....	3
	PSY 2012 or SYG 2000	Psychology/Sociology .....	3
	POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

	+Biology .....	3
	Physical Science .....	3
	+Humanities I .....	3
	+*Humanities II .....	3
	+*Humanities III .....	3

### MAJOR COURSES

	EUH 1001	Western Civilization II .....	3
	AMH 2010	U.S. History I .....	3
	AMH 2020	U.S. History II .....	3
	GEO 1000	Introduction to Geography .....	3

**ELECTIVES**..... 12

**TOTAL DEGREE HOURS**..... 60



**PRE-INFORMATION TECHNOLOGY  
(LIS-AA)**

Advisers for this program are located in the  
James R. Asbell Business Building

**PRIMARY ADVISERS:** Jerome Tidwell (ext. 2845)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in information science. Graduates in the field are in demand and are employed by corporations, non-profit organizations, and educational institutions as educators, information architects, information systems managers, Web developers, information scientists, network administrators, systems analysts and computer user support specialists. .

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+* MAC 1105	College Algebra.....	3
+* QMB 2100	Business and Economic Statistics or STA 2023 Statistics.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3
PHI 2600	Ethics.....	3
ECO 2013	Economics, Macro .....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3

**MAJOR COURSES**

COP 2250	JAVA Programming .....	3
+CGS 1544	Microsoft Access .....	3
COP 2250	JAVA Programming .....	3
COP 2120	COBOL Programming.....	3
COP 1332	Intro/Visual Basic.....	3

**ELECTIVES** .....

(Students should coordinate with their adviser to determine which electives will transfer to the four-year institution of their choice. Also, students should fulfill the foreign language requirements, if necessary.)

**TOTAL DEGREE HOURS** .....**PRE-LANDSCAPE DESIGN AND  
MANAGEMENT (LANDS-AA)**

Advisers for this program are located in the Mathematics  
Division - 2<sup>nd</sup> Floor Student Union West

**PRIMARY ADVISER:** Terri Bedford (ext. 2868)

**PROGRAM GOAL:** This program prepares students who are interested in professional careers in landscape design, contracting, and management. Students will study such areas as design of gardens, with particular emphasis on the natural and man-made beauty of the resulting landscape, interior scape design, park management, aboriculture, urban forestry, and related fields.

Florida A & M University offers the B.S. degree in Landscape Design and Management.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+ Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* MAC 1105	College Algebra.....	3
+* MAC 1114	Trigonometry .....	3
(Meets math requirement for A.A.)		
+* BSC 2010	Biology for Science Majors I.....	3
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+ CHM 1040	Fundamentals of Chemistry .....	3
EGS 1110C	Engineering Drawing.....	3
ART 1300C	Drawing I.....	3
BCN 1230	Materials and Methods .....	3
+ SUR 2101	Surveying .....	3
SUR 2101L	Surveying Lab. ....	1

**ELECTIVES** .....**TOTAL DEGREE HOURS** .....

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-LAW**

Advisers for this program are located in the Social Sciences Building

**PRIMARY ADVISER:** Terry Jack (ext. 2833)

**PROGRAM GOAL:** Gulf Coast Community College students who wish to pursue a career in law require no particular major or program of "pre-law" studies. As undergraduates, students will be steered toward broadly based studies emphasizing analytical reasoning, writing, and oral expression, and will be expected to show a capacity to perform at an academically rigorous level. Among the many majors approved by the American Bar Association are business, computer science, economics, English, history, linguistics, math, natural sciences, philosophy, political science, psychology, and sociology.

**MAJOR COURSES**

Students may major in business, English, or one of the social sciences, or follow the general education curriculum. Law is a limited access program at most universities.

**ELECTIVES**

Students are strongly encouraged to take courses that will enhance writing skills.

**PRE-LEGAL STUDIES (LGLST-AA)**

Advisers for this program are located in the Technology Building

**PRIMARY ADVISER:** Elaine McDuffie (ext. 5881)

**PROGRAM GOALS:** The Pre-Legal Studies program leads to an Associate of Arts degree, which constitutes the first two years of a Bachelor of Arts or Bachelor of Science degree (a four-year degree). Students may complete the remaining two years of a four year degree at Florida State University's Panama City campus or at several of Florida's major universities. The purpose of this program is to prepare students to continue their educational pursuits which lead to careers in federal law enforcement (Federal Bureau of Investigation; Drug Enforcement Administration; U.S. Marshall's Service; Bureau of Alcohol, Tobacco and Firearms; Immigration & Naturalization Service; Internal Revenue Service; U.S. Postal Service and the Central Intelligence Agency), as well as careers as prosecuting attorneys, defense attorneys, judges, court administrators, probation and parole officers, and juvenile court case workers.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II or	
+ STA 2023	Statistics .....	3
+ EUH 1000 or 1001	Western Civilization .....	3
+ PSY 2012 or SYG 2000	Psychology/Sociology .....	3
+ POS 2041	Amer. Nat. Govt. ....	3
For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.		
+ Biology .....		3
+ Physical Science .....		3
+ Humanities I .....		3
+* Humanities II (Recommend PHI 2600, Ethics) ..		3
+* Humanities III .....		3

**SELECT 24 SEMESTER HOURS FROM THE FOLLOWING LIST OF COURSES;**

+ PLA 1104	Legal Writing and Research I .....	3
PLA 1203	Civil Practice and Procedure I .....	3
PLA 2308	Criminal Procedure .....	3
CCJ 1010	Introduction to Criminology .....	3
CCJ 1020	Intro. to Criminal Justice .....	3
CJL 2100	Criminal Law .....	3
CJL 2130	Evidence .....	3
+ MAT 1033	Intermediate Algebra .....	3
+ POS 2600	Constitutional Law .....	3
+ SYG 2000 or PSY 2012	Sociology/Psychology .....	3
CGS 1570	Microcomputer Applications .....	3
+ SPN 1120	First Year Spanish I .....	4
+ SPN 1121	First Year Spanish II .....	4
+ SPC 1600	Speech .....	3

**TOTAL DEGREE HOURS..... 60**

NOTE: The speech requirement, SPC 1600, at the university level is a university graduating requirement, not a university entrance requirement.

## PRE-MARINE BIOLOGY (MARBI-AA)

Advisers for this program are located in the Natural Sciences Building

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863)

**PROGRAM GOAL:** This program prepares students for entering the university as a marine biology major. The curriculum listed below is specifically related to the requirements of the University of West Florida for a B.S. in Marine Biology. The curriculum also meets the requirements for the B.S. and B.A. in biology (with marine biology track) at other state universities. Students should contact the university they plan to attend as soon as possible to determine any specific admissions requirements of that university. Additionally, most universities require one year of a foreign language. See the pre-marine biology adviser for additional information.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

### MAJOR COURSES

+* BSC 2010 Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)	
BSC 2010L Biology for Science Maj. I Lab .....	1
+* BSC 2011 Biology for Science Majors II .....	3
BSC 2011L Biology for Science Maj. II Lab .....	1
+* CHM 1045 General Chemistry .....	3
(Meets physical science requirement for A.A.)	
CHM 1045L General Chemistry I Lab .....	1
+* CHM 1046 Chemistry with Qual. Analysis.....	3
CHM 1046L Chemistry with Qual. Anal. Lab.....	2
+* PHY 2053 Physics I .....	3
PHY 2053L Physics I Lab .....	1
+* PHY 2054 Physics II .....	3
PHY 2054L Physics II Lab .....	1
+* Approved Mathematics .....	6
(Most institutions require Calculus I & II)	
(Meets math requirement for A.A.)	
+* Approved Organic Chemistry .....	5

**TOTAL DEGREE HOURS**..... 60

## PRE-MATHEMATICS (MATH-AA)

Advisers for this program are located in the Mathematics Division - 2<sup>nd</sup> Floor Student Union West

**PRIMARY ADVISER:** Deanna Petersen (ext. 5877)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in mathematics. The problem solving skills taught in mathematics prepare students for a great number of job opportunities. A four year degree could lead to employment in academics, a government agency, or an insurance agency. Examples of job titles of people who have earned a baccalaureate degree or higher in mathematics include computer specialist, investment actuary, cost estimator, financial engineer, and numerical methods programmer/analyst. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology.....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

### MAJOR COURSES

+ Approved Programming Language .....	3
+* STA 2023 Statistics .....	3
+* MAC 2311 Calculus I.....	4
(Meets math requirement for A.A.)	
+* MAC 2312 Calculus II .....	4
+* MAC 2313 Calculus III.....	4
+ MAP 2302 Differential Equations .....	3
+ PHY 2048 University Physics I.....	4
(Meets physical science requirement for A.A.)	
PHY 2048L University Physics I Lab .....	1
+ PHY 2049 University Physics II .....	4
PHY 2049L University Physics II Lab .....	1

**ELECTIVES**..... 2

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-MATHEMATICS EDUCATION (MTHED-AA)

**Advisers for this program are located in the Mathematics Division - 2<sup>nd</sup> Floor Student Union West**

**PRIMARY ADVISER:** Norris Harvey (ext. 2812)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in teaching secondary school mathematics. The four year degree will lead to Florida teacher certification. Math Education is a limited access program at most Florida universities. For example, Florida State University requires a 2.5 GPA in the A.A. degree and a score of 960 on the SAT or a 20 on the ACT. In addition to the FSU College of Education criteria, the following also must be met: 1) Complete Calculus II with a "C" or better; 2) a 2.5 GPA; and 3) approval by the department. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Students must successfully complete the CLAST exam rather than alternative demonstration of competency. The State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement for all pre-education majors.

GENERAL EDUCATION COURSES	Cr. Hrs.
+*`ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

Biology (Life Science) .....	3
Physical Science .....	3
(Choose from ESC 2000, GLY 1010, MET 1010, AST 1002, EVR 1001, OC 1001)	
Physical Science (PHY, CHM, PSC 2341) .....	3
Science Lab .....	1
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities .....	3

### MAJOR COURSES

EDF 1005 Introduction to Education .....	3
EDG 2701 Teaching Diverse Populations .....	3
EME 2040 Technology for Teachers .....	3
+ Approved Programming Language .....	3
+ SPC 1600 Public Speaking .....	3
AML 2010, 2020 American History .....	3
+* MAC 2312 Calculus II .....	4
+ MAC 2313 Calculus III .....	4

**TOTAL DEGREE HOURS** ..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-MEDICAL****(MED-AA)**

**Advisers for this program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Rosemary Davenport (ext. 2859)

**PROGRAM GOAL:** This program is designed to prepare students to select an appropriate major, transfer to the university, and to take the MCAT (Medical College Admission Test). Medical schools generally require one year of biology, one year of physics, and two years of chemistry through organic chemistry. Minimum math requirements are dictated by the science courses and areas of emphasis on the MCAT. A student's undergraduate major does not have to be in science, but usually is. Most medical schools are more concerned with the overall scope and quality of a student's undergraduate work, which includes the science GPA and the general GPA. College grades are perhaps the most important single predictor of performance in medical school. Most successful applicants have a GPA in excess of 3.5; at least one semester of calculus; and appropriate employment or volunteer experience. Motivation and humanistic concerns, as well as high levels of scholastic achievement and intellectual potential are qualities necessary for success both as an applicant to medical school and as a physician. Integrity and responsibility are attributes of major importance considered by selection committees. These qualities are measured not only by grades but by recommendations from undergraduate faculty, scores on the MCAT, and interview assessments.

It is extremely important to remain in contact with a pre-medical academic adviser no matter which major is chosen. The Honors Program should be of particular interest to the pre-med student. In rare instances, the Junior Honors Medical Program at the University of Florida may be recommended. State medical schools are located at UF, USF, and FSU. The University of Miami has a private medical school.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Lab .....	2
+* CHM 2211	Organic Chemistry II.....	4
CHM 2211L	Organic Chemistry II Lab.....	1
+* Approved Physics .....		3
+* Approved Mathematics .....		6
	(Meets math requirement for A.A.)	

**TOTAL DEGREE HOURS** ..... 60

**PRE-MEDICAL TECHNOLOGY****(MEDTC-AA)**

**Advisers for this program are located in the Mathematics Division - 2<sup>nd</sup> Floor Student Union West**

**PRIMARY ADVISER:** Deanna Petersen (ext. 5877)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in medical technology programs. These upper division programs include a year of clinical studies which may be completed within the two years of upper division work (accelerated program) at selected institutions or may be completed in a 2 + 1 program in which clinical training is completed after receipt of the B.S. degree. Admission to the clinical phase of the upper division program is usually competitive and usually requires a minimum GPA of 2.5 in all science or math/science courses attempted. Graduates are eligible to take the Registry Examination of the American Society of Clinical Pathologists or the NCA. Passing these or similar tests is a general requirement for employment in the profession. Medical technologists are employed by medical facilities to manage, design, and perform laboratory tests to aid in diagnosis and recovery of patients. State universities having the upper division work include UWF, FIU, FAU, USF, and UCF. The following program was designed in conjunction with the University of West Florida program. It is strongly recommended that students carefully examine the catalog of the university to which transfer is expected.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+* MAC 1105	College Algebra .....	3
+* STA 2023	Statistics .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* CHM 1045	General Chemistry .....	3
(Meets physical science requirement for A.A.)		
CHM 1045L	General Chemistry Lab .....	1
+* CHM 1046	Chemistry with Qual. Analysis .....	3
CHM 1046L	Chemistry with Qual. Anal. Lab .....	2
+* BSC 2010	Biology for Science Majors I .....	3
(Meets biology requirement for A.A.)		
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2085	Anatomy and Physiology I .....	3
BSC 2085L	Anatomy and Physiology I Lab .....	1
+* BSC 2086	Anatomy and Physiology II .....	3
BSC 2086L	Anatomy and Physiology II Lab .....	1
+* CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry II Lab .....	2
+ Elective in Organic Chemistry .....		4

**TOTAL DEGREE HOURS** ..... 60

**PRE-METEOROLOGY****(METR-AA)**

**Advisers for this program are located in the Mathematics Division - 2<sup>nd</sup> Floor Student Union West**

**PRIMARY ADVISER:** Deanna Petersen (ext. 5877)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in meteorology. A degree in meteorology is required for weather forecasting and modeling of weather phenomena on data analysis. Atmospheric research is a growing field for people with advanced degrees in meteorology. Job opportunities are available with the federal government, the military, and with private industries.

The B.S. degree in Atmospheric Science and Meteorology is offered only at Florida State University. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
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+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
	EUH 1000 or 1001	Western Civilization.....	3
	PSY 2012 or SYG 2000	Psychology/Sociology .....	3
	POS 2041	Amer. Nat. Govt .....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

MET	1010	Introduction to Meteorology.....	3
+* STA	2023	Statistics .....	3
		(Meets math requirement for A.A.)	
+* MAC	2311	Calculus I.....	4
+* MAC	2312	Calculus II .....	4
+* MAC	2313	Calculus III .....	4
+	MAP 2302	Differential Equations .....	3
+	PHY 2048	University Physics I.....	4
		(Meets physical science requirements for A.A.)	
	PHY 2048L	University Physics I Lab .....	1
+	PHY 2049	University Physics II .....	4
	PHY 2049L	University Physics II Lab .....	1

**ELECTIVES.....** 2

**TOTAL DEGREE HOURS.....** 60

## PRE-MIDDLE SCHOOL SCIENCE EDUCATION (SCMED-AA)

**Advisers for this program are located in the Mathematics Division - 2<sup>nd</sup> Floor Student Union West**

**PRIMARY ADVISER:** Sharon Hudson (ext. 3354)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in science education suitable for teaching in middle schools. The completion of the four year science education program designed for this grade level will lead to Florida certification in middle school science. Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST examination, or 3) the PRAXIS 1.. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement prior to the student entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Students doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

EDF 1005	Introduction to Education .....	3
EDG 2701	Teaching Diverse Populations .....	3
EME 2040	Technology for Teachers .....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
	(Meets math requirement for A.A.)	
OCE 1001	Oceanography.....	3
	(Meets physical science requirement for A.A.)	
GLY 1010	Geology .....	3
GLY 1010L	Geology Lab.....	1
+ SPC 1600	Public Speaking.....	3
	Approved Science Elective .....	2-3

(If students do not take the following BSC 2010 sequence, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

Students must also complete one of the following two-semester sequences in science:

+* BSC	2010/L and	
+* BSC	2011/L	Biology for Science Majors..... 8
	or	
+* PHY	2053/L and	
+* PHY	2054/L	Physics..... 8
	or	
+* CHM	1045/L and	
+* CHM	1046/L	Chemistry ..... 9

**TOTAL DEGREE HOURS**..... 60



## PRE-MUSIC (MUSIC-AA)

**Advisers for this program are located in the Amelia G. Tapper Center for the Arts**

**PRIMARY ADVISER:** Judy Harrison (ext. 2821), Rusty Garner (2888)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in music. Music is a limited access program at most universities. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES			Cr. Hrs.
+*	ENC 1101	English I .....	3
+*	ENC 1102	English II .....	3
+*	MGF 1106	Math for Liberal Arts I .....	3
+*	MGF 1107	Math for Liberal Arts II .....	3
	EUH 1000 or 1001	Western Civilization.....	3
	PSY 2012 or SYG 2000	Psychology/Sociology .....	3
	POS 2041	Amer. Nat. Govt. ....	3
+	MUL 2110	Survey of Music Lit.....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+*Humanities II .....	3
+*Humanities III .....	3

## MAJOR COURSES

	MUT 1111	Music Theory I .....	3
+	MUT 1112	Music Theory II .....	3
+	MUT 2116	Music Theory III .....	3
+	MUT 2117	Music Theory IV .....	3
	MUT 1241	Ear Training & Sight Singing I .....	1
+	MUT 1242	Ear Training & Sight Singing II .....	1
+	MUT 2246	Ear Training & Sight Singing III .....	1
+	MUT 2247	Ear Training & Sight Singing IV .....	1
	MVK 1111	Class Piano I .....	1
+	MVK 2121	Class Piano II .....	1

## APPROVED ELECTIVES .....

Students should select from the following:

+ Applied Music Prep. (private lessons).....	2 each
+ Applied Music (private lessons).....	2 each
(Open to music and theatre majors ONLY)	
Performance Ensemble.....	1 each
+ MUL 2010      Understanding Music.....	3
+ MUS 2550      Music Technology .....	3

## TOTAL DEGREE HOURS .....

## PRE-NURSING (NURSE-AA)

**Advisers for this program are located in the Health Science Building**

**PRIMARY ADVISER:** Christine Bottkol (ext. 3317), Lara Cooper (ext. 3360), Donna Fowler (ext. 5841), Michele Kern (ext. 5838), Parry Knauss (ext. 5830), Daniel Lovasz (ext. 5843), Suzy Martincak (ext. 5836), Martha Ruder (ext. 5817)

**PROGRAM GOAL:** This curriculum is designed to prepare students for entry into a university bachelor degree nursing (BSN) program. Because nursing is a limited access program at most Florida universities, students are strongly encouraged to be in close contact with a GCCC nursing adviser and a BSN adviser at the university they plan to attend before beginning this course of study. Students need a clear understanding of the university admission requirements and the difference between AA and AS nursing programs.

GENERAL EDUCATION COURSES			Cr. Hrs.
+*	ENC 1101	English I .....	3
+*	ENC 1102	English II .....	3
+*	Approved Mathematics .....		3
+*	STA 2023	Statistics .....	3
	POS 2041	Amer. Nat. Govt. ....	3
	PSY 2012	Psychology .....	3
	EUH 1000 or 1001	Western Civilization.....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

## MAJOR COURSES

+	BSC 2085	Anatomy and Physiology I .....	3
		(Meets biology requirement for A.A.)	
	BSC 2085L	Anatomy and Physiology I Lab .....	1
	CHM 1032	Gen, Organic, Biochemistry .....	3
		(Meets physical science requirement for A.A.)	
+	BSC 2086	Anatomy and Physiology II .....	3
	BSC 2086L	Anatomy and Physiology II Lab .....	1
	HUN 1201	Nutrition .....	3
	SYG 2000	Sociology .....	3
+	MCB 2004	Microbiology .....	3
	MCB 2004L	Microbiology Lab .....	1
	DEP 2004	Developmental Psychology .....	3

## ELECTIVES .....

## TOTAL DEGREE HOURS .....

*Most Florida BSN programs require a foreign language prior to entry.*

## PRE-NUTRITION, FOOD, AND EXERCISE SCIENCE (NUTSC-AA)

Advisers for this program are located in the Health Science Building

**PRIMARY ADVISER:** Sabrina Kuhn (ext. 5888)

**PROGRAM GOAL:** The purpose of this program is to prepare students for transfer into a baccalaureate program that will prepare students to become dietitians and nutritionists. In addition, the baccalaureate program will also prepare the student for institutional food service administration and product development for the food industry.

GENERAL EDUCATION COURSES		Cr. Hrs.
+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+* MAC 1105	College Algebra .....	3
+* MAC 1140	Precalculus Algebra .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt .....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

## MAJOR COURSES

+* <sup>1</sup> BSC 2010	Biology for Science Majors .....	3
+* BSC 2085/L	Anatomy & Phy I & Lab .....	4
+ BSC 2086/L	Anatomy & Phy II & Lab .....	4
+ CHM 1045/L	General Chemistry & Lab .....	4
+ CHM 1046/L	Gen Chem/Qual Analysis & Lab .....	4
+ CHM 2210/L	Organic Chemistry/Lab .....	4
HUN 1201	Principles of Nutrition .....	3
MCB 2004/L	Microbiology & Lab .....	4

**TOTAL DEGREE HOURS** .....60

<sup>1</sup>Lab not required, but highly recommended.

## PRE-OCCUPATIONAL THERAPY (OCCTH-AA)

Advisers for this program are located in the Mathematics Division – 2<sup>nd</sup> Floor Student Union West

**PRIMARY ADVISER:** Sharon Hudson (ext. 3354)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in occupational therapy. Admission to the upper division degree program is highly competitive, and a minimum GPA of 2.5 is required for application at most institutions. Some institutions have higher minimum GPA requirements for applicants. In addition to competitive grades, admission to upper division programs requires volunteer work with certified occupational therapists and successful completion of the courses listed below. After completion of the four-year degree, the prospective occupational therapist must complete a year of internship, during which they must pass a state professional certifying exam. Occupational therapists are employed by hospitals, schools, and mental health facilities to help individuals who are impaired by physical illness, injury, psychological disorder, or developmental disability regain daily living skills and become self-sufficient. State universities having the upper division work include Florida A&M, Florida International University, and Florida Gulf Coast University. The University of Florida offers occupational therapy as a master's program only, as do many other universities. It is important that the student consult the catalog of the university to which transfer is planned.

GENERAL EDUCATION COURSES		Cr. Hrs.
+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+* MAC 1105	College Algebra .....	3
+* STA 2023	Statistics .....	3
	(meets Math requirements for A.A.)	
EUH 1000 or 1001	Western Civilization .....	3
POS 2041	Amer. Nat. Govt. ....	3
PSY 2012	Psychology .....	3

For the following courses, students have several options to meet the needed requirement. See page 41 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* BSC	2010	Biology for Science Majors I.....	3
		(Meets biology requirement for A.A.)	
BSC	2010L	Biology for Science Maj. I Lab .....	1
+* BSC	2085	Anatomy and Physiology I.....	3
BSC	2085L	Anatomy and Physiology I Lab.....	1
+* BSC	2086	Anatomy and Physiology II.....	3
BSC	2086L	Anatomy and Physiology II Lab.....	1
DEP	2000	Child Psychology .....	3
DEP	2004	Developmental Psychology .....	3
SYG	2000	Sociology.....	3

Choose one of the following ..... 4

+\* PHY 2053, PHY 2053L Physics I & Lab or  
 +\* CHM 1045, CHM 1045L Chemistry & Lab

**ELECTIVES**..... 5

**TOTAL DEGREE HOURS** ..... 60

**PRE-OCEANOGRAPHY  
 (OCEAN-AA)**

**Advisers for this program are located in the Natural Science Building**

**PRIMARY ADVISER:** Jamie Webb (ext. 2858)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies interdisciplinary options leading to graduate degrees in oceanography. There is no undergraduate bachelor's program in the state universities in Florida; however, an undergraduate degree in oceanographic engineering may be earned at UF. Students interested in pursuing a graduate degree in oceanography should fulfill the courses listed below as a portion of their undergraduate preparation for one of the five areas of specialty leading to graduate work in oceanography: chemistry, physics, biology, geology, and oceanographic engineering.

**GENERAL EDUCATION COURSES**

			<b>Cr. Hrs.</b>
+* ENC	1101	English I .....	3
+* ENC	1102	English II.....	3
EUH	1000 or 1001	Western Civilization.....	3
PSY	2012 or SYG 2000	Psychology/Sociology .....	3
POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* MAC	2311	Calculus I.....	4
+* MAC	2312	Calculus II .....	4
		(Meets math requirement for A.A.)	
OCE	1001	Oceanography.....	3
		(Meets physical science requirement for A.A.)	
+* BSC	2010	Biology for Science Majors I.....	3
		(Meets biology requirement for A.A.)	
BSC	2010L	Biology for Science Maj. I Lab .....	1
GLY	1010	Geology .....	3
GLY	1010L	Geology Lab.....	1
+* CHM	1045	General Chemistry .....	3
CHM	1045L	General Chemistry Lab.....	1
+* PHY	2048	University Physics I.....	4
PHY	2048L	University Physics I Lab .....	1
+ COP	2200	Fortran Programming .....	3
ECO	2023	Economics, Micro.....	3

**ELECTIVES**..... 2

**TOTAL DEGREE HOURS** ..... 60

**PRE-OPTOMETRY****(OPTO-AA)**

**Advisers for this program are located in Natural Sciences Building**

**PRIMARY ADVISER:** Fledia Ellis (ext. 6020)

**PROGRAM GOAL:** This program is designed to prepare students who plan to become doctors of optometry. The course-work listed below must be completed prior to applying for admission to optometry school. Although a bachelor's degree is not required for admission to a college of optometry, it is highly recommended. Students may major in any area of studies, but must have an in-depth knowledge of biology and chemistry in order to master the optometry curriculum. Most students elect to major in biology or a related field at the university. Although a student may attend any university for the bachelor's degree, the only school of optometry in Florida at this time is Nova Southeastern University School of Optometry. Seventeen states have schools of optometry, and each school may have slightly different requirements. The student is expected to become familiar with the requirements of the specific school to which admission is sought. The student should see the optometry adviser for additional information concerning admissions requirements and for assistance in selecting the appropriate program.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* MCB 2004	Microbiology .....	3
MCB 2004L	Microbiology Lab.....	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
	(Meets math requirement for A.A.)	
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Lab .....	2
+ Approved Physics	.....	4

**TOTAL DEGREE HOURS** ..... 60

## PRE-ORNAMENTAL HORTICULTURE (PLANT-AA)

Advisers for this program are located in the Mathematics  
Division - 2<sup>nd</sup> Floor Student Union West

**PRIMARY ADVISER:** Norris Harvey (ext. 2812)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in horticulture and related areas such as agronomy, plant pathology, plant physiology, and botany. The study of horticulture involves growing and improving plants for use in both production and visual settings. Horticulture studies are offered at FAMU and UF. Botany is offered at all state universities. It is important that students check with the pre-horticulture adviser and with catalogs from the state universities of interest. The program listed below is designed to transfer into the Ornamental Horticulture program in the College of Agriculture at Florida A & M University.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

### MAJOR COURSES

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab.....	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* STA 2023	Statistics .....	3
	(Meets math requirement for A.A.)	
+* MAC 1114	Trigonometry .....	3
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+ SPC 1600	Intro. to Public Speaking .....	3
ECO 2013	Economics, Macro .....	3

**ELECTIVES**..... 4

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-PHARMACY (PHARM-AA)**

**Advisers for the program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Vicky Ellis (ext. 2856)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in pharmacy. Students are expected to complete the A.A. degree at a community college or university before applying for admission to the particular college of pharmacy. In addition to the courses listed below, all colleges of pharmacy require students to have completed the two semester sequence of organic chemistry with lab (CHM 2210/CHM2210L and CHM2211/CHM2211L) prior admission to the college of pharmacy. Three universities in Florida offer degrees in pharmacy: FAMU, UF, and Nova Southeastern University (private). The older B.S. in pharmacy has been phased out and these universities now offer the Pharm.D. degree, exclusively. Pharmacy programs are highly competitive. Most schools have 110-120 applicant slots, but receive in excess of 500 applications, a number that is increasing yearly. Applicants to pharmacy school are expected to have a minimum GPA of 3.2; however, a higher GPA is necessary for an applicant to be competitive. Those pharmacy schools requiring the PCAT (Pharmacy College Aptitude Test) generally consider a competitive score to be the 85th percentile or better. It is very important to stay in close contact with the academic adviser to plan the curriculum and to address other factors affecting admission.

The University of Florida's School of Pharmacy requires BSC 2085-2086 (with labs) and SPC 1600 in addition to the following courses as pre-admission requirements.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
----------------------------------	-----------------

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 2311	Calculus I.....	4
	(Meets math requirement for A.A.)	
+* CHM 1045	General Chemistry.....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* PHY 2053	Physics I .....	3
PHY 2053L	Physics I Lab .....	1
+* PHY 2054	Physics II.....	3
PHY 2054L	Physics II Lab .....	1
+* Approved Organic Chemistry	.....	4

**TOTAL DEGREE HOURS**..... 60

## PRE-PHILOSOPHY (PHIL-AA)

Advisers for the program are located in the Social Sciences Building

**PRIMARY ADVISER:** Jennifer Hamilton (ext. 5850), Carolin Woolson (ext. 2826), Tim McWhirter (ext. 2830)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in philosophy as an instructor, writer, or director of a humanities program in a hospital, library or museum. Students seeking a career in philosophy should plan on pursuing a graduate degree. An undergraduate degree in philosophy is also an excellent background for professional training in law, journalism and theology.

GENERAL EDUCATION COURSES			Cr. Hrs.
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* MGF	1106	Math for Liberal Arts I .....	3
+* MGF	1107	Math for Liberal Arts II .....	3
EUH	1000	Western Civilization I .....	3
PSY	2012 or SYG 2000	Psychology/Sociology .....	3
POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities III .....	3

### MAJOR COURSES

+* PHI	2600	Ethics .....	3
(Meets Humanities II requirement for A.A.)			
+* PHH	2060	Intro. to Classical Philosophy .....	3
+* PHI	2002	Intro. to Mod/Cont. Philosophy .....	3
EUH	1001	Western Civilization II .....	3

**ELECTIVES** ..... 15

**TOTAL DEGREE HOURS** ..... 60

## PRE-PHYSICAL EDUCATION (PE-AA)

Advisers for this program are located in the Wellness Building

**PRIMARY ADVISERS:** Gregg Wolfe (ext. 3830), Jim Hatfield (ext. 3235), Darren Mazeroski (ext. 3897), Susan Painter (ext. 3202), Roonie Scovel (ext. 3277)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in teaching physical education in grades K - 12 or other related fields such as sports business specialization, fitness management specialization, coaching specialization, and athletic training specialization. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST exam, or 3) the PRAXIS 1. The State of Florida requires a thorough background check by the Florida Department of Law Enforcement prior to students entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Student doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check.

GENERAL EDUCATION COURSES			Cr. Hrs.
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* MGF	1106	Math for Liberal Arts I .....	3
+* MGF	1107	Math for Liberal Arts II .....	3
EUH	1000 or 1001	Western Civilization .....	3
PSY	2012	Psychology .....	3
POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

+ BSC	2085	Anatomy and Physiology I .....	3
(Meets biology requirement for A.A.)			
BSC	2085L	Anatomy and Physiology Lab .....	1
HLP	1081	Wellness .....	2
EDF	1005	Introduction to Education .....	3
EDG	2701	Teaching Diverse Populations. ....	3
EME	2040	Technology for Teachers .....	3
+ BSC	2086	Anatomy and Physiology II .....	3
BSC	2086L	Anatomy and Physiology Lab .....	1

**ELECTIVES** ..... 8

(Students should coordinate with their adviser to determine which electives will transfer to the four year institution of their choice. Also, students should fulfill the foreign language requirements, if necessary.)

**TOTAL DEGREE HOURS** ..... 60

**PRE-PHYSICAL THERAPY****(PT-AA)**

**Advisers for the program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Fledia Ellis (ext. 6020)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in physical therapy. In Florida, the physical therapy programs are five years in length and lead to M.S. degrees in physical therapy: The UF, FAMU, UCF, UNF, and FIU offer degrees in physical therapy. All schools require that students successfully complete the courses listed below. The programs are highly competitive, so students are advised to maintain a minimum GPA of 3.0, although a higher GPA is needed to meet minimum standards at some of the schools. Students must also complete volunteer time under the supervision of a registered physical therapist. Some schools also require their applicants to take the Allied Health Professions Admissions Test. Check with the program adviser for more details. Graduates from schools of physical therapy are in great demand to manage rehabilitative programs for people suffering from a variety of illnesses and injuries.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* MAC 1114	Trigonometry .....	3
+* STA 2023	Statistics .....	3
	(Meets math requirement for A.A.)	
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* PHY 2053	Physics I .....	3
PHY 2053L	Physics I Lab .....	1
+* PHY 2054	Physics II .....	3
PHY 2054L	Physics II Lab .....	1
DEP 2004	Dev. Psychology .....	3
	Approved Anatomy and Physiology .....	2

**TOTAL DEGREE HOURS** ..... 60



**PRE-PHYSICS****(PHYS-C-AA)**

**Advisers for this program are located in Natural Sciences Building**

**PRIMARY ADVISER:** Clifford Harris (2865), John Mix (ext. 3848)

**PROGRAM GOAL:** This program is designed to prepare students entering the university as a physics major. All state public universities offer a B.S. degree in physics. Florida State University also offers a degree in radiation physics, and the University of Florida offers a B.S. degree in Astronomy (which requires the same pre-physics program at Gulf Coast Community College). Most university physics programs require a foreign language for which a country speaking that language is also involved in physics research. Students may choose among the following: French, German, Japanese, and Russian. It is strongly recommended that students be familiar with the admissions requirements for the university they plan to attend.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
----------------------------------	-----------------

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* MAC	2311	Calculus I.....	4
+* MAC	2312	Calculus II .....	4
(Meets math requirement for A.A.)			
+* MAC	2313	Calculus III .....	4
+* CHM	1045	General Chemistry .....	3
(Meets physical science requirement for A.A.)			
CHM	1045L	General Chemistry Lab.....	1
+* CHM	1046	Chemistry with Qual. Analysis.....	3
CHM	1046L	Chemistry with Qual. Anal. Lab.....	2
+* PHY	2048	University Physics I.....	4
PHY	2048L	University Physics I Lab .....	1
+* PHY	2049	University Physics II .....	4
PHY	2049L	University Physics II Lab .....	1
+* Approved mathematics elective .....			2
(usually MAP 2302, Differential Equations)			

**TOTAL DEGREE HOURS** ..... 60

## PRE-PHYSICS EDUCATION (SCPED-AA)

**Advisers for this program are located in the Mathematics Division - 2<sup>nd</sup> Floor Student Union West**

**PRIMARY ADVISER:** Parmy Cobb (ext.3345)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in physics education. The completion of the four year program in physics education will lead to Florida certification in high school physics. Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST examination, or 3) the PRAXIS 1. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend. All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement prior to students entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Student doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check.

GENERAL EDUCATION COURSES			Cr. Hrs.
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
EUH	1000 or 1001	Western Civilization.....	3
PSY	2012	Psychology .....	3
POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

## MAJOR COURSES

EDF	1005	Introduction to Education .....	3
EDG	2701	Teaching Diverse Populations .....	3
EME	2040	Technology for Teachers.....	3
+* MAC	1140	Pre-Calculus Algebra.....	3
+* MAC	1114	Trigonometry .....	3
(Meets math requirement for A.A.)			
+* PHY	2053	Physics I .....	3
(Meets physical science requirement for A.A.)			
PHY	2053L	Physics I Lab .....	1
+* PHY	2054	Physics II .....	3
PHY	2054L	Physics II Lab .....	1
+	SPC	1600 Public Speaking.....	3

(If students do not take the BSC 2010 sequence below, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

Students must also complete one of the following two-semester sequences in science:

+* BSC	2010/L and +*BSC 2011/L	Biology or .....	8
+* CHM	1045/L and +*CHM 1046/L	Chemistry .....	9

**ELECTIVES**..... 1 or 2

**TOTAL DEGREE HOURS**..... 60

**PRE-POLITICAL SCIENCE****(POLSC-AA)**

**Advisers for this program are located in the Social Sciences Building**

**PRIMARY ADVISERS:** Terry Jack (ext. 2833), Brad Merritt (ext. 2832), Don Reese (ext. 3826), Elizabeth Trentanelli (ext. 2831)

**PROGRAM GOAL:** The purpose of this program is to prepare students for political science programs at a college or university. Such a degree can lead to a career in education, government administration, international relations, law, mass communication, and policy institutes. Political Science is not a limited access program at most Florida universities. However, students are encouraged to be familiar with the admissions requirement at the university they plan to attend.

<b>GENERAL EDUCATION COURSES</b>			<b>Cr. Hrs.</b>
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* Approved Mathematics .....			6
EUH	1000 or EUH 1001		
	Western Civilization I or II .....		3
PSY	2012	Psychology or SYG 2000 Sociology .....	3
POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

Political Science Elective .....

CPO	2002	Comparative Government
INR	2002	International Relations
POS	2112	State and Local Government
POS	2600	American Constitutional Law

**ELECTIVES** .....

(See a political science adviser for recommended political science, mathematics, and general electives at each university).

**TOTAL DEGREE HOURS** .....

**PRE-PSYCHOLOGY****(PSYCH-AA)**

**Advisers for this program are located in the Social Sciences Building**

**PRIMARY ADVISER:** Saundra Ciccarelli (ext. 2836), Lisa Fosbender (ext. 2834), Wes Keene (ext. 2825)

**PROGRAM GOAL:** This program is designed to prepare students for completion of an Associate of Arts degree leading to a bachelor's degree in psychology. The field of psychology concerns the study of behavior and mental processes. This broad focus makes psychology a relevant course of study for any student intending to develop a career in the social and behavioral sciences, not just in psychology. Possible careers that would benefit from completion of a degree in psychology are education, management, medicine, law, counseling, social work, and other human services careers. Psychology is a limited access program at most Florida universities. For example, Florida State University requires an approved A.A. degree, a minimum GPA of 2.6 or better in all attempted courses, and completion with a "C" or better of an introductory statistics course. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

<b>GENERAL EDUCATION COURSES</b>			<b>Cr. Hrs.</b>
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* MAC	1105	College Algebra .....	3
+* STA	2023	Elementary Statistics .....	3
	EUH 1000 or 1001	Western Civilization.....	3
	PSY 2012	General Psychology.....	3
	POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses unless otherwise specified.

+Biological Science .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

**MAJOR COURSES**

DEP	2000	Psy. of Childhood and Youth or	
DEP	2004	Developmental Psychology .....	3

**ELECTIVES** ..... 21

**TOTAL DEGREE HOURS** ..... 60

NOTE: Florida State University requires one foreign language through the first semester of the second year (e.g., Second-Year Spanish I) which will also fulfill the Area II Humanities requirement. If you had two years of a single foreign language in high school, you may be able to begin the second year, first semester foreign language. See your foreign language instructor for details and permission. Florida State University also requires SPC 1600, Introduction to Public Speaking.

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-RADIOLOGIC SCIENCE (RADSC-AA)

Advisers for this program are located in the Health Sciences Building

**PRIMARY ADVISERS:** DeeAnn Osterhout (ext. 3318), Alex Mercer (ext. 5846)

**PROGRAM GOAL:** This curriculum is designed to prepare students to enter a baccalaureate degree program in radiologic science at a university.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
+* MAC 1105 College Algebra .....	3
+* MAC 1114 Plane Trigonometry .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
EUH 1000 or 1001 Western Civilization .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

## MAJOR COURSES

CGS 1570 Microcomputer Applications .....	3
+ BSC 2010 Biology for Science Majors I .....	3
(Meets biology requirement for A.A.)	
BSC 2010L Biology for Science Majors I Lab .....	1
+ BSC 2085 Anatomy and Physiology I .....	3
BSC 2085L Anatomy and Physiology I Lab .....	1
+ BSC 2086 Anatomy and Physiology II .....	3
BSC 2086L Anatomy and Physiology II Lab .....	1
+ PHY 2053 College Physics I .....	3
(Meets physical science requirement for A.A.)	
PHY 2053L College Physics I Lab .....	1
+ PHY 2054 College Physics II .....	3
PHY 2054L College Physics II Lab .....	1

## ELECTIVE

Foreign Language or Electives .....	7
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**TOTAL DEGREE HOURS** ..... 60

## PRE-RECREATION (RECRE-AA)

Advisers for this program are located in the Wellness Building

**PRIMARY ADVISERS:** Gregg Wolfe (ext. 3830), Darren Mazeroski (ext. 3897), Susan Painter (ext. 3202), Roonie Scovel (ext. 3277), John Douglas (ext. 3235)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in leisure services. The four year universities and colleges offer a variety of leisure services programs including resort and commercial recreation, corporate and industrial recreation, fitness management, municipal and county recreation, therapeutic recreation, and teacher certification. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I .....	3
+* ENC 1102 English II .....	3
+* MGF 1106 Math for Liberal Arts I .....	3
+* MGF 1107 Math for Liberal Arts II .....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 Psychology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

## MAJOR COURSES

CGS 1570 Microcomputer Applications .....	3
DEP 2004 Developmental Psychology .....	3

**ELECTIVES** ..... 18  
(Students should coordinate with their adviser to determine which electives will transfer to the four year institution of their choice. Also, students should fulfill the foreign language requirements, if necessary.)

**TOTAL DEGREE HOURS** ..... 60

## PRE-RELIGION (RELIG-AA)

Advisers for this program are located in the Social Sciences Building

**PRIMARY ADVISER:** Jennifer Hamilton (ext. 5850)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers in religious service or scholarship. Most students majoring in religious studies complete their training in seminaries or graduate schools with religion or theology programs of study. Students are encouraged to be familiar with the admissions requirements at the university or seminary they plan to attend. Students are strongly encouraged to complete two years of foreign language courses at Gulf Coast Community College in preparation for later studies.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II .....	3
EUH 1000	Western Civilization I .....	3
PSY 2012	General Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities III .....	3

### MAJOR COURSES

ANT 2410	Anthropology .....	3
EUH 1001	Western Civilization II .....	3
SYG 2000	Sociology .....	3
+* REL 2121	Religion in American Life .....	3
+* REL 2300	Religions of the World .....	3

**ELECTIVES** ..... 12

**TOTAL DEGREE HOURS** ..... 60

## PRE-RESPIRATORY CARE (RET-AA)

Advisers for this program are located in the Health Sciences Building

**PRIMARY ADVISERS:** Brad Killion (ext. 3837), Linda Thaxton (5835)

**PROGRAM GOAL:** To prepare students to enter a cardiopulmonary science degree program at a university.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
POS 2041	Amer. Nat. Govt. ....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
+* MAC 1105	College Algebra .....	3
+* STA 2023	Statistics .....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

+ BSC 2085	Anatomy and Physiology I .....	3
(Meets biology requirement for A.A.)		
BSC 2085L	Anatomy and Physiology I Lab .....	1
+ BSC 2086	Anatomy and Physiology II .....	3
BSC 2086L	Anatomy and Physiology II Lab .....	1
+ MAC 1140	Pre-Calculus Algebra .....	3
+ MAC 1114	Plane Trigonometry .....	3
+ PHY 2053	College Physics I .....	3
(Meets physical science requirement for A.A.)		
PHY 2053L	College Physics I Lab .....	1
+ BSC 2010	Biology for Science Majors .....	3
BSC 2010L	Biology for Science Majors Lab .....	1
+ MCB 2004	Microbiology .....	3
MCB 2004L	Microbiology Lab .....	1
+ CHM 1045	General Chemistry .....	3
CHM 1045L	General Chemistry Lab .....	1

**TOTAL DEGREE HOURS** ..... 60

**PRE-SCIENCE EDUCATION**

**Advisers for this program are located in the Mathematics Division - 2<sup>nd</sup> Floor Student Union West**

**PRIMARY ADVISER:** Sharon Hudson (ext. 3354)

**PROGRAM GOAL:** These programs are designed to prepare students for upper division studies in one of several fields in science education. The completion of the four year program in science education will lead to Florida certification in high school science. Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST examination, or 3) the PRAXIS 1. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend and the particular requirements for the individual programs within the education departments.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement prior to students entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Student doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check.

<b>GENERAL EDUCATION COURSES</b>			<b>Cr. Hrs.</b>
+*	ENC 1101	English I .....	3
+*	ENC 1102	English II .....	3
	EUH 1000 or 1001	Western Civilization.....	3
	PSY 2012	Psychology .....	3
	POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

EDF 1005	Introduction to Education .....	3
EDG 2701	Teaching Diverse Populations .....	3
EME 2040	Technology for Teachers.....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
	(Meets math requirement for A.A.)	
+ SPC 1600	Public Speaking.....	3

**BIOLOGY COMPONENT (SCBED-AA)**

(See Biology Education)

+*	BSC 2010	Biology for Science Majors I.....	3
		(Meets biology requirement for A.A.)	
	BSC 2010L	Biology for Science Maj. I Lab .....	1
+*	BSC 2011	Biology for Science Majors II .....	3
	BSC 2011L	Biology for Science Maj. II Lab .....	1
	Elective .....	1 or 2	
Students must select one of the following two-semester sequences (Meets physical science requirement.) .....			
+*	CHM 1045/L and		
+*	CHM 1046/L	Chemistry <b>or</b>	
+*	PHY 2053/L and		
+*	PHY 2054/L	Physics	

**CHEMISTRY COMPONENT (SCCED-AA)**

(See Chemistry Education)

+*	CHM 1045	General Chemistry.....	3
		(Meets physical science requirement for A.A.)	
	CHM 1045L	General Chemistry Lab.....	1
+*	CHM 1046	Chemistry with Qual. Analysis.....	3
	CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
	Elective .....	3	
Students must select one of the following two-semester sequences .....			
+*	BSC 2010/L and		
+*	BSC 2011/L	Biology for Science Majors <b>or</b>	
+*	PHY 2053/L and		
+*	PHY 2054/L	Physics	

(If students do not take the BSC 2010 sequence above, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

**PHYSICS COMPONENT (SCPED-AA)**

(See Physics Education)

+*	PHY 2053	Physics I .....	3
	PHY 2053L	Physics I Lab .....	1
+*	PHY 2054	Physics II.....	3
	PHY 2054L	Physics II Lab .....	1
	Elective .....	1 or 2	

Students must select one of the following two-semester sequences: .....

+*	BSC 2010/L and		
+*	BSC 2011/L	Biology for Science Majors <b>or</b>	
+*	CHM 1045/L and		
+*	CHM 1046/L	Chemistry	

(If students do not take the BSC 2010 sequence above, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

### **EARTH/SPACE COMPONENT (SCEED-AA)** (See Earth/Space Education)

OCE 1001 Oceanography.....	3
(Meets physical science requirement for A.A.)	
GLY 1010 Geology .....	3
GLY 1010L Geology Lab.....	1
Science Elective .....	3
Students must select one of the following two-semester sequences .....	8 or 9
+* BSC 2010/L and	
+* BSC 2011/L Biology for Science Majors <b>or</b>	
+* CHM 1045/L and	
+* CHM 1046/L Chemistry <b>or</b>	
+* PHY 2053/L and	
+* PHY 2054/L Physics	

(If students do not take the BSC 2010 sequence above, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

### **MIDDLE GRADES COMPONENT (SCMED-AA)** (See Middle Grade Science Education)

OCE 1001 Oceanography.....	3
(Meets physical science requirement for A.A.)	
GLY 1010 Geology .....	3
GLY 1010L Geology Lab.....	1
Science Elective .....	3
Students must select one of the following two-semester sequences .....	8 or 9
+* BSC 2010/L and	
+* BSC 2011/L Biology for Science Majors <b>or</b>	
+* CHM 1045/L and	
+* CHM 1046/L Chemistry <b>or</b>	
+* PHY 2053/L and	
+* PHY 2054/L Physics	

(If students do not take the BSC 2010 sequence above, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

**ELECTIVE** (all programs) ..... 1 or 2

**TOTAL DEGREE HOURS** ..... 60

### **PRE-SOCIAL STUDIES EDUCATION** (SOCST-AA)

**Advisers for this program are located in the Social Sciences Building**

**PRIMARY ADVISERS:** Patrick Brennan (ext. 2828), Terry Jack (2833), John Phillips (ext. 2827)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a teaching career in middle school or high school. The four year degree will lead to Florida certification for grades 6-12. Social studies education at Florida universities is a limited access program. For example, Florida State University requires a 2.5 GPA in the A.A. degree. Students are encouraged to become familiar with the admissions requirements at the university they plan to attend.

Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST examination, or 3) the PRAXIS 1. The State of Florida requires a thorough background check by the Florida Department of Law Enforcement prior to students entering the classroom for observations. The background check for students conducting observations in the Bay County system will be initiated by GCCC. Students doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements for that system. The students will be required to pay a fee for the cost of the background check.

<b>GENERAL EDUCATION COURSES</b>			<b>Cr. Hrs.</b>
+* ENC 1101	English I .....		3
+* ENC 1102	English II .....		3
+* MGF 1106	Math for Liberal Arts I .....		3
+* MGF 1107	Math for Liberal Arts II .....		3
EUH 1000/1001	Western Civilization I or II .....		3
PSY 2012	Psychology .....		3
POS 2041	Amer. Nat. Govt. ....		3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biological Science Elective .....	3
Physical Science Elective.....	3
Physical Science (ESC, PSC, PHY, CHM).....	3
Science Lab .....	1
+ Humanities I .....	3
+* Humanities II .....	3
+* Humanities III .....	3

### **MAJOR COURSES**

AMH 2010	U.S. History I.....	3
EDF 1005	Introduction to Education .....	3
+* MAC 1105	College Algebra.....	3
+ SPC 1600	Public Speaking.....	3
EME 2040	Technology for Teachers .....	3
EDG 2701	Teaching Diverse Populations. ....	3
	Elective .....	2
<b>TOTAL DEGREE HOURS</b> .....		60



## PRE-SOCIAL WORK (SOCWK-AA)

Advisers for this program are located in the Social Sciences Building

**PRIMARY ADVISER:** Ron Penton Sr. (ext. 4817)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in the helping and or counseling and mental health care professions. A title of Generalist Social Worker can be earned with the Bachelor's of Social Work (BSW) degree and can be completed at the FSU Panama City Campus. In addition to completion of the BSW, a Master's Degree (MSW) can be obtained at the FSU-PC campus and can help prepare students for state licensure at the Licensed Clinical Social Workers (LCSW) level. Both the bachelor's and master's degrees will require internships at one of the local mental health agencies in addition to course work. It is highly recommended that students become familiar with the admissions requirements at the university or college they plan to attend.

### GENERAL EDUCATION COURSES

**Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+*Approved Mathematics (MAC, MGF, STA) .....		6
EUH 1000 or 1001	Western Civilization.....	3
SYG 2000	Principles of Sociology.....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

### MAJOR COURSES

ECO 2013	Economics, Macro or	
ECO 2023	Economics, Micro.....	3
PSY 2012	Psychology .....	3

Foreign Language (if not completed in high school) or electives .....

Electives .....

### RECOMMENDED ELECTIVES

+ SYG 2010	Social Problems .....	3
SOW 2020	Introduction to Social Work .....	3
SYG 2430	Marriage and Family Living .....	
CJL 2210	Criminal Law.....	3
CCJ 1010	Introduction to Criminal Justice .....	3
CCJ 1020	Introduction to Criminology .....	3
CCJ 2500	Juvenile Justice .....	3
DEP 2000	Child Psychology .....	3
CLP 1001	Human Relations .....	3
DEP 2004	Developmental Psychology .....	3
ECO 2013	Economics, Micro.....	3
ECO 2023	Economics, Macro .....	3

**TOTAL DEGREE HOURS** ..... 60

**PRE-SOCIOLOGY (SOCIO-AA)**

Advisers for this program are located in the Social Sciences Building

**PRIMARY ADVISER:** Ron Penton Sr. (ext. 4817)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in the broad discipline of sociology. The discipline of sociology primarily concerns itself with patterns of group and organizational behavior; social interaction; changes in the character, size, distribution, and population of society; the structure and operation of organization; social phenomena having to do with human health and disease; and the complex interrelationship of the individuals as well as society. Sociological practitioners work everywhere from teaching, counseling, and marketing to public health, social work, community planning, industry, consumer safety, and employee relations. It is highly recommended that students become familiar with the admissions requirements at the university or college they plan to attend.

GENERAL EDUCATION COURSES			Cr. Hrs.
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+*Approved Mathematics (MAC, MGF, STA) .....			6
EUH	1000 or 1001	Western Civilization .....	3
SYG	2000	Principles of Sociology .....	3
POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+ SYG	2010	Social Problems .....	3
		Foreign Language (if not completed in high school) or electives .....	8
		Electives .....	7

**RECOMMENDED COURSES**

SOW	2020	Introduction to Social Work .....	3
SYG	2430	Marriage and Family Living .....	3
CCJ	1010	Intro to Criminology .....	3
CCJ	1020	Intro to Criminal Justice .....	3
CCJ	2100	Criminal Law .....	3
CCJ	2500	Juvenile Justice .....	3
PSY	2012	Psychology .....	3
DEP	2000	Child Psychology .....	3
DEP	2004	Developmental Psychology .....	3
CLP	1001	Human Relations .....	3
ECO	2013	Economics, Micro .....	3
ECO	2023	Economics, Macro .....	3

**TOTAL DEGREE HOURS** ..... 60

**PRE-SPECIAL EDUCATION(CASE-AA)**

Advisers for this program are located in the Social Sciences Building

**PRIMARY ADVISERS:** Sandra Ciccarelli (ext. 2836), John Phillips (2827)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in teaching children and youth who are mentally handicapped, learning disabled, or emotionally handicapped. Special education is a limited access program at most Florida universities. For example, Florida State University requires a 2.5 GPA in the A.A. degree. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Education majors who meet the CLAST alternative for graduation must successfully complete one of the following options for admission to a state-approved teacher preparation program: 1) general knowledge portion of the Florida Teacher Certification Examination, 2) the CLAST examination, or 3) the PRAXIS 1. The State of Florida requires a thorough background check by the Florida Department of Law Enforcement prior to students entering the classroom for observations. The background check for students conducting observations in the Bay County system will be initiated by GCCC. Students doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements for that system. The students will be required to pay a fee for the cost of the background check.

GENERAL EDUCATION COURSES			Cr. Hrs.
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* MGF	1106	Math for Liberal Arts I .....	3
+* MGF	1107	Math for Liberal Arts II .....	3
EUH	1000 or 1001	Western Civilization .....	3
PSY	2012	General Psychology .....	3
POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biological Science Elective .....	3
Physical Science (PSC, PHY, CHM) .....	3
Physical Science Elective .....	3
Science Lab .....	1
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

EDF	1005	Introduction to Education .....	3
EDG	2701	Teaching Diverse Populations. ....	3
EME	2040	Technology for Teachers .....	3
+* MAC	1105	College Algebra .....	3
AMH	2010/2020	American History .....	3
+ SPC	1600	Public Speaking .....	3

**ELECTIVE** ..... 2  
**TOTAL DEGREE HOURS** ..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-SPORTS MEDICINE/ATHLETIC TRAINER (SMAT-AA)

**Advisers for this program are located in the Natural Sciences Building and the Wellness Building**

**PRIMARY ADVISER:** Rosemary Davenport (ext. 2859), Gregg Wolfe (ext. 3830)

**PROGRAM GOAL:** This program prepares students for entering upper-division studies in sports medicine and athletic training. The completion of the four year program will prepare students for working with injury prevention and recognition, immediate care, rehabilitation, health care management, and professional development in a sports medicine environment. Students pursuing the athletic training option are required to pass The National Athletic Trainers' Association Board of Certification (NATABOC).

The Florida State University's College of Human Sciences offers a degree in Nutrition, Food, and Exercise Services. There are four areas of emphasis from which to choose: exercise physiology, fitness, pre-physical therapy, and sports medicine (athletic training).

The University of Florida's College of Health and Human Performance offers a degree in Exercise and Sports Sciences (ESS). Specializations include Fitness/-Wellness, Sports Management, Athletic Training, preparation of physical education teachers and coaches, and exercise physiology.

Students interested in using this program to gain admission to medical school should consult the pre-medical adviser for help in determining the appropriate sequence of courses.

It is strongly recommended that students be familiar with the admission requirements of the university they plan to attend.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III .....	3

### MAJOR COURSES

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Bio for Science Majors I Lab .....	1
+* BSC 2085	Anatomy and Physiology I .....	3
BSC 2085L	Anatomy and Physiology I Lab.....	1
+* BSC 2086	Anatomy and Physiology II.....	3
BSC 2086L	Anatomy and Physiology II Lab.....	1
+* CHM 1040	Chemistry (or higher level).....	3
HUN 1201	Principles of Nutrition .....	3
+ SPC 1600	Intro to Public Speaking .....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+*MAC 1114	Plane Trigonometry .....	3
+ STA 2023	Statistics .....	3
HSC 1403C	First Aid or	
HSC 2100	Personal/Community Health.....	3
+ Approved Physics.....		3

**TOTAL DEGREE HOURS** ..... 60

**PRE-THEATRE (THEAT-AA)**

**Advisers for this program are located in the Amelia G. Tapper Center for the Arts**

**PRIMARY ADVISER:** Carmen Gomez (ext. 2889), Rosemarie O'Bourke (ext. 3887)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in theatre arts. Theatre is a limited access program at most universities. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3
+ THE 2000	Understanding Theatre .....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

THE 2305	Script Analysis .....	3
TPP 2110	Acting I .....	3
+ TPP 2111	Acting II .....	3
TPA 2200	Stagecraft .....	3
TPP 2250	Introduction to Musical Theatre .....	3
TPP 1700	Voice Techniques .....	3
TPP 1500	Movement Techniques for the Theatre .....	3
TPA 1290	Technical Lab .....	1
THE 1925	Play Production .....	1 each

**APPROVED ELECTIVES**

Students should select from the following:

+ TPA 2000	Theatre Design Basics .....	3
+ TPP 2300	Directing I .....	3
MVV 1012	Applied Musical Theatre Voice Prep .....	2
+ MVV 1312	Applied Musical Theatre Voice (Freshman Level) .....	2
+ MVV 2322	Applied Musical Theatre Voice (Sophomore Level) 2 .....	2
DAA 2000	Dance Techniques for Theatre .....	1

**TOTAL DEGREE HOURS** ..... 60

**PRE-VETERINARY MEDICINE (VET-AA)**

**Advisers for this program are located in the Natural Sciences Building**

**PRIMARY ADVISER:** Dennis Poole (ext. 747-3226)

**PROGRAM GOAL:** This program is designed for students seeking admission to a program of veterinary medicine. The College of Veterinary Medicine at the University of Florida requires 80 semester hours of college-level course work before entering. However, most successful applicants have completed a bachelor's degree. Most veterinary medicine programs require applicants to have taken the Graduate Record Examination (GRE). Grades of "C" or better are required on all pre-professional courses; however, most successful applicants have a GPA in excess of 3.5. Academic performance, approved work experience, and professional potential are all considered by selection committees as they review applicants for veterinary medicine. Pre-vet students are urged to review the entrance requirements for the veterinary program of their choice. Students are strongly urged to see the pre-vet adviser for assistance in determining appropriate work experience, course selections, and residency requirements.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+* ENC 1101	English I .....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

+* MAC 1114	Trigonometry .....	3
+* MAC 2311	Calculus I .....	4
(Meets math requirement for A.A.)		
+* BSC 2010	Biology for Science Majors I .....	3
(Meets biology requirement for A.A.)		
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* CHM 1045	General Chemistry .....	3
(Meets physical science requirement for A.A.)		
CHM 1045L	General Chemistry Lab .....	1
+* CHM 1046	Chemistry with Qual. Analysis .....	3
CHM 1046L	Chemistry with Qual. Anal. Lab .....	2
+* CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Lab .....	2
+* CHM 2211	Organic Chemistry II .....	4
CHM 2211L	Organic Chemistry II Lab .....	1

**ELECTIVES** ..... 2

**TOTAL DEGREE HOURS** ..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-WOMEN'S STUDIES (WOMEN-AA)

Advisers for this program are located in the Social Sciences Building

**PRIMARY ADVISER:** Jennifer Hamilton (ext. 5850)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers in a diversity of fields: law, public policy, communications, academia, business, management, health industry. This program prepares students for the future in the best tradition of the liberal arts by emphasizing critical thinking skills. If a student is interested in pursuing a career in academia through women's studies, foreign language study at Gulf Coast is strongly encouraged.

GENERAL EDUCATION COURSES			Cr. Hrs.
+* ENC	1101	English I .....	3
+* ENC	1102	English II .....	3
+* MGF	1106	Math for Liberal Arts I .....	3
+* MGF	1107	Math for Liberal Arts II .....	3
EUH	1000	Western Civilization .....	3
PSY	2012	General Psychology .....	3
POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses.

+Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

ANT	2410	Anthropology .....	3
EUH	1001	Western Civilization .....	3
WST	2010	Intro to Women's Studies .....	3
SYG	2000	Sociology .....	3
POS	2600	American Constitutional Law .....	3
LIT	2380	Women in Literature .....	3

### ELECTIVES..... 6

Students should select from the following:

+* PHI	2600	Ethics
+* LIT	2040	World Drama
+ SPC	1600	Intro to Public Speaking
DEP	2004	Developmental Psychology
EVR	1001	Environmental Science

**TOTAL DEGREE HOURS..... 60**

## WORKFORCE EDUCATION PROGRAMS

Students seeking an Associate in Science or an Associate in Applied Science degree must meet the oral communication requirement. Students should consult with their advisers to make certain both requirements are met prior to graduation.

### ASSOCIATE IN SCIENCE DEGREE PROGRAMS

The college offers numerous programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree.

When you decide to follow an Associate in Science (A.S.) degree program, you are not necessarily preparing yourself for transfer to a state university. You should understand that your decision will result in your earning a degree which should lead to a productive career. If later you decide to attend a university, you may be required to do additional work at the freshman or sophomore level to meet the general education requirements.

Gulf Coast Community College offers a number of highly specialized two-year programs designed to provide the student with an opportunity for preparation to enter a specialized field of employment or an opportunity for the employed student to acquire additional proficiency in the respective area of study.

The Associate in Science degree requires a minimum of 60 college credit hours. Each Associate in Science degree program consists of a major that includes a core group of courses known as the area of specialization. To earn an Associate in Science degree, you must complete a minimum of 30 college-level credit hours in your major and at least 15 college-level credit hours in general education.

Four Associate in Science degree programs presently have statewide articulation agreements which provide for the articulation of Associate in Science degrees to baccalaureate degrees. The four programs are Business Administration and Management, Electronics Engineering Technology, and Nursing (Associate Degree) R.N.

Most programs listed below are offered both in the day and evening and their primary objectives are preparation for immediate employment, further study, self-improvement, or advancement on the job.

### Associate in Science Degrees:

- Accounting
- Business Administration and Management
- Computer Programming and Applications
- Dental Hygiene
- Emergency Medical Services
- Fire Science Technology
- Nursing, Associate Degree
- Office Administration
- Physical Therapist Assistant

### ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Associate in Applied Science programs are designed to prepare students for entry into employment requiring specialized skills. When you decide to follow an Associate in Applied Science (A.A.S.) degree program, you are not preparing yourself for transfer to a state university. You should understand that your decision would result in your earning a degree, which should lead to a productive career. If you later decide to attend a university, you may be required to do additional work at the freshman or sophomore level. You are encouraged to discuss career plans and seek advising assistance from the department identified for each program.

### Associate in Applied Science Degrees:

- Building Construction Technology
- Business Administration & Management  
(Options: Business Administration, Banking Specialization, Marketing Management, and Real Estate Management)
- Criminal Justice Technology
- Civil Engineering Technology
- Computer Engineering Technology
- Computer Integrated Manufacturing Technology
- Culinary Management
- Diagnostic Medical Sonography
- Drafting and Design Technology
- Early Childhood Education
- Electronics Engineering Technology
- Hospitality Management
- Instructional Services Technology
- Legal Assisting/Paralegal
- Multimedia Technology
- Radio/Television Broadcasting
- Radiography
- Respiratory Care (Therapy)

### TECHNICAL CERTIFICATE PROGRAMS

The Technical Certificate program prepares students for immediate entry into a career in the workforce. Technical Certificate programs require prescribed courses and a minimum of 12 college credits. Gulf Coast Community College offers Certificate programs in the areas listed below. Each program is designed to provide the student with an opportunity to prepare to enter a specialized field of employment or for the employed student to acquire additional proficiency.

The graduation grade point average (GPA) Associate of Science technical certificate programs that require 15 hours or less for graduation will be calculated from only those courses required for program completion.

### Applied Technical Diploma:

- Emergency Medical Technician

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**Technical Certificates:**

- Accounting Applications
- Business Data Processing
- Child Development Associate
- Diagnostic Medical Sonography
- Office Management
- Paramedic

**Advanced Technical Certificate:**

- Magnetic Resonance Imaging

**VOCATIONAL CREDIT CERTIFICATE PROGRAMS**

These vocational programs include vocational credit courses (non-college credit). Program lengths vary depending upon the complexity of the individual program. The training is focused on preparation for immediate job entry. Students enrolling in PSAV programs are required to take the TABE test and score at designated levels to receive a certificate. PSAV courses at Gulf Coast Community College differ from college credit courses in that they are valued in vocational credit. One vocational credit is equal to 30 contact hours in the classroom. Competencies gained upon successful completion of these training programs may result in advanced placement or specific credits towards an Associate in Science degree. Students interested in these programs should contact appropriate division chairs for additional information.

**Postsecondary Adult Vocational Certificates:**

- Certified Nursing Assistant
- Commercial Truck Driving
- Correctional Officer
- Correctional Probation Officer
- Crime Scene Technician
- Dental Assisting
- Electrical Apprenticeship
- Firefighting
- Law Enforcement Officer
- Law Enforcement Auxiliary Officer
- Maritime Basic Operations
- Patient Care Technician
- Practical Nurse
- Private Security Officer
- Surgical Technology
- Wastewater Operator Level "C"

**Graduation Procedures for A.S., A.A.S., P.S.A.V., Diploma, and Certification Programs**

Students who intend to graduate with an A.S., A.A.S., P.S.A.V. certificate, applied technical diploma, technical certificate, or advanced technical certificate must receive a program evaluation before applying for graduation. Program evaluation forms can be obtained from the program manager and must be submitted to the Office of Admissions and Records prior to the published graduation application deadline (see college calendar for dates).

Students receiving a technical certificate or PSAV certificate who would like to participate in the spring graduation ceremony must submit the \$20 fee prior to the published graduation application deadline.

**COOPERATIVE EDUCATION PROGRAM**

The Cooperative Education Program integrates periods of paid or unpaid employment in the student's major field of interest with periods of academic study. A number of agencies and business enterprises cooperate with Gulf Coast Community College in this plan and offer the student on-the-job career training compatible with the student's major. The program is designed to enhance the student's academic and career education with on-the-job business and/or industrial experience.

The Cooperative Education Program will accept only Gulf Coast Community College students. The program will involve real life occupational experience to meet the particular needs student. Necessary forms should be filed as early as possible (preferably the semester prior to desired placement) with the co-op office, and students are accepted after a personal interview with the coordinator. Both Associate in Science and Associate in Arts degree-seeking students may apply for the program; however, a maximum of six semester hours may apply toward meeting A.A. degree requirements. Placement of the student is based on various abilities and the availability of an appropriate training site. Final acceptance and/or continuation in any position is the decision of the employer and the cooperative education coordinator.

In order to continue as a participant in the program, students must maintain at least a 2.0 GPA throughout the program and maintain acceptable productivity standards with the cooperative employer. A student who does not meet this criteria may still request entry or continuance in the program. Such petitions must be approved by the director of student services.

The Cooperative Education Program will be conducted under the guidance and supervision of a college coordinator who will be responsible for the structure of the programs; maintaining effective liaison among the student, the college, and the participating firm; and evaluating the student's progress.

**WORKFORCE DEVELOPMENT PROGRAMS**

Workforce Development plays an integral part in Gulf Coast Community College's efforts to create and maintain a skilled workforce. The combined services of the Workforce Center and the Workforce Training Center provide the college with a unique opportunity to enhance and contribute to the economic development of the community as well as increasing enrollment and financial assistance for Gulf Coast Community College.

The Workforce Development Program represents a collaborative effort among Gulf Coast Community College,

# Applies only to A.S. degree, A.A.S. degree, and certificates.  
 \* Minimum grade of "C" required.  
 = PSAV course.

the local Workforce Board, the State of Florida, the business community, WIA, and community-based organizations. The two-fold operation is based in part on a one-stop concept which provides information related to a wide array of job training, education, and employment services. In addition, it provides direct training services for high demand, high wage occupations. Eligible participants receive a variety of supportive services including general counseling, career counseling, and financial assistance for tuition, books, materials, and supplies.

**Workforce Center.** The Workforce Center provides universal access to a variety of employment services and training opportunities. Workforce Center services include on-line work registration, WIA certification, job search assistance, career counseling, job referrals, veterans assistance, Job Corps information, resume writing workshops, employability skills, basic computer skills workshops, labor market information, local, state, and national job listings, and referrals to training providers. A representative is available on the Gulf Coast Community College main campus to provide job placement services. In addition to job-seeker services, a wide array of services are available to assist employers with all of their workforce needs. The Workforce Center is a service of Gulf Coast Community College and is the initial point of contact for all services related to Workforce Development. The Workforce Center is located at 625 Hwy. 231, Panama City, Florida. The hours of operation are Monday-Friday, 8:00 a.m. – 5:00 p.m.

**Workforce Training Center.** “Opening Doors to a Better Future” is the motto that the Workforce Training Center strives to achieve. The main objective of the Workforce Training Center is to aid students who are economically disadvantaged or dislocated from employment positions. To this end, staff assist students with enrollment and retention activities in training programs offered by Gulf Coast Community College. The Workforce Training Center provides assistance for students enrolled in training programs which are considered high skill/high wage. Programs sponsored are designated by the state on the Targeted Occupational List. Students may apply directly to the Workforce Training Center or they may receive a referral through the Workforce Center. Classroom training programs are geared to help students gain employment in high-wage, high-demand occupations such as corrections, computer technology, and the health science fields. The Workforce Training Center’s service delivery area includes Bay, Gulf, and Franklin counties.

The main office of the Workforce Training Center, located in the Workforce Development Building (formerly known as the Florida Highway Patrol Building) may be reached by calling (850) 872-3853. A satellite office, located at the Gulf/Franklin Center may be reached by calling (850) 227-9670. Office hours are Monday-Friday, 8:00 a.m. to 4:00 p.m.

## Gulf Coast Workforce Board

Gulf Coast Community College serves as the fiscal agent for the Gulf Coast Workforce Board. The Workforce Florida Act of 1996 has become one of the most important and far-reaching pieces of legislation in the history of the State of Florida. For the first time in the state's history, the welfare and workforce development systems represent an integrated and coordinated effort between the public and private sectors.

The early implementation of the Workforce Investment Act of 1998 by the State of Florida furthered the work begun under the Workforce Florida Act. The Board, consisting of 41 volunteer members, provides oversight for the selection of service providers and the provision of services to clients: job seekers, employers, and service providers alike. The Board, whose oversight authority covers Bay, Gulf, and Franklin counties, assumed its responsibility on July 1, 1996, and continues to enhance the effectiveness and efficiency of the region's workforce development system.

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# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.



## ACCOUNTING TECHNOLOGY (ACCTG-AAS)

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISERS:** Tom Hoskins (ext. 2844), Lee Anderson (ext. 6015), James Veal (ext. 2846)

**PROGRAM GOAL:** The purpose of this program is to prepare students for immediate employment in the field of accounting. Students who graduate from this program would typically work as bookkeepers or accounting technicians.

GENERAL EDUCATION COURSES				Cr. Hrs.
+	ENC	1101	English I.....	3
+	ENC	1102	English II.....	3
			Humanities I & II.....	6
+	BSC	1005	General Biological Science.....	3

### MAJOR COURSES

	GEB	1011	Introduction to Business.....	3
	BUL	2241	Business Law .....	3
+#	QMB	1001	College Business Math.....	3
*	ACG	2001	Financial Accounting I.....	3
+	ACG	2011	Financial Accounting II.....	3
	OST	1101	Keyboarding & Doc. Processing I.....	3
	CGS	1570	Microcomputer Applications.....	3
#	MNA	1100	Human Relations.....	3
+	ACG	2071	Managerial Accounting .....	3
+#	OST	2335	Business Communications .....	3
#+	CGS	1519	Excel .....	3
#	TAX	1000	Principles of Taxation I.....	3
#+	TAX	1010	Principles of Taxation II.....	3
	ACG	2450	Basic Computer Augmented Acct.....	3
	ACG	2500	Intro to Nonprofit/Govt Acct.....	3

**ELECTIVES** .....4

**TOTAL DEGREE HOURS** .....64

## ACCOUNTING APPLICATIONS CERTIFICATE (ACCTG-CT)

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISERS:** Tom Hoskins (ext. 2844), Lee Anderson (ext. 6015), James Veal (ext. 2846)

**PROGRAM GOAL:** The purpose of this program is to provide students with an opportunity to enter the accounting field.

GENERAL EDUCATION COURSES				Cr. Hrs.
+	ENC	1101	English I.....	3
+#	QMB	1001	College Bus. Math.....	3

### MAJOR COURSES

	OST	1101	Keyboarding & Doc. Processing I.....	3
*	ACG	2001	Financial Accounting I.....	3
#	TAX	1000	Principles of Taxation I.....	3
	CGS	1570	Microcomputer Applications.....	3
+	ACG	2011	Financial Accounting II.....	3
#+	CGS	1519	Excel .....	3
+	ACG	2071	Managerial Accounting .....	3
#	ACG	2450	Basic Computer Augmented Acct.....	3

**TOTAL DEGREE HOURS** .....30

# Applies only to A.S. degree, A.A.S. degree, and certificates.  
 \* Minimum grade of "C" required.  
 = PSAV course.

## BUILDING CONSTRUCTION TECHNOLOGY (BUILD-AS)

Advisers for this program are located in the Technology Building

**PRIMARY ADVISER:** James Vandervest (ext. 5886)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers in the construction industry. The focus of the program is both commercial and residential construction. Students completing the program typically are employed as supervisors, job foremen, or office support staff, performing such duties as purchasing or estimating. Students with previous building experience may seek to obtain either a county or state contractor's license. The primary goal of the program is to prepare students for employment after graduation. However, some students elect to transfer to an upper division school to seek a baccalaureate degree in building construction once they have completed the general education requirements of an A.A. degree.

GENERAL EDUCATION COURSES			Cr. Hrs.
+	ENC 1101	English I .....	3
+	ENC 2210	Tech. Report Writing .....	3
+	MTB 1321	Technical Algebra & Trig I or	
+	MAC 1105	College Algebra .....	3
+	MTB 1322	Technical Algebra & Trig II or	
+	MAC 1114	Plane Trigonometry.....	3
		Social Sciences Elective.....	3
		Humanities Electives.....	3

### MAJOR COURSES

	BCN 1230	Materials and Methods.....	3
	EGS 1110C	Engineering Drawing .....	3
+	TAR 1120	Architectural Drafting .....	1
	TAR 1120L	Architectural Drafting Lab .....	3
+	ETG 2502	Statics.....	3
+	ETG 2530	Strength of Materials.....	3
#	BCT 1040	Blueprint Reading .....	3
#	BCT 2770	Construction Estimating.....	3
#	BCT 2715	Construction Management .....	3
+	SUR 2101	Surveying .....	3
	SUR 2101L	Surveying Lab .....	1
	ETC 2213	Engineering Properties of Soils.....	3
	ETC 2213L	Eng. Properties of Soils Lab.....	1
#	ETC 2450	Concrete Design .....	3
#	ETC 2450L	Concrete Design Lab.....	1
	BUL 2241	Business Law .....	3
+	ETD 1320C	AutoCAD or	
+	ETD 2395	CAD for Architecture.....	3
#	CET 1460	Computer Appl for Tech .....	3

Subject specific cooperative education may be substituted with permission of adviser

**TOTAL DEGREE HOURS** .....64

## BUSINESS ADMINISTRATION & MANAGEMENT (BUS-AS)

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** Associate in Science to Bachelors in Science articulated program that may transfer to the following universities: FAMU, FAU, FGCU, FIU, UNF, UWF.

GENERAL EDUCATION COURSES			Cr. Hrs.
+	ENC 1101	English I .....	3
+	ENC 1102	English II.....	3
+	STA 2023	Statistics .....	3
+	MAC 2233	Calculus for Bus/Soc Sc.....	3
+		Humanities I & II .....	6

### MAJOR COURSES

+	QMB 2100	Business & Economic Statistics .....	3
+	ACG 2001 and 2011	Financial Acct .....	6
+	ACG 2071	Managerial Accounting I.....	3
	CGS 1570	Microcomputer Applications.....	3

### PROFESSIONAL CORE COURSES .....34

Includes a maximum of 12 hours in "business-label" courses (MAN, MAR, ACG, GEB, BUL).

### TOTAL DEGREE HOURS .....64

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

## BUSINESS ADMINISTRATION & MANAGEMENT (BUS-AAS)

**Advisers for this program are located in the James R. Asbell Business Building**

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for immediate employment in the field of business administration and management by providing training for both first-time job seekers and experienced employees who wish to advance in their careers.

GENERAL EDUCATION COURSES				Cr. Hrs.
+	ENC	1101	English I .....	3
+	ENC	1102	English II .....	3
+	BSC	1005	General Biological Science .....	3
			Humanities I & II .....	6

### MAJOR COURSES

	GEB	1011	Introduction to Business .....	3
+	QMB	1001	College Business Math .....	3
	CGS	1570	Microcomputer Applications .....	3
+	OST	1856	Word Processing w/MS Word .....	3
*	ACG	2001	Financial Accounting I .....	3
+	ACG	2011	Financial Accounting II .....	3
	BUL	2241	Business Law .....	3
#	MNA	1100	Human Relations .....	3
	ECO	2013 or 2023	Economics Macro, Micro .....	3

### Business Administration Option

+	OST	1102	Keyboarding & Doc. Processing II .....	3
+	MAR	2011	Marketing .....	3
	MAN	2021	Prin. of Management .....	3
+	OST	2335	Business Communications .....	3
	TAX	1000	Principles of Taxation I .....	3
+	ACG	2071	Managerial Accounting .....	3
#	CGS	1519	Excel .....	3

**ELECTIVES** ..... 1

### Banking Specialization Option (Select 21 credits for Banking Option)

#	BAN	1004	Prin. of Bank Operations .....	3
#	BAN	1114	Deposit Operations .....	2
#	BAN	1156	Letters of Credit .....	2
#	BAN	1210	Analyzing Financial Statements .....	3
#	BAN	1240	Consumer Lending .....	3
#	BAN	1500	Economics for Bankers .....	3
#	BAN	1531	Intro. to Supervision .....	3
+	BAN	2231	Commercial Lending .....	3
#	BAN	2253	Mortgage Lending .....	2
#	BAN	2254	Mortgage Loan Documentation .....	2
#	BAN	2400	Trust Business .....	3
#	BAN	2403	Trust Investments .....	3
+	BAN	2405	Trust Operations .....	3
#	BAN	2413	Securities Processing .....	3
#	BAN	2501	Money and Banking .....	3
#	BAN	2511	Marketing for Bankers .....	3
#	BAN	2532	Supervisory Training .....	3
#	BAN	2744	Bank Management .....	3
#	BAN	2800	Law and Banking Principles .....	2
#	BAN	2801	Law and Banking Applications .....	3

**ELECTIVES** ..... 1

### Marketing Management Option

+	MKA	2511	Prin. of Advertising .....	3
+	MAR	2011	Marketing .....	3
+	MKA	2041	Retail Merchandising or	
	GEB	2949	Cooperative Education .....	3
+	OST	2335	Business Communications .....	3
	MAN	2021	Prin. of Management or	
	MKA	2042	Retail Management .....	3
+	SPC	1600	Intro to Public Speaking .....	3

**ELECTIVES** ..... 4

### Real Estate Management Option

#	REE	1040	Real Estate Prin. Prac. and Law .....	4
#	REE	2180	FREAB Licensed Residential	
			Appraisal Course .....	5
#	BAN	1255	Real Estate Finance .....	3
#	MKA	1021	Salesmanship .....	3
+	MAR	2011	Marketing .....	3

**ELECTIVES** ..... 7

**TOTAL DEGREE HOURS** ..... 64

# Applies only to A.S. degree, A.A.S. degree, and certificates.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**BUSINESS DATA PROCESSING  
CERTIFICATE (DP-CT)**

**Advisers for this program are located in the James R. Asbell Business Building**

**PRIMARY ADVISERS:** Jerome Tidwell (ext. 2845), Tom Hoskins (ext. 2844), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to provide students with an opportunity to enter the field of information technology as entry level computer operators.

**GENERAL EDUCATION COURSES** **Cr. Hrs.**

+*	ENC	1101	English I.....	3
+#	QMB	1001	College Business Math or	
+*	MAT	1033	Intermediate Algebra.....	3

**MAJOR COURSES**

	OST	1101	Keyboarding & Doc. Processing I.....	3
	GEB	1011	Introduction to Business.....	3
*	ACG	2001	Financial Accounting I.....	3
	CGS	1570	Microcomputer Applications.....	3
	CGS	1000	Intro. to Data Processing.....	3
	COP	1332	Intro to Visual Basic.....	3
#	MNA	1100	Human Relations.....	3
#+	CGS	1519	Excel .....	3

**ELECTIVES**

Elective Hours .....2

**TOTAL DEGREE HOURS** .....32

**CERTIFIED NURSING ASSISTANT  
(CNA-VC)**

**Advisers for this program are located at the Gulf/Franklin Center in Port St. Joe**

**PRIMARY ADVISERS:** Sharon Milner (5521), Candi Fox (5515)

**PROGRAM GOAL:** This certificate program is designed to provide the education and skill level necessary to qualify for the state Certified Nursing Assistant exam. The two courses for this training (165 clock hours) is available only at the Gulf Franklin Center in Port St. Joe, Florida.

**Admission Requirements:**

- Apply to Gulf Coast Community College.
- Provide high school and college transcripts
- Submit an application to the CNA program at the Gulf Franklin campus.
- Submit active, satisfactory scores on the TABE examination or equivalent CPT scores. TABE tests are given at the GFC and the main campus sites.

**After Acceptance:**

- Complete a physical examination form.
- Certification in CPR for Health Care Providers.
- Satisfactory fingerprint/criminal background check.

**MAJOR COURSES**

*=	HCP	0001	Health Careers Core .....	3v
*=	HCP	0120C	Basic Nursing Care .....	2.5v

**TOTAL VOCATIONAL HOURS**.....5.5v

**After completion of the CNA program, students have options of applying for admittance, and if accepted, carrying forward credit from the two CNA courses into the Practical Nurse Certificate (PN) program.**

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

## CHILD DEVELOPMENT ASSOCIATE (CDA-CT)

**Advisers for this program are located in the Professional Development Center**

**PRIMARY ADVISER: Steve Dunnivant (5897)**

With continued emphasis for training for people who provide day care, the state has mandated that a certain number of employees at day care facilities have their CDA (Child Development Associate). Also, many schools are staffing their pre-kindergarten programs with people who have their CDA. This certificate can be earned by students who can document 480 hours of direct supervision of children, plus the following additional coursework.

All Child Development Associate majors should be aware that the State of Florida requires a thorough background check by the Florida Department of Law Enforcement prior to the student entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Students doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check.

### Cr. Hrs.

	CHD	2220	Child Development .....	3
#	CHD	1432	Learning Act. for Young Children .....	4
+#	CHD	1320	Curriculum and Guidance for Young Children.....	3
+#	CHD	1440	Early Childhood Teaching Prac. ....	3
#	CHD	2131	CDA Credential.....	1

**TOTAL CERTIFICATE HOURS.....14**

Educator Preparation Institute  
(850) 769-1551 ext 5897

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# Applies only to A.S. degree, A.A.S. degree, and certificates.  
\* Minimum grade of "C" required.  
= PSAV course.

## CIVIL ENGINEERING TECHNOLOGY (CIVL-AAS)

**Advisers for this program are located in the Technology Building**

**PRIMARY ADVISER:** Paul Rosengren (ext. 5887)

**PROGRAM GOAL:** The Civil Engineering Technology program provides students with the skills and knowledge required to enter the field of civil engineering as a technologist or a technician. The focus of this program is in the areas of structural analysis, site development and surveying. Primary emphasis is placed on structural design and analysis of steel, concrete and timber structures with certification by the American Concrete Institute (ACI) as a Concrete Field Testing Technician – Grade I. In addition, students use topographic surveying equipment and global positioning system (GPS) satellite receivers to define property boundaries, highway rights of way, parking lots, retention ponds, residential developments and elevations. Further emphasis is placed on site investigation, soil foundation design, soil properties, stress, settlement, compaction, and stabilization of soils. Students also become proficient in computer aided design with AutoCAD™.

## SITE DEVELOPMENT OPTION

General Education Courses.....15  
Major Courses.....28

#	ETC	2450	Concrete Design.....	3
#	ETC	2450L	Concrete Design Lab.....	1
+	SUR	2101	Surveying and Measurements .....	3
	SUR	2101L	Surveying/Measurements Lab.....	1
	ETC	2213	Eng. Prop. of Soils .....	3
	ETC	2213L	Eng. Prop. of Soils Lab .....	1
+#	CET	1463	Excel for Engineers.....	1
+	CGN	2327C	Civil Eng Graphics Lab.....	1
#	SUR	2533C	Introduction to GPS.....	3
	BCN	1230	Materials and Methods.....	3

**TOTAL DEGREE HOURS** .....63

## GENERAL EDUCATION COURSES

**Cr. Hrs**

+	*	ENC	1101	English I.....	3
+	*	ENC	2210	Technical Writing .....	3
#	*	MTB	1321	Technical Algebra & Trig I.....	3
				PSY 2012/SGY 2000 Psychology/Sociology.....	3
				Humanities Elective.....	3

## MAJOR COURSES

		EGS	1001	Intro. to Engineering .....	1
+		MTB	1322	Technical Algebra & Trig II .....	3
		EGS	1110C	Engineering Drawing .....	3
+		EGS	1130C	Descriptive Geometry .....	3
#		CET	1460	Computer App. for Technology .....	3
+		ETD	1320C	AutoCAD .....	3
+		ETG	2502	Statics.....	3
+		ETG	2530	Strength of Materials.....	3
#		BCT	1040	Blueprint Reading .....	3
		BCT	2770	Constructing Estimating.....	3

## GENERAL OPTION

				General Education Courses.....	15
				Major Courses.....	28
+		MAC	1140	Pre-Calculus Algebra .....	3
+		PHY	2053	College Physics.....	3
		PHY	2053L	College Physics Lab.....	1
+		CHM	1040	Fundamentals of Chemistry .....	3
		EET	1015C	Direct Current Circuits.....	4
#		ETI	1411	Manufacturing Processes I.....	3
#		ETI	1420	Manufacturing Processes II.....	3

**TOTAL DEGREE HOURS** .....63

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
\* Minimum grade of "C" required.  
= PSAV course.

**COMMERCIAL TRUCK DRIVING  
(TRUCK-VC)**

**Advisers for this program are located in the Public  
Safety Division at the North Bay Center in  
Southport**

**PRIMARY ADVISER:** Joel Hand (ext. 5607)

**PROGRAM GOAL:** The purpose of this program is to ensure that each graduate has received training on the requirements needed to successfully complete the Commercial Driver License (CDL) Exam. In addition, the student will be ready to go to work in a high skill, high wage position.

**MAJOR COURSES**

= TRA 0081 Basic Truck Driving.....5.5v  
+= TRA 0940 Truck Driving Internship.....5.5v

**TOTAL VOCATIONAL HOURS**.....11v

## COMPUTER ENGINEERING TECHNOLOGY (CE-AAS)

**Advisers for this program are located in the Technology Building**

**PRIMARY ADVISERS:** Bruce Gardner (ext. 5883), Claude Mott (ext. 3876), Buzz Whittington (ext. 3320)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career as computer technicians. The program includes courses in basic electronic fundamentals and advanced courses in computer technology, networking, and an area of specialty. Students who graduate from this program would typically work in computer installation and repair, local and wide-area networking, programming, and Internet-related fields. The program also enables students to prepare for computer industry certifications. These include Microsoft Certifications, Cisco Certified Network Associate (CCNA), and CompTIA certifications (A+, Network+, and iNet+).

### Computer Engineering Technology Classes

+#	CET 2173C	Microcomputer Systems.....	4
+#	CET 2811	Windows XP .....	4
+#	CET 2722	Windows 2003 Server .....	4
+#	CET 1610C	Router Technology.....	3
+#	CET 2615C	Advanced Router Technology.....	3
+#	CET 2620C	Project-Based Learning (Cisco) .....	3

**TOTAL DEGREE HOURS** .....64

### GENERAL EDUCATION COURSES

**Cr. Hrs.**

+#	ENC 1101	English Composition I.....	3
+#	ENC 2210	Technical Writing .....	3
*+	MTB 1321, 1322	Tech Algebra & Trig I & II or	
+#	MAC 1105 Algebra & MAC 1114 Trig.....		6
	PSY 2012/SYG 2000	Psychology/Sociology .....	3
	Social Sciences Elective .....		3

### MAJOR COURSES

#	EET 1015C	Direct Current Circuits .....	4
+#	CET 1114C	Digital Circuits.....	4
#	CET 1460	Computer Application for Tech .....	3
+#	CET 2123C	Microprocessor Fundamentals .....	4
+#	CET 1362	Visual Basic .....	3
+#	EET 1025C	Alternating Current Circuits.....	4
#	EET 2607C	Printed Circuit Fab & Soldering.....	2
+#	EET 1141C	Electronic Devices .....	4
+#	CET 2173C	Microcomputer Systems.....	4
+#	ETD 1614C	Electronic Drafting.....	3

### Computer & Electronics Core Classes

#	EET 1015C	Direct Current Circuits .....	4
+#	EET 1025C	Alternating Current Circuits.....	4
+#	CET 1114C	Digital Circuits.....	4
+#	EET 1141C	Electronic Devices .....	4
#	CET 1460	Computer Applications for Tech.....	3
+#	CET 1362	Visual Basic .....	3
+#	EST 2542C	Programmable Logic Controllers .....	4
#	CET 1600C	Network Fundamentals .....	3

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.



## COMPUTER INTEGRATED MANUFACTURING TECHNOLOGY (CIM-AAS)

**Advisers for this program are located in the Technology Building**

**PRIMARY ADVISER:** Dean Eavey (ext. 4868)

**PROGRAM GOAL:** This program specializes in computer integrated manufacturing automation with emphasis on computer-controlled systems for manufacturing, simulation, and theme park industries. Graduates work as systems integrators, robotics technicians, industrial programmers, process control engineers, field service engineers, industrial sales, and as industrial maintenance technician. The program includes courses in electronic fundamentals, computer programming, industrial computers, robotics, process control, manufacturing, and fluid power control.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC	1101	English I.....	3
+*	ENC	2210	Technical Writing .....	3
*#+	MTB	1321/1322	Tech. Algebra & Trig I and II or	
+*	MAC	1105 & 1114	Algebra and Trig.....	6
			Humanities Elective .....	3
			PSY 2012/SYG 2000 Psy/Soc .....	3

### MAJOR COURSES

Computer & Electronics Core Classes

#	EET	1015C	Direct Current Circuits .....	4
+#	EET	1025C	Alternating Current Circuits.....	4
+#	CET	1114C	Digital Circuits.....	4
+#	EET	1141C	Electronic Devices .....	4
#	CET	1460	Computer Applications for Tech.....	3
+#	CET	1362	Visual Basic .....	3
+#	EST	2542C	Programmable Logic Controllers .....	4
#	CET	1600C	Network Fundamentals .....	3

Computer Integrated Manufacturing Technology Classes

+#	EST	2535C	Process Control/Instrumentation .....	4
+#	EST	2700C	Electro-Hydraulics//Pneumatics.....	3
+#	EST	2511C	Electro-Mech Motor Controls .....	3
+#	EST	2603C	Robotics .....	4
#	EST	2650C	Industrial Networking .....	3

**TOTAL DEGREE HOURS** .....64

## COMPUTER INFORMATION TECHNOLOGY (COMP-AS)

**Advisers for this program are located in the James R. Asbell Business Building**

**PRIMARY ADVISERS:** Jerome Tidwell (ext. 2845), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for immediate employment in the field of information technology. Students who graduate from this program would typically work as entry level programmers or as application specialists.

GENERAL EDUCATION COURSES				Cr. Hrs
+*	ENC	1101	English I.....	3
+*	ENC	1102	English II.....	3
			Humanities I & II .....	6
+	BSC	1005	General Biological Science .....	3
			College Level Mathematics .....	3

### MAJOR COURSES

	GEB	1011	Introduction to Business.....	3
*	ACG	2001	Financial Accounting I.....	3
+*	ACG	2011	Financial Accounting II.....	3
	CGS	1570	Microcomputer Applications.....	3
	CGS	1000	Intro. to Data Processing .....	3
#	MNA	1100	Human Relations.....	3
+#	OST	2335	Business Communications .....	3
	COP	1332	Visual Basic .....	3

### Programming Option

+	COP	2120	COBOL Programming .....	3
	COP	2250	Java Programming .....	3
+	CIS	2321	Systems Analysis Design .....	3
+#	COP	2121	Advanced COBOL .....	3

### Electives

			Programming Electives.....	6
			Elective Hours .....	3

### Small Business Applications Option

+#	CET	1484	Novell NetWare .....	3
+#	CGS	1519	Excel .....	3
+	CGS	1544	DataBase Mgt w/MS Access.....	3
+	OST	1856	Word Proc. w/MS Word.....	3
	ACG	2450	Basic Computer Augmented Acct.....	3

### e-Business Option

	CGS	2820	HTML and XHTML .....	3
	CGS	2173	e-Business Systems .....	3
	ART	2600	Computer Imaging I .....	3
	COP	2250	JAVA Programming.....	3

**Electives**.....6

**TOTAL DEGREE HOURS** .....63

# Applies only to A.S. degree, A.A.S. degree, and certificates.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**CRIMINAL JUSTICE TRAINING ACADEMY  
CRIMINAL JUSTICE TECHNOLOGY  
A.A.S. DEGREE (CJT-AAS)**

**Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport**

**PRIMARY ADVISERS:** John Ammons (ext. 5613), Steve Brumm (ext. 5603), Lorne Brooks (5604), Sharon Burdeshaw (5511), Beth Wall (5612)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment and advancement as practitioners in law enforcement. This program awards credit for successful completion of Florida Basic Standards and for passing the State Officer Certification Examination. Students who graduate from this program would typically work as municipal, county or state law enforcement officers, or county or state correctional officers. The Basic Standards programs have particular admissions and graduation requirements that are explained on their specific pages. (NOTE: Must be 19 years of age by date of employment).

**ADMISSIONS REQUIREMENTS**

Admission requirements include the following:

- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician, nurse practitioner or physician's assistant attesting capability of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

GENERAL EDUCATION COURSES				Cr. Hrs.
+	ENC	1101	English I .....	3
+	ENC	1102	English II or .....	
+	ENC	2210	Technical Writing .....	3
	POS	2041	Amer. Nat. Gov .....	3
+	Math Elective (QMB 1001 or higher) .....			3
	Humanities Elective .....			3
	Computer Usage Elective .....			3

**TOTAL GENERAL EDUCATION HOURS.....18**

**CORRECTIONAL OFFICER OPTION**

CORE/ELECTIVE COURSES	Cr. Hrs.
COBS (with passing SOCE) .....	28
Approved Management/Supervision Elective .....	10
CJD, CJT, CCJ or other approved Electives .....	8
<b>TOTAL CORE/ELECTIVE HOURS .....</b>	<b>46</b>

**LAW ENFORCEMENT OPTION**

CORE/ELECTIVE COURSES	Cr. Hrs.
LEBS (with passing SOCE) .....	34
CJD, CJT, or CCJ Electives .....	12
<b>TOTAL CORE/ELECTIVE HOURS .....</b>	<b>46</b>
<b>TOTAL PROGRAM CREDIT HOURS .....</b>	<b>64</b>

NOTE: Other approved elective might be chosen with approval of the degree adviser from any other area deemed applicable.

*COBS and LEBS refer to State of Florida Correctional and Law Enforcement Officer certifications training programs. SOCE refers to the State Officer Certification Examination related to those programs. All other training programs will be evaluated by designated advisor on an individual basis.*

**CRIMINAL JUSTICE TRAINING ACADEMY  
CORRECTIONAL OFFICER  
CERTIFICATION - VOCATIONAL  
CERTIFICATE (COROF - VC)**

**Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport**

**PRIMARY ADVISERS:** Lorne Brooks (ext. 5604), Sharon Burdeshaw (5511), Beth Wall (ext. 5612)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as correctional officers. The program includes courses mandated for certification as a correctional officer. Students who graduate from this program would typically work as correctional officers within a county or state correctional facility. Upon completion of this program, students are eligible to take the state certification correctional officer examination. (NOTE: Must be 19 years of age by date of employment).

**PROGRAM ADMISSIONS REQUIREMENTS**

This is a restricted entry program based upon special admission requirements established by the Florida Department of Law Enforcement, the Criminal Justice Training Academy, and the Department of Education. Uniforms are required in this Academy structured program. Class size is limited. Students should obtain an academy application package from the Criminal Justice Training Academy well in advance of program start date. Admission requirements include the following:

- Citizen of the United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician, nurse practitioner or physician's assistant attesting capability of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

**ALL OF THE FOLLOWING COURSES ARE  
REQUIRED FOR CERTIFICATION**

=	CJD	0770	C.O. Legal I.....	1.5v
=	CJD	0771	C.O. Legal II.....	1.0v
=	CJD	0772	C.O. Communications.....	1.5v
=	CJD	0773	C.O. Interpersonal Skills I.....	2.0v
=	CJK	0050C	CMS Defensive Tactics.....	3.0v
=	CJK	0040C	CMS Firearms.....	3.0v
=	CJD	0752	C.O. Facility Operations.....	2.0v
=	CJD	0750	C.O. Interpersonal Skills II.....	1.5v
=	CJD	0741	Emergency Prep. in Corr. Inst.....	1.0v
=	CJK	0031C	CMS First Aid for Criminal Justice Officers.....	1.5v
=	CJD	0939	C.O. Review.....	0.5v

**TOTAL CERTIFICATE HOURS.....18.5v**

After completing the correctional officer training and passing the state examination, students may continue their education by completing the Associate of Applied Science degree in Criminal Justice Technology.

**CRIMINAL JUSTICE TRAINING ACADEMY  
CORRECTIONAL PROBATION OFFICER  
CERTIFICATION - VOCATIONAL  
CERTIFICATE (PROB - VC)**

**Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport**

**PRIMARY ADVISER:** Steve Brumm (ext. 5603), Lorne Brooks (5604), Beth Wall (5612)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as correctional probation officers. The program includes courses mandated for certification as a correctional probation officer. Students who graduate from this program would typically work as correctional probation officers within a private or state correctional facility or department. Upon completion of this program, students are eligible to take the state certification correctional probation officer examination.

**PROGRAM ADMISSIONS REQUIREMENTS**

This is a restricted entry program based upon special admission requirements established by the Florida Department of Law Enforcement, the Criminal Justice Training Academy, and the Department of Education. Uniforms are required in this Academy structured program. Class size is limited. Students should obtain an academy application package from the Criminal Justice Training Academy well in advance of program start date. Admission requirements include the following:

- 19 years of age, at least by date of employment.
- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician, nurse practitioner or physician's assistant attesting capability of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

**ALL OF THE FOLLOWING COURSES ARE  
REQUIRED FOR CERTIFICATION**

=	CJD	0790	Corr. Prob. Legal.....	2.0v
=	CJD	0791	Corr. Prob. Oper.....	0.5v
=	CJD	0792	Corr. Prob. Interpersonal Skills	2.0v
=	CJD	0793	Corr. Prob. Comm. Skills.....	2.0v
=	CJD	0794	Corr. Prob. Supervision.....	2.0v
=	CJK	0031C	CMS First Aid for Criminal Justice Officers.....	1.5v
=	CJK	0050C	CMS Criminal Justice Defensive Tactics.....	3.0v
=	CJK	0040C	CMS Firearms.....	3.0v

**TOTAL CERTIFICATE HOURS.....16v**

After completing the correctional probation officer training, students may continue their education by completing the Associate in Applied Science degree and/or cross-training into corrections.

**CRIMINAL JUSTICE TRAINING ACADEMY  
CRIME SCENE TECHNICIAN  
TECHNICAL CERTIFICATE (CST-VC)**

**Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport**

**PRIMARY ADVISER:** Steve Brumm (ext. 5603)

**PROGRAM GOAL:** The purpose of this program is to prepare individuals to work as an entry level crime scene technician. Students would typically find employment in a local, county, or state law enforcement agency.

**PROGRAM ADMISSIONS REQUIREMENTS**

This is a restricted entry program based upon special admission requirements established by the Florida Department of Law Enforcement, the Criminal Justice Training Academy, and the Department of Education. Uniforms are required in this Academy structured program. Class size is limited. Students should obtain an academy application package from the Criminal Justice Training Academy well in advance of program start date. Admission requirements include the following:

- Citizen of United States.
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Submit to and pass background investigation.

All courses must be satisfactorily completed to receive the certificate.

**MAJOR COURSES**

**Cr. Hrs.**

**ALL OF THE FOLLOWING COURSES ARE  
REQUIRED FOR CERTIFICATION**

=	CJT	1110	Intro to Crime Scene Tech .....	3
=	CJT	1111	Advanced Crime Scene Tech. ....	3
=	CJT	1220	Crime Scene Photography I.....	3
=	CJT	1221	Crime Scene Photography II .....	3
=	CJT	2112	Crime Scene Safety .....	2
=	CJT	2113	Court Presentation of Evidence.....	3
=	CJT	2141	Intro to Forensic Science.....	3
=	CJT	2240	Fingerprint Classification.....	3
=	CJT	2241	Latent Fingerprint Development .....	3
=	CJT	2260	Biological Evidence .....	2

**TOTAL CERTIFICATE HOURS.....28**

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# Applies only to A.S. degree, A.A.S. degree, and certificates.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**CRIMINAL JUSTICE TRAINING ACADEMY  
CROSSOVER CORRECTIONAL OFFICER  
TO CORRECTIONAL PROBATION  
OFFICER CERTIFICATION VOCATIONAL  
CERTIFICATE (COPRO-VC )**

**PRIMARY ADVISER:** Steve Brumm (ext. 5603), Lorne Brooks (5604), Beth Wall (5612)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as correctional probation officers. The program is designed to meet the needs of students who have completed correctional officer certification training, and now wish to pursue correctional probation officer certification. This program includes courses mandated for certification as a correctional probation officer of a person previously trained as a correctional officer. Students who graduate from this program would typically work as private or state correctional probation officers. Completion of this program allows students to take the state certification correctional probation officer examination. (NOTE: Must be 19 years of age by date of employment).

**PROGRAM ADMISSIONS REQUIREMENTS**

This is a restricted entry program based upon special admission requirements established by the Florida Department of Law Enforcement, the Criminal Justice Training Academy, and the Department of Education. Uniforms are required in this Academy structured program. Class size is limited. Students should obtain an academy application package from the Criminal Justice Training Academy well in advance of program start date. Admission requirements include the following:

- Certification as Florida Correctional Officer.
- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician, nurse practitioner, or physician's assistant attesting capability of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for the certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

=	CJD	0774	Correctional Legal Crossover to Correctional Probation .....	1.0v
=	CJD	0775	Correctional Crossover to Correctional Probation .....	1.5v
=	CJD	0793	Correctional Probation Communication Skills .....	2.0v
=	CJD	0794	Corr. Probation Supervision .....	2.0v

**TOTAL CERTIFICATE HOURS**.....6.5v

Completion of these courses constitutes a certificate of completion allowing students to take the state certification examination for correctional probation officer.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
\* Minimum grade of "C" required.  
= PSAV course.

**CRIMINAL JUSTICE TRAINING ACADEMY  
CROSSOVER LAW ENFORCEMENT TO  
CORRECTIONAL OFFICER CERTIFICATE  
(LECOR-VC)**

**Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport**

**MAJOR COURSES**

**Cr. Hrs.**

=	CJD	0780	Crossover to CO.....	0.5v
=	CJD	0741	Emergency Prep. in Correctional Institution .....	1.0v
=	CJD	0750	CO Interpersonal Skills II .....	2.0v
=	CJD	0752	CO Facility Operations .....	2.0v

**TOTAL CERTIFICATE HOURS.....5.5v**

**PRIMARY ADVISERS:** Lorne Brooks (ext. 5604), Beth Wall (5612)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as correctional officers. The program is designed to meet the needs of students who have completed law enforcement officer certification training, and now wish to pursue correctional officer certification. This program includes courses mandated for certification as a correctional officer of a person previously trained as a law enforcement officer. Students who graduate from this program would typically work as municipal, county or state correctional officers. Completion of this program allows the student to take the state certification for correctional officer examination. (NOTE: Must be 19 years of age by date of employment).

**PROGRAM ADMISSIONS REQUIREMENTS**

This is a restricted entry program based upon special admission requirements established by the Florida Department of Law Enforcement, the Criminal Justice Training Academy, and the Department of Education. Uniforms are required in this Academy structured program. Class size is limited. Students should obtain an academy application package from the Criminal Justice Training Academy well in advance of program start date. Admission requirements include the following:

- Certification as Florida Law Enforcement Officer.
- Completion of Law Enforcement Basic Standards.
- Citizen of the United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician, nurse practitioner or physician's assistant attesting capability of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

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# Applies only to A.S. degree, A.A.S. degree, and certificates.  
\* Minimum grade of "C" required.  
= PSAV course.

**CRIMINAL JUSTICE TRAINING ACADEMY  
LAW ENFORCEMENT AUXILIARY  
OFFICER CERTIFICATE (LEAUX-VC)**

**Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport**

**PRIMARY ADVISER:** Sharon Burdeshaw (ext. 5511)

**PROGRAM GOAL:** The purpose of this program is to prepare students for volunteer work as auxiliary law enforcement officers. The program includes courses mandated for certification as an auxiliary law enforcement officer. Students who graduate from this program would typically work as auxiliary officers with municipal, county, or state law enforcement agencies. A certificate in "Prerequisite Auxiliary Law Enforcement Officer" will be awarded upon the completion of CJD 0001, or CJD 2254, or CJK 0031C. Students wishing to become auxiliary law enforcement officers then have the option of completing training at the Academy or with the law enforcement agency of their choice. (NOTE: Must be 19 years of age by date of employment).

**ADMISSIONS REQUIREMENTS**

Admission requirements include the following:

- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician, nurse practitioner or physician's assistant attesting capability of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

=	CJD	0001	L.E. Auxiliary Officer.....	2.0v
<sup>1</sup> =	CJK	0031C	CMS First Aid for Criminal Justice Officers.....	1.5v

**ELECTIVES**

<sup>1</sup> =	CJK	0020C	LE CMS Vehicle Operations.....	5v
<sup>1</sup> =	CJK	0040C	CMS Criminal Justice Firearms .....	3.0v
<sup>1</sup> =	CJK	0050C	CMS Criminal Justice Defensive Tactics.....	3.0v

**TOTAL CERTIFICATE HOURS.....**10.0v

<sup>1</sup>May be used toward part of the Law Enforcement Academy or Correctional Officer Academy.

Completion of the major courses constitutes a certificate in "Prerequisite Auxiliary Law Enforcement Officer."

Completion of major courses plus electives constitutes a certificate in "Auxiliary Law Enforcement Officer."

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
\* Minimum grade of "C" required.  
= PSAV course.



**CRIMINAL JUSTICE TRAINING ACADEMY  
LAW ENFORCEMENT OFFICER  
CERTIFICATION**

**VOCATIONAL CERTIFICATE (LEOF-VC)**

**Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport**

**PRIMARY ADVISER:** John Ammons (ext. 5613)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as a law enforcement officer. This program includes courses mandated for law enforcement certification with the state of Florida. Students who graduate from this program would typically work as municipal, county, or state law enforcement officers. Courses within this program can also be used toward certification as a law enforcement officer. (NOTE: Must be 19 years of age by date of employment).

**MAJOR COURSES**

**Cr. Hrs.**

=	CJK	0006	L.E. CMS Intro & the Law.....	2.0v
+=	CJK	0010	L.E. CMS Human Issues .....	1.5v
=	CJK	0015	L.E. CMS Communications .....	2.5v
+=	CJK	0020C	L.E. CMS Vehicle Operations	1.5v
+=	CJK	0031C	CMSFirst Aid for CJ Officers .....	1.5v
=	CJK	0040C	CMS Firearms .....	3.0v
=	CJK	0050C	CMS Defensive Tactics.....	3.0v
+=	CJK	0060	L.E. CMS Patrol Operations .....	2.0v
+=	CJK	0070	L.E. CMS Investigations .....	2.0v
+=	CJK	0075	L.E. CMS Investigation of Offenses .....	1.5v
+=	CJK	0080	L.E. CMS Traffic Stops .....	2.0v
+=	CJK	0085	L.E. CMS Traffic Crash Investigations .....	1.0v
+=	CJK	0090	L.E. CMS Tactical Apps .....	2.0v
<b>TOTAL CERTIFICATE HOURS.....</b>				<b>25.5v</b>

**ADMISSIONS REQUIREMENTS**

Admission requirements include the following:

- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician, nurse practitioner or physician's assistant attesting capability of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

# Applies only to A.S. degree, A.A.S. degree, and certificates.  
\* Minimum grade of "C" required.  
= PSAV course.

**CULINARY MANAGEMENT****(CHEF-AAS)**

**Advisers for this program are located in the Rosenwald Classroom Building**

**PRIMARY ADVISERS:** Jon Bullard (ext. 5852), Billy Redd (3349), Richard Stewart (ext. 3839)

**PROGRAM GOAL:** This program seeks candidates who are individually motivated and committed to a career in the food service profession. This program is accredited by the American Culinary Federation Education Institute (ACFEI) Accrediting Commission.

**ADMISSION REQUIREMENTS**

The following requirements must be completed:

- A. Application to the college.
- B. Letter of application explaining why you wish to enter the food service industry. It is important to detail background and experience and to state why Gulf Coast Community College was selected.
- C. Make an appointment for personal interview with the program director. Out-of-state students may delay this interview but must complete the interview prior to start of classes.

**RETENTION AND DISMISSAL REQUIREMENTS**

- A. A student must maintain a grade of "C" in each of the culinary courses in order to continue in the program. An overall "C" average is required for program completion.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+*	ENC	1101	English I.....	3
+	BSC	1005	General Biological Science .....	3
	PSY	2012 or	SYG 2000	
			Psychology/Sociology .....	3
+	SPC	1600	Intro. to Pub. Speaking.....	3
			Humanities I or II.....	3

**MAJOR COURSES:**

#	FOS	2201	Food Service San. and Safety.....	2
#	FSS	1202C	Basic Food Preparation .....	3
#	FSS	1063C	Food Specialties I-Baking.....	3
#	FSS	1002	Introduction to Hospitality .....	3
+#	HFT	2840C	Dining Room Operations .....	3
+#	FSS	2224L	Advanced Food Preparation.....	3
#	FSS	1105	Food Purchasing.....	2
+#	FSS	2380	Practicum I - Restaurant.....	3
+#	FSS	2381	Practicum II - Kitchen.....	3
#	FSS	1942	Culinary Externship .....	1
#	HUN	1001	Survey of Nutrition .....	2
#	HFT	1210	Hospitality Supervision.....	2
+#	FSS	1248L	Food Spec. II-Garde Manger I .....	2
+#	FSS	2240L	Food Spec.V-World Cuisines.....	3
+#	HFT	2264C	Banquet & Convention Mgmt.....	3
#	FSS	2382L	Practical Exam .....	1
+#	FSS	2065L	Food Spec. IV-Pastry .....	2
#	HFT	1860	Beverage Mgmt.....	3
+#	QMB	1001	College Bus. Math.....	3
#	FSS	2243C	Meat Fabrication .....	2

**TOTAL DEGREE HOURS .....64**

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

## DENTAL ASSISTING CERTIFICATE (DENTA-VC)

**Advisers for this program are located in the Health Science Building**

### PRIMARY ADVISERS

**Traditional** – Kim Herremans (ext. 5832), Karla Mazurek (ext. 5842)

**Non-traditional** – Kimbally Guilford (ext. 3244)

**PROGRAM GOAL:** The purpose of this program is to provide students with the educational background and clinical competencies necessary in the field of dental assisting. The program is accredited by the Commission on Accreditation of the American Dental Association. This certificate program is available through the following options:

### TRADITIONAL ON-CAMPUS INSTRUCTION:

The program can be completed in three semesters as a full-time student, or longer as a part-time student.

### NON-TRADITIONAL DENTAL OUTREACH:

Dental Education Alternate Learning (DEAL) - Through this unique, individualized approach, the entire certificate program is available via video tape, web classes, and instructional guides. Students may enroll in one or more courses and attend designated evenings or Saturday classes.

NOTE: Students may complete the program by combining both approaches to course enrollment.

**To apply for this program of study, students should obtain a program application packet from the Division of Health Sciences or the Internet web page containing a current listing of admission and course requirements.**

### ADMISSIONS:

#### Provisional Admission Requirements:

- A. Application to Gulf Coast Community College.
- B. Application to dental assisting program which includes:
  1. Application form.
  2. TABE Test Scores (Successful completion of TABE is required for graduation.).
  3. Transcripts - High school and college. Students must have all college transfer credits evaluated by the Office of Admissions and Records. It is the student's responsibility to see that this is done.
- C. High School diploma or GED.

#### Requirements after Provisional Acceptance

- A. Cardiopulmonary Resuscitation (CPR) certificate.
- B. PPD (Mantoux) or Chest X-Ray.
- C. Physical Examination with satisfactory results.

### MAJOR COURSES

*#	DES	1010	Head and Neck Anatomy .....	2
*#	DES	1200	Radiology I.....	2
*#	DES	1200L	Radiology Lab I .....	1
*#	DES	1100C	Dental Materials .....	3
*#	DEH	1400	Oral Pathology .....	2
+*#	DES	1201	Radiology II .....	1
+*#	DES	1201L	Radiology II Lab .....	1
*#	DES	1000	Dental Anatomy .....	2
*#	DES	1051	Introductory Pharmacology/ Dental Office Emergencies .....	2
=+*	DEA	0800L	Clinical Practice I.....	1.5v
=*	DEA	0020C	Pre-Clinical Procedures.....	6v
*#	DES	1320	Basic Comm. and Human Rel. ....	1
=*	DES	1830	Expanded Functions .....	1
=+*#	DES	1830L	Expanded Functions Lab.....	1
=*#	DEA	0132	Dental Nutrition .....	1v
*#	DES	1400	Anatomy and Physiology .....	2
=*	DES	0840	Dental Health Education .....	1v
=*	DES	0502	Dental Practice Management .....	1v
*#	DEA	1135	Introduction to Microbiology .....	1
=+*DEA		0801	Clinical Practice II .....	2v
=+*DEA		0801L	Clinical Practice II Lab .....	6v
=+*DEA		0850L	Clinical Practice III .....	6.5v

**TOTAL CREDIT HOURS**.....22

**TOTAL VOCATIONAL HOURS**.....25

**TOTAL CERTIFICATE HOURS**.....47

# Applies only to A.S. degree, A.A.S. degree, and certificates.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**DENTAL HYGIENE****(DENTH-AS)**

**Advisers for this program are located in the Health Science Building**

**PRIMARY ADVISERS:** Theresa Stephens (ext. 2819), Kim Herremans (ext. 5832), Leah Rising (3802)

**PROGRAM GOAL:** The dental hygiene program is designed to assist students in developing and mastering basic clinical competencies and theoretical concepts of dental hygiene practice. Graduates will receive an A.S. degree in Dental Hygiene and will be eligible to apply for the national and state board examinations in any state. The dental hygiene program is accredited by the American Dental Association Commission on Accreditation. Students are encouraged to complete as many of the general education courses as possible, especially the science courses, prior to seeking admission into the program. Because of limited enrollment, students are encouraged to apply in the fall for the next year's class.

**To apply for this program of study, students should obtain a program application packet from the Division of Health Sciences or Internet web page containing a current listing of admission and course requirements.**

**ADMISSIONS:****Provisional Admission Requirements:**

- A. Application to Gulf Coast Community College.
- B. Application to dental hygiene program (must be completed by March 1) which includes:
  1. Application form.
  2. Florida College Entry-Level Placement Test Scores (CPT).
  3. Transcripts - high school and previous college work.
- C. High school diploma or GED with a minimum GPA of "C" or 2.0.
- D. Applicants must achieve a minimum score of 72 on the algebra portion of the college-Level Placement Test or achieve a grade of "C" or better in MAT 0024. Completion of a higher level algebra course will also satisfy this requirement.
- E. Eligibility for college-level English.
- F. Applicants are selected for admission to this program by an Admissions Committee based on an objective point system computed from admission criteria.

**Requirements After Provisional Acceptance:**

- A. Provide vaccination records on the following: Hepatitis B vaccine and surface antigen test, Hepatitis B vaccine series, PPD Mantoux/TB, MMR, and Tetanus.
- B. Cardiopulmonary Resuscitation (CPR) Certificate.
- C. HIV Saliva Test is required at the end of the fall semester of the sophomore year in preparation for clinical rotations at either Eglin or Tyndall Air Force Base (Air Force Requirement).

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+	*	ENC	1101	English I.....	3
+	*			Approved College Math.....	3
+	*			Humanities Elective.....	3
*		HUN	1201	Principles of Nutrition.....	3
*		SYG	2000	Sociology.....	3
+	*	BSC	2085	Anatomy and Physiology I.....	3
+	*	BSC	2085L	Anatomy and Physiology I Lab.....	1
+	*	BSC	2086	Anatomy and Physiology II.....	3
+	*	BSC	2086L	Anatomy and Physiology II Lab.....	1
+	*	MCB	2004	Microbiology.....	3
+	*	MCB	2004L	Microbiology Lab.....	1
*		CHM	1032	Gen, Organic, Biochemistry.....	3
+	*	SPC	1600	Intro. to Public Speaking.....	3

**MAJOR COURSES**

+	*	DES	1010	Head and Neck Anatomy.....	2
+	*	DES	1000	Dental Anatomy.....	2
+	*	DEH	1130	Oral Histology and Embryology.....	2
+	*	DES	1100C	Dental Materials.....	3
+	*	DES	1200	Radiology I.....	2
+	*	DES	1200L	Radiology I Lab.....	1
+	*	DES	2050	Pharmacology.....	2
+	*	DEH	1400	Oral Pathology.....	2
+	*	DES	1201	Radiology II.....	1
+	*	DES	1201L	Radiology II lab.....	1
+	*	DEH	1003	Fundamentals of Dental Hygiene.....	3
+	*	DEH	1003L	Pre-Clinical Procedures.....	3
+	*	DES	1830	Expanded Functions.....	1
+	*	DES	1830L	Expanded Functions Lab.....	1
+	*	DEH	1800	Dental Hygiene I.....	2
+	*	DEH	1800L	Dental Hygiene Clinical I.....	5
+	*	DEH	1802C	Dental Hygiene Clinical II.....	3
+	*	DEH	2602	Periodontics I.....	2
+	*	DEH	2702	Dental Public Health.....	2
+	*	DEH	2702L	Dental Public Health Lab.....	1
+	*	DEH	2804	Dental Hygiene III.....	2
+	*	DEH	2804L	Dental Hygiene Clinical III.....	5
+	*	DEH	2806	Dental Hygiene IV.....	2
+	*	DEH	2806L	Dental Hygiene Clinical IV.....	5

**TOTAL DEGREE HOURS** .....88

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

## DIAGNOSTIC MEDICAL SONOGRAPHY (DMST-AAS)

**Advisers for this program are located in the Health Science Building**

**PRIMARY ADVISERS:** DeeAnn Osterhout (ext. 3318),  
Alex Mercer (ext. 5846)

**PROGRAM GOAL:** The program is designed to prepare the student for employment as a Diagnostic Medical Sonographer. The sonographer is skilled by academic & clinical training to perform ultrasound examinations under the supervision of a qualified physician. Students with an Associates degree in any allied health care field are given advanced placement in the program. All other students may enter by completing the prerequisite courses. Students are encouraged to complete as many of the general education courses as possible prior to entering the Sonography program.

The program curriculum includes all courses required for the Diagnostic Medical Sonography Associates in Applied Science Degree or Diagnostic Medical Sonographer Specialist Certificate Track. A minimum grade of C must be achieved in all courses identified in the program curriculum, including courses required for admission. The program begins in the summer semester each year. The duration of the program is 14 months for the certificate track (42 credit hours) or 24 months for the Associates Degree in Applied Science (72 credit hours).

Diagnostic Medical Sonography is a selective admission, limited enrollment program. Admission to Gulf Coast Community College does not imply acceptance into the Sonography Program.

After being accepted in the Diagnostic Medical Sonography Program, the courses in the curriculum are progressive in nature, with one course building on the preceding course. Because of this progressive relationship, all courses in a term must be completed with a grade of C or better in order to continue to the next term. If a student achieves less than a C or withdraws from any course that is required for the Diagnostic Medical Sonography Associate in Applied Science Degree, the student will not be allowed to continue in the program. The student may re-apply to the program. The application deadline for each class is March 1<sup>st</sup>.

### Application process:

1. Application to Gulf Coast Community College.
2. Submit high school transcripts and college transcripts to the Office of Admissions and Records and have a transcript evaluation prior to the application deadline.
3. Submit a Sonography program application including the technical standards form and a letter of intent. The application package is available from the Health Sciences Division.
4. For the A.A.S. degree, submit active Florida College Entry Level Placement Test (CPT) with minimum scores for placement into college level reading and English, satisfactory arithmetic and algebra scores. Acceptable scores are noted in the application package.

5. For the advanced technical certificate, submit associate degree documentation or successfully complete with a "C" or higher, the following prerequisites: BSC 2085 and BSC 2085L (Anatomy and Physiology I lecture and lab); PHY 1007 Intro to Physics or approved physics course, MAT 0024 or higher level course; and English 1101.
6. Schedule a visit with Program Director of the School of Radiography, DeeAnn Osterhout, 913-3318, for advisement.

### Requirements after conditional acceptance:

1. Physical examination & immunizations record with satisfactory results.
2. Current CPR certification for Health Care Provider.
3. Satisfactory fingerprint/criminal background check.

GENERAL EDUCATION COURSES			Cr. Hrs.
+	ENC 1101	English I.....	3
+	BSC 2085	Anatomy and Physiology I.....	3
+	BSC 2085L	Anatomy and Physiology I Lab .....	1
+	BSC 2086	Anatomy and Physiology II .....	3
+	BSC 2086L	Anatomy and Physiology II Lab .....	1
	PSY 2012	Psychology or SYG 2000 Sociology .....	3
+		Humanities I or II.....	3
Other major courses:			
+	MAT 1033	Intermediate Algebra.....	3
#	RTE 1000C	Introduction to Diagnostic Imaging .....	3
	SLS 2264	Leadership Development.....	3
		Approved Physics .....	3
		Elective .....	1

**HOURS** .....30

## DIAGNOSTIC MEDICAL SONOGRAPHY (DMS-ATC)

			Cr. Hrs.
SON	1100C	Prin/Prot of Sono Imaging.....	4
SON	1170	Sonography Circulatory System.....	3
SON	1211	Medical Sonography Physics I.....	2
SON	1111	Abdominal Sonography I.....	3
SON	1121	OB/GYN Sonography I.....	3
SON	1214	Practical Aspects Sonography I.....	3
SON	1804	Clinical Education I .....	3
SON	1212	Medical Sonography Physics II.....	2
SON	1112	Abdominal Sonography II.....	3
SON	1121	OB/GYN Sonography II.....	3
SON	1215	Practical Aspects Sonography II .....	3
SON	1814	Clinical Education II .....	3
SON	1144	Superficial Structures.....	3
SON	1824	Clinical Education III.....	4

**TOTAL CERTIFICATE HOURS**.....42

**TOTAL DEGREE HOURS** .....72

# Applies only to A.S. degree, A.A.S. degree, and certificates.  
\* Minimum grade of "C" required.  
= PSAV course.

## DRAFTING AND DESIGN TECHNOLOGY (DRFT-AAS)

**Advisers for this program are located in the Technology Building**

**PRIMARY ADVISERS:** Paul Rosengren (ext. 5887), James Vandervest (ext. 5886)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers as drafters/designers in either architecture or industrial mechanical occupations.

The program features the use of both board drawing and computer assisted drafting featuring the latest release of AutoCAD. All advanced design classes use the computer to produce the designs and working drawings. The primary goal of the program is to prepare students for employment after graduation, but many students elect to transfer to schools of architecture or engineering technology after completing the general education requirements of an A.A. degree.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101	English I .....	3
+*	ENC 2210	Technical Writing.....	3
+#	MTB 1321	Technical Algebra & Trig I or	
+	MAC 1105	College Algebra.....	3
+	MTB 1322	Technical Algebra & Trig II or	
+	MAC 1114	Plane Trigonometry.....	3
		Social Science Elective .....	3
		Humanities Elective .....	3

### MAJOR COURSES

	EGS 1110C	Engineering Drawing .....	3
+	EGS 1130C	Descriptive Geometry.....	3
+#	CET 1460	Computer Applications.....	3
+#	ETD 1802C	Technical Illustration.....	3
+	ETG 2502	Statics .....	3

+	ETG 2530	Strength of Materials .....	3
+	ETD 1320C	Auto CAD .....	3
+	ETD 2350C	Advanced Auto CAD or	
#	EDT 2357	AutoDesk Inventor (Industrial	
		Option or	
#	EDT 2395	CAD for Arch (Arch Option) .....	3
		Elective .....	1

### MAJOR COURSES INDUSTRIAL OPTION

+#	ETD 2701	Industrial Drafting .....	1
+#	ETD 2701L	Industrial Drafting Lab .....	3
+#	ETD 2461	Mech. Systems Drafting .....	1
+#	ETD 2461L	Mech. Systems Drafting Lab .....	3
+#	ETD 2465	Jig and Fixture Design.....	1
+#	ETD 2465L	Jig and Fixture Design Lab .....	3
#	ETI 1411	Manufacturing Proc. I.....	3
#	ETI 1420	Manufacturing Proc. II .....	3
	EGS 1001	Intro. to Engineering.....	1

### MAJOR COURSES ARCHITECTURAL OPTION

+	TAR 1120	Architectural Drafting .....	1
+	TAR 1120L	Architectural Drafting Lab .....	3
+#	TAR 2122	Residential Design.....	1
+#	TAR 2122L	Residential Design Lab .....	3
+	TAR 2154	Commercial Architecture .....	1
+	TAR 2154L	Commercial Design Lab.....	3
	BCN 1230	Materials and Methods .....	3
+	ETD 2395	CAD for Architecture .....	3
		Elective.....	1

**TOTAL DEGREE HOURS** ..... 62

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
\* Minimum grade of "C" required.  
= PSAV course.

## **e-BUSINESS TECHNOLOGY (EBT-AAS)**

**Advisers for this program are located in the  
James R. Asbell Business Building**

**PRIMARY ADVISER:** Jerry Williams (ext. 2848)

This program is for individuals who desire to build a successful e-Business or develop an e-Business within their organizations. Students in e-Business develop a breadth of knowledge related to developing an e-business, including business-to-business (B2B) and business to customer (B2C) initiatives, and understanding the key e-business technologies.

Students are also introduced to a variety of topics including assessing technical infrastructure requirements, understanding the impact of evolving legal and regulatory issues, strategies for obtaining funding, management, marketing, and selling.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I .....	3
+* ENC 2210 Technical Writing .....	3
+ BSC 1005 General Biological Science .....	3
PSY 2012/SYG 2000 Psy/Soc .....	3
Humanities I & II .....	6

### **MAJOR COURSES**

GEB 1011	Introduction to Business.....	3
QMB 1001	College Business Math.....	3
ACG 2001	Financial Accounting I.....	3
CGS 1570	Microcomputer Applications.....	3
COP 2250	JAVA Programming.....	3
GEB 1136	Foundations in e-Business.....	3
CGS 2069	Internet Marketing.....	3
GEB 2137	e-Business Laws and Ethics .....	3
CGS 2069	Starting a Business on the Internet .....	3
GEB 2139	e-Business Management.....	3
CGS 2820	HTML WEB Page Design.....	3
CGS 2827	Advanced Web Page Design .....	3
CGS 1520	Intro to Multimedia for the Web .....	3
COP 2840	Internet Programming .....	3

### **ELECTIVES (Choose one of the following)**

ART 2600	Computer Imaging I .....	3
CIS 1354	Intro to Network Security.....	3
CGS 1103	Project Management.....	3
CET 2485	Networking Essentials Plus .....	3

**TOTAL DEGREE HOURS** .....63

## EARLY CHILDHOOD EDUCATION (CHILD-AAS)

**Advisers for this program are located in the Professional Development Center**

**PRIMARY ADVISER:** Steve Dunnivant (ext. 5897)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers as day care teachers, pre-kindergarten teachers, directors of day care centers, and as elementary school teacher's aides. The program is designed to teach the principles of child growth and development through a variety of classroom and laboratory experiences. Emphasis is given to observing and interpreting child behavior, as well as developing techniques for working with children. Students gain practical experience in planning and directing activities for children through practicums in local day care centers.

All Child Development Associate majors should be aware that the State of Florida requires a thorough background check by the Florida Department of Law Enforcement prior to the student entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Students doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check.

Prior to graduation, students must successfully demonstrate college-level competency in reading, English, and mathematics.

#	CHD	2803	Early Care and Education Administrative Overview .....	3
#	CHD	1382	Act. for School-Age Children .....	3
#	CHD	1110	Infant Growth and Development .....	3
#	CHD	1339	Movement Activities .....	2
	CLP	1001	Human Relations .....	3
	SYG	2430	Marriage and Family Living .....	3

**ELECTIVES** .....2

**TOTAL DEGREE HOURS** ..... 63

## GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC	1101	English I .....	3
	PSY	2012	Psychology .....	3
			Humanities I or + II .....	3
			Natural Science (Biological/Physical) .....	3
			Humanities Elective .....	3
	EUH	1000/EUH 1001	Western Civilization I/II .....	3

## MAJOR COURSES

#	CHD	2220	Child Development .....	3
#	CHD	1430	Obs. and Rec. Child Behavior .....	3
#	CHD	1432	Learning Act. for Young Children .....	4
+#	CHD	1320	Curriculum and Guidance for Young Children .....	3
+#	CHD	1440	Early Childhood Teaching Prac .....	3
#	CHD	2450	Teacher Aide Practicum I .....	3
#	CHD	2710C	Exceptional Children .....	3
	CHD	2949	Cooperative Education .....	3
#	CHD	2810C	Nutrition, Health, and Safety for Young Children .....	4

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.



## ELECTRICAL APPRENTICESHIP (APREL-VC)

Advisers for this program are located in the Technology Building

**PRIMARY ADVISER:** Claude Mott (ext. 3876)

**PROGRAM GOAL:** The purpose of this program is to prepare individuals to become journeymen electricians.

### MAJOR COURSES

=	BCA 0350	Electrical Apprenticeship 1 .....	3v
=	BCA0358	Electrical Internship 1 .....	13v
=	BCA 0351	Electrical Apprenticeship 2 .....	3v
=	BCA 0359	Electrical Internship 2 .....	13v
=	BCA 0360	Electrical Internship Summer 1 .....	10v
=	BCA 0352	Electrical Apprenticeship 3 .....	3v
=	BCA 0361	Electrical Internship 3 .....	13v
=	BCA 0353	Electrical Apprenticeship 4 .....	3 v
=	BCA 0362	Electrical Internship 4 .....	13v
=	BCA 0363	Electrical Internship Summer 2 .....	10v
=	BCA 0354	Electrical Apprenticeship 5 .....	3v
=	BCA 0364	Electrical Internship 5 .....	13v
=	BCA 0355	Electrical Apprenticeship 6 .....	13v
=	BCA 0365	Electrical Internship 6 .....	13v
=	BCA 0366	Electrical Internship Summer 3 .....	10v
=	BCA 0356	Electrical Apprenticeship 7 .....	3v
=	BCA 0367	Electrical Internship 7 .....	13v
=	BCA 0357	Electrical Apprenticeship 8 .....	3v
=	BCA 0368	Electrical Internship 8 .....	13v
=	BCA 0369	Electrical Internship Summer 4 .....	10v
=	BCA 0340	Electrical Apprenticeship 9 .....	3v
=	BCA 0345	Electrical Internship 9 .....	13v
=	BCA 0341	Electrical Apprenticeship 10 .....	3v
=	BCA 0346	Electrical Internship 10 .....	13v
=	BCA 0347	Electrical Internship Summer 5 .....	10v

**TOTAL VOCATIONAL HOURS.....**210 v

## ELECTRONICS ENGINEERING TECHNOLOGY (ELEC-AAS)

Advisers for this program are located in the Technology Building

**PRIMARY ADVISERS:** Bruce Gardner (ext. 5883), Charles Mass (3876), Claude Mott (ext. 3876), Buzz Whittington (3320)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career as electronics technicians. The program includes courses in basic electronic fundamentals and advanced courses in computer technology, networking and communications. Students who graduate from this program would typically work in computer installation and repair, communications, and computer controlled manufacturing.

### GENERAL EDUCATION COURSES Cr. Hrs.

+	ENC	1101	English I .....	3
+	ENC	2210	Technical Writing .....	3
*#	MTB	1321/1322	Tech. Algebra & Trig I and II	
			or	
+	MAC	1105 & 1114	Algebra and Trig. ....	6
			Humanities Elective .....	3
			PSY 2012/SYG 2000 Psy/Soc .....	3

### MAJOR COURSES

Computer & Electronics Core Classes

#	EET	1015C	Direct Current Circuits .....	4
+	EET	1025C	Alternating Current Circuits.....	4
+	CET	1114C	Digital Circuits.....	4
+	EET	1141C	Electronic Devices .....	4
#	CET	1460	Computer Applications for Tech.....	3
+	CET	1362	Visual Basic .....	3
+	EST	2542C	Programmable Logic Controllers.....	4
#	CET	1600C	Network Fundamentals .....	3

Electronics Engineering Technology

+	EET	2142C	Electronic Circuits.....	4
+	CET	2123C	Microprocessor Fundamentals. ....	4
+	ETD	1614C	Electronic Drafting.....	3
+	EET	2355C	Digital Communications .....	4
	CET,EET, or EST		Approved Technical Electives .....	6

**TOTAL DEGREE HOURS.....**68

## EMERGENCY MEDICAL SERVICES

**Advisers for this program are located in the Health Sciences Building**

**INITIAL CONTACT:** Craig Wise (ext. 3311)

**PRIMARY ADVISER:** Dan Finley (ext. 3315), Scott Williams (ext. 6103)

**PROGRAM GOAL:** Upon completion of the program, all graduates will have demonstrated the necessary knowledge, technical skill, and professional attitude and behavior to implement safe, effective and appropriate care in their roles as entry-level Emergency Medical Technician-Basics (EMT-B) or Paramedics.

**INTRODUCTION:** The Emergency Medical Services program is accredited by the Committee on Accreditation of Educational Programs for EMS Professionals (COAEMSP) and by the Florida Department of Health. Graduates of either the emergency medical technician (EMT) or paramedic portions of the program are eligible to apply for the state and/or the national board examinations.

### The Emergency Medical Technician (EMT):

This is the beginning level in the emergency medical services (EMS) career ladder. EMTs are trained in basic life support measures including patient assessment, cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization, and vehicle extrication. The EMT course can be completed in one semester. Application deadlines are June 1 for the fall EMT class and November 1 for the spring EMT class. Application deadlines are March 1 for the summer EMT class, June 1 for the fall EMT class, and November 1 for the spring EMT class.

### The Paramedic:

This is the higher level of the EMS career ladder. Paramedics are licensed EMTs who are then trained in advanced life support measures including venipuncture, intravenous therapy, endotracheal intubation, medication administration, arrhythmia interpretation, cardioversion, and defibrillation. The Paramedic course is a three-semester program. The Paramedic course is offered once a year beginning with the fall semester and concluding after the first summer term. Application deadline is June 1.

### *Application process for EMT and Paramedic Program:*

- A. Complete application to Gulf Coast Community College
- B. Submit high school transcripts or GED to the Office of Admissions and Records.
- C. Submit all previous college transcripts for evaluation as required by the Office of Admissions and Records.
- D. Students must be eighteen years of age or older.
- E. Submit completed EMS program application to the Health Sciences Division.

- F. Submit Florida College Entry-Level Placement Test (CPT) scores. Students may contact the Testing Office for dates, times, and locations of placement test.
- G. Signed statement indicating freedom from:
  1. Addiction to alcohol or any narcotic or controlled substance.
  2. Any physical or mental defect or disease that might impair the ability to function as an EMT.
- H. Proof of valid Florida driver's license.

Requirements after acceptance:

- A. Physical examination with satisfactory results.
- B. Satisfactory fingerprint/criminal background check.
- C. Purchase uniform and specific equipment.

### *Additional Requirements for Paramedic Applicants*

- A. Applicants must hold a current Florida EMT license or be eligible for the Florida licensure examination by virtue of holding current National Registry certification or current EMT certification from another state. Within 45 days of entering the first semester of the Paramedic program, students holding EMT certification from another state must score a minimum of 80 percent on the Florida EMT board examination.
- B. Florida certified EMTs must have completed the state board examination with a minimum score of 80 percent. Students failing to achieve an 80 percent on the state board examination may challenge the GCCC EMT program final examination and score a minimum of 80 percent.
- C. Applicants must have maintained a minimum grade of "B" in the EMT training program. Students failing to achieve this average may challenge the GCCC EMT program final examination and score a minimum of 80 percent.
- D. Proof of current American Heart Association Health Care Provider Basic Life Support certification or American Red Cross CPR for the Professional Rescuer.
- E. Three letters of recommendation.
- F. Interview with program coordinator and/or medical director.
- G. A minimum grade of "C" is required in all coursework.

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# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**Student Selection Process:** The requirements listed above are minimum requirements; however, satisfaction of minimum requirements does not automatically guarantee admission. Admission to the program is a selective process. Paramedic program applicants with six months or more of emergency medical experience are given preference for selection. The Admissions Committee will review and notify students

**Curriculum:** The EMT program may be completed by certificate. The Paramedic program may be completed by either certificate or Associate in Science degree in Emergency Medical Services.

### **EMERGENCY MEDICAL TECHNICIAN APPLIED TECHNICAL DIPLOMA (EMT-ATD)**

The core curriculum consists of a combination of lecture, clinical, and skill laboratory hours.

+#	EMS	1119	Emergency Medical Tech.	5
+#	EMS	1335	Emergency Vehicle Operator	1
+#	EMS	1340C	Basic Vehicle Rescue and and Extrication	1
+#	EMS	1401	Emergency Medical Tech. Lab	4
<b>Total EMT Certificate Hours</b>				<b>11</b>

### **PARAMEDIC CERTIFICATE (PARAM-CT)**

The core curriculum consists of a combination of lecture, clinical, and skill laboratory hours.

+#	EMS	1337	Defensive Tactics	1
+#	EMS	2010	Essentials of Human Structure And Function	3
+#	EMS	2231	Paramedic I	5
+#	EMS	2232	Paramedic II	5
+#	EMS	2233	Paramedic III	1
+#	EMS	2342C	Advanced Vehicle Rescue and Extrication	1
+#	EMS	2425	Paramedic Internship	4
+#	EMS	2435	Paramedic I Lab	5
+#	EMS	2436	Paramedic II Lab	5
+#	EMS	2439	Advanced Clinical Internship	5
+#	EMS	2526	Twelve-Lead Electrocardiogram (EKG) Interpretation	1
+#	EMS	2553	Pediatric Advanced Life Support	1
+#	EMS	2555	Basic Trauma Life Support	1
+#	EMS	2931	Emergency Response to Terrorism	1
+#	OST	1257	Medical Terminology	2
+#	RET	1934	Advanced Cardiac Life Support	1

**Total Paramedic Certificate Hours** ..... 42

### **EMERGENCY MEDICAL SERVICES (EMS-AS)**

**Students interested in completing the Associate of Science degree in Emergency Medical Services must complete all of the coursework for the EMT and Paramedic programs in addition to the following 18 hours of general education courses and NUR 1142, Introduction to Pharmacology.**

#### **GENERAL EDUCATION COURSES** **Cr. Hrs.**

	PSY	2012	Psychology	3
	SYG	2000	Sociology	3
+	ENC	1101	English I	3
+	ENC	1102	English II	3
			Biology Elective	3
+			Humanities Elective	3

#### **Additional Course:**

<b>NUR</b>	<b>1142</b>	<b>Introduction to Pharmacology</b>	<b>2</b>
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### **MAJOR COURSES**

+#	EMS	1119	Emergency Medical Tech.	5
+#	EMS	1335	Emergency Vehicle Operator	1
+#	EMS	1337	Defensive Tactics	1
+#	EMS	1340C	Basic Vehicle Rescue and Extrication	1
+#	EMS	1401	Emergency Medical Tech Lab	4
+#	EMS	2010	Essentials of Human Structure and Function	3
+#	EMS	2231	Paramedic I	5
+#	EMS	2232	Paramedic II	5
+#	EMS	2233	Paramedic III	1
+#	EMS	2342C	Advanced Vehicle Rescue and Extrication	1
+#	EMS	2435	Paramedic I Lab	5
+#	EMS	2436	Paramedic II Lab	5
+#	EMS	2425	Paramedic Internship	4
+#	EMS	2439	Advanced Clinical Internship or	5
+#	EMS	1310	EMS Management	1
+#	EMS	1761	Assistant Teaching in EMS	4
+#	EMS	2526	Twelve Lead EKG Intrep	1
+#	EMS	2553	Pediatric Advanced Life Support	1
+#	EMS	2555	Basic Trauma Life Support	1
+#	EMS	2931	Selected Topics: Emergency Response to Terrorism	1
+#	OST	1257	Medical Terminology	2
+#	RET	1934	Advanced Cardiac Life Support	1

**TOTAL DEGREE HOURS** ..... 73

#### **Refresher Courses**

+	EMS	1381C	Emergency Medical Technician Refresher	2
+	EMS	2391C	Paramedic Refresher	3

Both Refresher courses are offered by Distance Education as well as in the classroom.

**FIRE SCIENCE TECHNOLOGY****(FIRE-AS)**

**Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport**

**PRIMARY ADVISER:** Ray Jackson (ext. 5606)

**PROGRAM GOAL:** The purpose of this program is to prepare graduates for advancement in the fire service. Completion of the company officer courses leads to Fire Officer Certification; completion of the inspection courses leads to Fire Inspector Certification.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+*	ENC	1101	English I .....	3
+*	ENC	1102	English II or	
<sup>3</sup> +	ENC	2210	Technical Writing .....	3
+	MAT	1033	Algebra or +#QMB 1001 Math.....	3
	PSY	2012 or SYG 2000	Psy/Sociology .....	3
+	SPC	1600	Intro. to Public Speaking.....	3
			Humanities Elective .....	3

**MAJOR COURSES**

<sup>3</sup> #	CET	1460	Comp. Applications for Tech. or	
	CGS	1570	Microcomputer Applications.....	3
#	MNA	1100	Human Rel. in Management.....	3
<sup>3</sup> #	FFP	1610	Fire Cause and Arson Detection.....	3
<sup>1</sup> #	FFP	2810	Firefighting Strat. and Tactics I.....	3
<sup>1</sup> #	FFP	2811	Firefighting Strat. and Tactics II .....	3
<sup>3</sup> #	FFP	2700	Fire Department Administration .....	3
<sup>1</sup> #	FFP	2740	Fire Science Instr. Techniques .....	3
<sup>1</sup> +	FFP	2720	Company Officer.....	3
<sup>1,2</sup> +	FFP	1505	Fire Prevention Practices.....	3
<sup>1,2</sup> #	FFP	1540	Fire Protection Systems/Devices.....	3
			Inspection and/or Tactics Courses .....	9
			FFP or EMS Technical Electives .....	6

**TOTAL DEGREE HOURS** ..... 63

**INSPECTION COURSES**

<sup>2</sup> #	FFP	1510	Building and Fire Codes.....	3
<sup>2</sup> #	FFP	2120	Building Construction .....	3
<sup>2</sup> #	FFP	2521	Blueprint Read. and Plans Exam.....	3

**TACTICS COURSES**

#	FFP	1302	Fire Apparatus Operations .....	3
#	FFP	1301	Firestream Hydraulics .....	3
<sup>1</sup> #	FFP	2401	Hazardous Materials I .....	3
<sup>1</sup> #	FFP	2402	Hazardous Materials II.....	3
#	FFP	2212	Confined Space Rescue .....	3
#	FFP	2214	Confined Space Rescue, Tech.....	3

**TECHNICAL ELECTIVES**

Any FFP Fire Science Course

#	EMS	1119	Emergency Medical Technician.....	5
#	EMS	1401	Emergency Med. Tech. Lab .....	4
#	EMS	1335	Emergency Vehicle Operator I.....	1
	FFP	2111	Fire Chemistry.....	3
	FFP	1741	Fire Service Course Design.....	3
	FFP	2670	Ethical & Legal Issues of the Fire Service .....	3
<sup>1</sup> #	FFP	2706	Public Information Officer .....	3
	FFP	2793	Fire & Life Safety Educator I.....	3

<sup>1</sup> = Fire Officer I<sup>2</sup> = Fire Inspector<sup>3</sup> = Fire Officer II

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

**FIREFIGHTING (FIRE-VC)**

Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport

**PRIMARY ADVISER:** Ray Jackson (ext. 5606)

**PROGRAM GOAL:** The purpose of this program is to prepare students for Florida State Firefighter Certification.

Prospective students may be required to take the TABE test; score of 10th grade level is required. Application packet to the Florida State Fire College will consist of the following:

1. Application for certification as a firefighter.
2. Medical examination form.
3. Personal Inquiry Waiver.
4. Training Affidavit.
5. Fingerprint Card.
6. High school diploma or GED (transcript required).
7. Driver's license or Birth Certificate.

In addition to GCCC tuition and books, the following fees are required to be registered with the Florida State Fire College:

1. Fingerprint Card Fee.....\$64
2. Fire College Application Fee.....\$30

Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

=	FFP	0080	Intro to Firefighting.....	1.0v
=	FFP	0081	Intro to Firestreams.....	2.5v
=	FFP	0082	Intro to entry, Ropes, Extinguish.....	1.0v
=	FFP	0860	Intro to Firefighting Tactics.....	1.5v
=	FFP	0265	Intro to Firefighting Support Practices.....	2.5v
=	FFP	0565	Intro to Fire Prevention Practices.....	1.0v
=	FFP	0403	Intro to Hazardous Materials.....	1.0v
=	FFP	0940	Firefighting Practicum/Review.....	3.0v
#	CJD	2254	First Responder to Medical Emergencies.....	3 crs. or
=	CJK	0031C	CMS First Aid for Criminal Justice Officers or	
	EMS	1119	Emergency Medical Tech.....	5 or
	EMS	2231	Paramedic I.....	5

**TOTAL CERTIFICATE HOURS.....** 3crs./13.5v

**HOSPITALITY MANAGEMENT (HOSP-AAS)**

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839)

**PROGRAM GOAL:** The purpose of this program is to prepare students for immediate employment in an entry level hospitality industry.

**GENERAL EDUCATION COURSES** **Cr. Hrs**

+	*	ENC	1101	English I.....	3
+	#	BSC	1005	General Biological Science.....	3
+		SPC	1600	Intro. to Pub. Speaking.....	3
		PSY	2012 or SYG 2000	Psychology/Sociology.....	3
				Humanities I or II.....	3

**MAJOR COURSES**

	CGS	1570	Microcomputer Applications.....	3
+#	QMB	1001	College Business Math.....	3
#	HFT	1000	Intro. to Hotel/Restaurant Mgmt .....	3
#	HFT	1300	Executive Housekeeping .....	3
#	FOS	2201	Sanitation and Safety .....	2
#	FSS	1002	Intro. to Hospitality.....	3
#	HFT	2840C	Dining Room Operations .....	3
#	HFT	1410	Front Office Procedures .....	3
	BUL	2241	Business Law .....	3
#	HFT	1210	Hospitality Supervision.....	2
	HFT	2949	Hospitality Coop Ed.....	3
#	HFT	2313	Facilities Management .....	3
#	HFT	2223	Training in the Hospitality Ind. ....	3
#	ACG	2001	Financial Accounting I.....	3
#	HFT	2264C	Banquet and Convention Mgt. ....	3

**ELECTIVES**

Elective Hours.....6

**TOTAL DEGREE HOURS.....** 64

## INSTRUCTIONAL SERVICES TECHNOLOGY (IST-AAS)

Advisers for this program are located in the Professional Development Center

**PRIMARY ADVISER:** Steve Dunnivant (5897)

**PROGRAM GOAL:** The purpose of this program is to prepare students to work as teacher aides or paraprofessionals in elementary and middle schools.

**Requirement:** The student must be competent in the use of a computer and complete a tutorial on Blackboard instruction since most coursework will be offered online, except for testing. In most cases, special arrangements will be made for proctoring tests.

The State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement prior to the student entering the classroom for observations. The background check for students doing observations in the Bay County system will be initiated by GCCC. Students doing observations in other school systems must go to the district in which they will do their observations and comply with the requirements of that system. The students will be required to pay a fee for the cost of the background check. Prior to graduation, students must successfully demonstrate college-level competency in reading, English, and mathematics.

GENERAL EDUCATION COURSES			Cr. Hrs.
+*	ENC 1101	English I .....	3
	EUH 1000/1001	Western Civilization I/II .....	3
	PSY 2012	Psychology .....	3
		Biological/Physical Science .....	4
		Humanities Elective .....	3

### MAJOR COURSES

#	CHD 1432	Learning Activities for Young Children .....	4
	CHD 2220	Child Development .....	3
#	CHD 2450	Teacher Aide Practicum I .....	3
#	CHD 2452	Teacher Aide Practicum II .....	3
#	CHD 2710C	Children with Exceptionalities .....	3
#	CHD 1430	Observing and Recording Child Behavior .....	3
	CHD 2949	Cooperative Education (2 Co-op classes required) .....	6
	EDF 1005	Introduction to Education .....	3
#	EDG 2413	Classroom & Behavior Management .....	3
#	EDE 2310	Teaching Reading .....	3
#	EDE 2311	Teaching Mathematics .....	3
		Electives .....	10

**TOTAL DEGREE HOURS** ..... 63

## INTERNET SERVICES TECHNOLOGY (INT-AAS)

Advisers for this program are located in the James R. Asbell Business Building

**PRIMARY ADVISER:** Jerry Williams (ext. 2848)

The Internet Services Technology program provides a basic foundation in the field of web site design and programming for employment in commercial, industrial,, and government institutions. Web Services personnel work in a variety of positions including designing and daily maintenance of web sites and configuring, administering, and managing web sites. Graduates are prepared for entry-level positions as Web Technicians, Administrators, Web Site Developers, and Web Masters. Students will be able to develop applications in a variety of environments using the leading Web development languages, applications, and standards.

GENERAL EDUCATION COURSES			Cr. Hrs.
+*	ENC 1101	English I .....	3
+*	ENC 2210	Technical Writing .....	3
+	BSC 1005	General Biological Science .....	3
		PSY 2012/SYG 2000 Psy/Soc .....	3
		Humanities I & II .....	3

### MAJOR COURSES

	GEB 1011	Introduction to Business .....	3
	QMB 1001	College Business Math .....	3
	CGS 1570	Micocomputer Applications .....	3
	CGS 1544	Access Database Management .....	3
	GEB 1136	Foundations in e-Business .....	3
	GEB 2137	e-Business Laws & Ethics .....	3
	COP 2250	JAVA Programming .....	3
	COP 2840	Internet Programming .....	3
	ART 2600	Computer Imaging I .....	3
	CGS 2820	HTML Web Page Design .....	3
	CGS 2827	Advanced Web Page Design .....	3
	CGS 1520	Intro to Multimedia for Web .....	3
	CGS 2525	Advanced Multimedia for Web .....	3

### ELECTIVES (Choose three of the following)

	CGS 2825	Web Site Management .....	3
	CIS 1354	Intro to Network Security .....	3
	CGS 1103	Project Management .....	3
	COP 2823	ASP/Script Language Program .....	3
	CET 2485	Networking Essentials Plus .....	3
	GEB 2139	e-Business Management .....	3

**TOTAL DEGREE HOURS** ..... 63

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

## LEGAL ASSISTING/PARALEGAL (LEGAL-AS)

**Advisers for this program are located in the Technology Building**

**PRIMARY ADVISER:** Elaine McDuffie (ext. 5881)

**PROGRAM GOAL:** The purpose of this program is to prepare students to work as legal assistants and/or paralegals, i.e., to serve as assistants to attorneys and to perform many complex tasks under the supervision of attorneys. The legal assistant's responsibilities may include the following: conducting legal and factual research; interviewing clients and witnesses; reviewing and organizing case material for settlement negotiations or trial; drafting legal documents and forms; summarizing depositions, interrogatories, and testimony; and functioning as a member of a legal team. Students who graduate from this program would typically work in law firms, government agencies, financial institutions, corporations, law courts, insurance agencies, banks, department stores, credit departments, real estate offices, and health care facilities. Completion of the legal assisting program leads to an Associate in Science degree.

Choose 3 credit hours from the following list of computer courses (or approved elective): ..... 3

CGS	1570	Microcomputer Applications
OST	1856	Word Processing w/Word
+# CGS	1519	Excel

**ELECTIVE**..... 1

**TOTAL DEGREE HOURS** ..... 64

### GENERAL EDUCATION COURSES Cr. Hrs.

+#	ENC	1101	English I	..... 3
+#	ENC	1102	English II	..... 3
+#	Approved College-level Math Course			..... 3
	PSY	2012	Psychology	..... 3
	POS	2041	Amer. Nat. Govt.	..... 3

Choose one of the following courses: ..... 3

+#	PHH	2060	Intro. to Classical Philosophy
+#	PHI	2002	Intro. To Mod.Cont. Philosophy
+#	PHI	2600	Ethics
+#	Humanities III		

### MAJOR COURSES

#	PLA	1423	Contract Law	..... 3
#	PLA	2433	Corporations, Partnerships, & Agency Law	..... 3
	CJL	2100	Criminal Law	..... 3
	PLA	2308	Criminal Procedure	..... 3
	CJL	2130	Evidence	..... 3
	PLA	2800	Family Law	..... 3
	PLA	2600	Wills, Trusts, and Probate	..... 3
	PLA	2610	Real Property Law I	..... 3
	PLA	2190	Legal Reasoning	..... 3
	PLA	1203	Civil Practice and Procedure I	..... 3
+#	PLA	2223	Civil Practice and Procedure II	..... 3
+	PLA	1104	Legal Writing and Research I	..... 3
+#	PLA	2114	Legal Writing and Research II	..... 3
	PLA	2949	Coop or Elective	..... 3

## MAGNETIC RESONANCE IMAGING (RADT-ATC)

**PRIMARY ADVISERS:** DeeAnn Osterhout (ext. 3318), Alex Mercer (ext. 5846)

**PROGRAM GOAL:** This advanced technical certificate curriculum is offered to candidates currently certified by the American Registry of Radiologic Technologists in the fields of radiography, radiation therapy, or in nuclear medicine technology certified by Nuclear Medicine Technology Certification Board (NMTCB) and to graduate radiography students who are eligible for certification. Graduate students must pass the American Registry of Radiologic Technologists within four weeks of beginning the certificate program. The program provides didactic classroom and clinical rotations. The clinical portion of the program consists of orientation to the clinical aspects of magnetic resonance imaging, demonstration of the use of the equipment, and an opportunity to participate under close supervision in actual MRI procedures. Although the program is offered as a distance education class, clinical rotations will be scheduled during the day and evening. Following successful completion of the prescribed courses of study and clinical practice, the candidate may apply for certification in magnetic resonance imaging offered by the American Registry of Radiologic Technologists.

**To apply for this program of study, students should obtain a program application packet from the Division of Health Sciences containing a current listing of admission and course requirements.**

### Admission Requirements:

1. Apply for admission to Gulf Coast Community College.
2. Submit program application form, including technical standards form.
3. Submit official high school transcript or copy of GED scores to the Office of Admissions and Records.
4. Submit official college transcripts and have evaluation completed by the Office of Admissions and Records.
5. Schedule visit to the Radiography Department for an advisement session with a member of the program faculty.

The program begins twice each year and has a duration of two semesters. Applications are accepted continuously until the class is filled.

Upon acceptance into the MRI program, students must submit:

- A. Valid CPR certification
- B. Immunization records to include Hepatitis series and TB skin test
- C. Satisfactory criminal background check
- D. Copy of certification card

## CERTIFICATE COURSES

Cr. Hrs.

*All courses must be completed with a "C" or better.*

#*	RTE 2575	Introduction to MRI .....	3
#*	RTE 2576	MRI Physics.....	3
#*	RTE 2577	Clinical MRI Education I.....	3
#*	RTE 2578	Clinical MRI Education II.....	3
#*	RTE 2760	MRI Sectional Anatomy & Pathology I.....	3
#*	RTE 2771	MRI Sectional Anatomy & Pathology II .....	3

**TOTAL CERTIFICATE HOURS.....** 18

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
\* Minimum grade of "C" required.  
= PSAV course.



## MULTIMEDIA TECHNOLOGY (MMT-AAS)

Advisers for this program are located in the Technology Building

**PRIMARY ADVISER:** Claude Mott (ext. 3876)

**PROGRAM GOAL:** This program prepares students for entry-level positions that utilize the computer and video-capturing equipment in the production of multimedia products. The program includes general education and major core course requirements for all Multimedia Technology majors. Students must complete one of the options plus electives to total 16 semester hours. Students who graduate from this program would typically work for radio and TV stations, advertising agencies, printing companies, publishers, software publishers, or in the motion picture industry. In addition, any business that utilizes a Webmaster managing the content of the business's Web site would utilize the skills obtained in this program. Students who would like to continue their formal education in the area may subsequently pursue an Associate of Arts degree leading to a Bachelor's degree in a number of majors, depending on their area of specific interest. Students completing the program will also be prepared to enter the workforce at the entry-level of their profession.

GENERAL EDUCATION COURSES			Cr. Hrs.
+*	ENC 1101	English I.....	3
+	MMC 2100	Writing for Mass Com.....	3
*#+	MTB 1321	Tech. Algebra & Trig I.....	3
		Humanities Elective.....	3
		PSY 2012/SYG 2000 Psy/Soc .....	3

### MAJOR COURSES

	ART 2600	Computer Imaging I.....	3
+	ART 2601	Computer Imaging II.....	3
#	CET 1460	Computer Appl for Technology or	
	CGS 1570	Microcomputer Applications.....	3
#	CET 2585	Web Site Design.....	3
+	RTV 1241	Basic Video Production.....	3
	RTV 1240	Basic Audio Production .....	3
	TPP 1700	Voice Techniques.....	3
+#	RTV 2242	Advanced Video Production .....	3
#	ETD 1815	Adobe Photoshop .....	3
+#	ETD 1817	Adobe Illustrator .....	3
+	RTV 2460	Electronic Media Practicum.....	3

#### Digital Imaging Option

	ETD 1320C	AutoCAD .....	3
+	ETD 2350C	Advanced AutoCAD .....	3
		Electives.....	10

#### Digital Webmaster Option

#	CET 1580	FrontPage .....	3
#	CET 1362	Visual Basic .....	3
	COP 2250	JAVA .....	3
		Electives.....	7

**TOTAL DEGREE HOURS** ..... 64

## NURSING, ASSOCIATE DEGREE (RN-AS)

Advisers for this program are located in the Health Sciences Building

**PRIMARY ADVISERS:** Christine Bottkol (ext. 3317), Lara Cooper (ext. 3360), Donna Fowler (ext. 5841), Michelle Kern (ext. 5838), Parry Knauss (ext. 5830), Daniel Lovasz (ext. 5843), Suzy Martincak (ext. 5836), Martha Ruder (ext. 5817)

**PROGRAM GOAL:** The purpose of the associate degree nursing program is to prepare students for eligibility to apply for the Registered Nurse National Council Licensing Examination.

The nursing program is fully approved by the Florida State Board of Nursing and accredited by the National League of Nursing and the Accrediting Commission. Institutional membership is maintained in the NLN Council of Associate Degree Programs and the Organization of Associate Degree Nursing.

Upon successful completion of the prescribed course of study, students receive an Associate in Science Degree in Nursing which enables them to apply for the National Council Licensure Examination (NCLEX-RN). Upon successful completion of this examination, the Registered Nurse (R.N.) License is received.

This program will articulate into a baccalaureate degree program in nursing at all universities in the State University System.

**Before beginning this program of study, students should obtain a program application packet from the Division of Health Sciences containing a *current* listing of admission and course requirements.**

### APPLICATION PROCESS:

**(The items below are listed only as a general guide. Students should obtain a current application packet for the complete listing of entry requirements.)**

1. Application to Gulf Coast Community College must be completed prior to applying for the associate degree nursing program.
2. Submit the completed nursing program application to Health Sciences Division.
3. Submit all previous school transcripts (including high school/GED and all previous colleges) to the Office of Admission and Records for evaluation.
4. Submit proof, as outlined in the application packet, of college level competency in reading, English, and algebra.
5. Successfully complete, with a "C" or higher, BSC 2085 and BSC 2085L (Anatomy and Physiology I lecture and Lab).
6. Successfully complete the NLN PAX-RN nursing school entrance exam. (Registration process, study information, and minimum scores are contained in the nursing application packet).

7. Schedule appointment with assigned nursing faculty advisor.

It should be understood that admission to the nursing program is a selective process. The satisfaction of minimum requirements does not automatically guarantee admission. When space is limited, preference may be given to students within the community college's assigned district.

**Deadline for Selection:** All entry requirements, as outlined in the program application packet, must be completed by the appropriate deadlines for the two start dates each year. The deadline for the fall start date is the last working day of February and the deadline for the spring start date is the last working day of September.

Upon acceptance into the nursing program, students must also submit:

- A. Medical examination with satisfactory results.
- B. Valid CPR certification. Either the American Heart Association Health Care Provider Life Support Course or the American Red Cross CPR for the Professional Rescuer is acceptable.
- C. Satisfactory fingerprint/criminal background check.

Refer to Nursing Student Handbook for retention, dismissal, and readmission policies.

**Transfer Credit:** Academic courses taken at other colleges are transferable provided credit and laboratory hours correspond with those required at GCCC. CLEP credits are acceptable for transfer according to college policy. The possibility of transferring nursing courses can be determined only after a review of the individual's transcript and course outlines. Advanced placement students are admitted on a space-available basis.

#### GENERAL EDUCATION COURSES

Cr. Hrs.

+	*	BSC	2085	Anatomy and Physiology I.....	3
*		BSC	2085L	Anatomy & Physiology I Lab .....	1
+	*	BSC	2086	Anatomy & Physiology II.....	3
*		BSC	2086L	Anatomy & Physiology II Lab .....	1
*		HUN	1201	Principles of Nutrition.....	3
*		DEP	2004	Developmental Psychology.....	3
*		SYG	2000	Sociology .....	3
+	*	ENC	1101	English I.....	3
*		PSY	2012	General Psychology .....	3
+	*	MCB	2004	Microbiology.....	3
*		MCB	2004L	Microbiology Lab .....	1
+				Humanities I, II, or III Elective.....	3

#### MAJOR COURSES

+	*	NUR	1022C	Foundations of Nursing Practice .....	3
+	*	NUR	1210C	Nursing Care, Adult I.....	4
+	*	NUR	1212C	Nursing Care, Adult II.....	5

+	*	NUR	1260C	Gerontological Nursing.....	5
+	*	NUR	1142	Introduction to Pharmacology .....	2
+	*	NUR	2420C	Maternal-Infant Nursing.....	4
+	*	NUR	2310C	Nursing Care of the Child.....	4
+	*	NUR	2520C	Psychiatric-Mental Health Nurs.....	4
+	*	NUR	2241C	Nursing Care, Adult III .....	8
+	*	NUR	2945C	Practicum .....	3

**TOTAL DEGREE HOURS** ..... 72

#### PERIOPERATIVE NURSING

NUR 2293 offers advanced training in the area of surgical nursing for any second through fourth term current nursing student or as an open enrollment class to any licensed registered nurse. This course is a requirement for local hospitals for employment in the surgical area.

Students may register anytime and exit at anytime once the course objectives are completed. Course completion must be achieved within one semester. A second course is available through cooperative education for "hands on" experience in the operating room – NUR 2949. This course is offered in cooperation with clinical affiliates. Upon satisfactory completion (70%; C or better) of both courses a Certificate in Perioperative Nursing will be awarded.

This course is designed to introduce the nursing student or registered nurse to Perioperative Nursing with a focus on the Intraoperative component. This course includes an introduction to the Patient's Perioperative Experience, Roles and Responsibilities of the Registered Nurse; Principles and Practice of Sterile Technique; Sterilization and Disinfection; Operating Room Hazards; and an Introduction to Surgical Technique.

#### LPN/ADN ARTICULATION

PRIMARY ADVISERS: Carol Hill (ext 5833), Donna Wheeler (ext. 5840)

**PROGRAM GOAL:** This program is designed to facilitate the transition from the role of licensed practical nurse to registered nurse. LPN applicants may earn up to 17 credits of nursing based on competency testing results.

Enrollment for this program is limited. Admission to Gulf Coast Community College and the satisfaction of minimum requirements do not automatically guarantee admission.

Before beginning this program of study, students should obtain a program application packet from the Division of Health Sciences containing a *current listing of admission requirements*.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**Application Process:** Complete application process as noted in the PN. articulation to Associate Degree nursing packet.

Additional Information:

**Minimum Requirements for Admission to LPN-ADN Articulation:**

- A. Prior to entering NUR 1005C Nursing Transition, students must follow the checklist for students seeking LPN transition admission as outlined in the LPN articulation packet.
- B. Requirements for completion of additional cognate courses will be determined based on placement of applicant within the nursing sequence.
- C. Satisfactory completion of NUR 1005C LPN-ADN Transition.
- D. Excelsior College Mobility Exam official results must be available to the nursing department before the applicant can enroll in NUR 1005C. Guidelines for awarding of credit once accepted into the program are as follows:

Excelsior College Mobility Exam and Number:

*Fundamentals of Nursing (403)*

GCCC Credit: NUR 1022C

Minimum Required for Credit: Grade of "C"

Maximum Semester Hrs. Credit: 3

*Adult Nursing (554)*

GCCC Credit: NUR 1210C, NUR 1212C

Minimum Required for Credit: Grade of "C"

Maximum Semester Hrs. Credit: 9

*Foundations of Gerontology (407)*

GCCC Credit: NUR 1260C

Minimum Required for Credit: Grade of "C"

Maximum Semester Hrs. Credit: 5

- E. Official transcripts must be sent to the Office of Admissions and Records. A current copy of the applicant's nursing license must be on file in the Health Sciences Division.
- F. Valid CPR certification. Either the American Heart Association Health Care Provider Life Support Course or the American Red Cross CPR for the Professional Rescuer is acceptable.
- G. Current education certificates in the Health Sciences file for HIV/AIDS, Domestic Violence, Medical Errors, Infection Control, IV Therapy, and HIPAA.

Scheduling Options:

- The Traditional scheduling option allows the student to merge into the third semester of an existing weekday RN class. Once selected, this option will allow students to complete the RN program in two semesters. Students may be selected to enter the Traditional option during either fall or spring semesters.

The Weekend scheduling option selects one class of students per year with a February deadline; classes start with the fall semester and conclude with the spring semester. Classes meet Friday afternoons with 12 hour Saturday clinicals.

- **Retention and Dismissal Requirements** - Refer to Nursing Student Handbook.
- **Readmission Requirements** - Refer to Nursing Student Handbook.
- **Transfer Credits** - Refer to associate degree nursing designated curriculum.
- **Graduation Requirements** - Refer to associate degree nursing.
- **Course Curriculum** - Refer to associate degree nursing.

Upon conditional acceptance into the nursing program, students must also submit:

- A. Medical examination with satisfactory results and complete immunization record, including Hepatitis B immunization or signed waiver, and PPD or medical denial of symptoms.
- B. Satisfactory fingerprint/criminal background check.

**OFFICE ADMINISTRATION****(OFFIS-AS)**

**Advisers for this program are located in the James R. Asbell Business Building**

**PRIMARY ADVISER:** Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842)

**PROGRAM GOAL:** This program prepares individuals to assist management by expediting and facilitating the maintenance and production of correspondence and record telecommunicating; maintaining office budget; planning; preparing correspondence and resolutions; filing and maintaining documents; and assisting in the administration of policy.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs</b>
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+*	ENC	1101	English I .....	3
+*	ENC	1102	English II.....	3
			+Humanities I & II.....	6
+	BSC	1005	General Biological Science .....	3
	PSY	2012 or SYG 2000		
			Psychology/Sociology .....	3

**MAJOR COURSES**

+	OST	1102	Keybrdg. & Doc. Processing II .....	3
			(offered spring semester only)	
+#	QMB	1001	College Business Math.....	3
	CGS	1570	Microcomputer Applications.....	3
+#	CGS	1519	Excel .....	3
+#	OST	2335	Business Communications .....	3
+#	OST	1061	Intro. to Office Management.....	3
			(offered fall semester only)	
	ACG	2001	Financial Accounting I.....	3
+#	OST	1355	Records Management.....	3
			(offered fall semester only)	
+	OST	1856	Word Process. w/MS Word.....	3
+#	OST	2811	Desktop Publishing/MS Pub .....	3
			(offered spring semester only)	

Choose one of the following options:

**OFFICE MANAGEMENT OPTION**

#	OST	1101	Keybrdg. & Doc. Processing I .....	3
+#	OST	2601	Machine Transcription .....	3
#	MNA	1100	Human Relations.....	3
	MAN	2021	Principles of Management <b>or</b>	
	GEB	1011	Intro to Business.....	3
			Elective Hours.....	3

**MEDICAL OFFICE ADMINISTRATION OPTION**

#	OST	1257	Medical Terminology.....	2
+#	OST	1611	Medical Machine Transcription .....	3
+#	OST	1461	Computer Medical Office Mgt.....	3
#	MNA	1100	Human Relations.....	3
	MAN	2021	Principles of Management <b>or</b>	
	GEB	1011	Intro to Business.....	3
			Elective Hours.....	1

**OFFICE SOFTWARE APPLICATIONS OPTION**

#	CET	1580	FrontPage .....	3
#	CET	2485	Networking Essentials Plus .....	3
	COP	2250	Java Programming.....	3
+	CGS	1544	Database Mgt Using Access.....	3
	ACG	2450	Bs Computer Augmented Acct.....	3

**TOTAL DEGREE HOURS** ..... 63

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

## OFFICE MANAGEMENT TECHNICAL CERTIFICATE (CLERK-CT)

Advisers for this program are located in the  
James R. Asbell Business Building

**PRIMARY ADVISER:** Rhonda Barker (2841),  
Judy Fitzpatrick (ext. 2842)

**PROGRAM GOAL:** The purpose of this program is to provide current technologies in office management. Students who graduate from this program would typically work in an entry level position. Students who would like to continue their formal education may continue toward an Associate of Science degree in Office Administration.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC	1101	English I.....	3
+#	QMB	1001	College Business Math.....	3

### MAJOR COURSES

+	OST	1102	Keybrdg. & Doc. Processing II.....	3
	CGS	1570	Microcomputer Applications.....	3
+*	OST	2335	Business Communications .....	3
#	OST	1061	Intro. to Office Management.....	3
+#	OST	1355	Records Management .....	3
			Electives Hours .....	3

Choose one of the following:

	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management.....	3
	MNA	1100	Human Relations.....	3

**TOTAL DEGREE HOURS** .....27

## PHYSICAL THERAPIST ASSISTANT (PTA-AS)

Advisers for this program are located in the Health  
Science Building

**PRIMARY ADVISERS:** Holly Gunning (3312), Melinda  
Cumbaa (ext. 6180)

**PROGRAM GOAL:** Upon successful completion of the prescribed course of study, students will receive an Associate in Science degree. Graduates will be prepared to make application for the Physical Therapist Assistant licensing examination. Graduates wishing to be employed in Florida are required, under Chapter 486, Florida State Physical Therapy Practice Act, to be licensed.

The PTA program is an intensive two-year program that requires a strong commitment to full-time study for the entire two years. Once selected, the program is not designed to be completed on a part-time basis as the courses must be taken sequentially and are generally offered only once per year. The major courses are offered during the day time. The program is accredited by the American Physical Therapy Association Commission on Accreditation in Physical Therapy Education.

**Before beginning this program of study, students should obtain a program application packet from the Division of Health Sciences, containing a current listing of admission and course requirements.**

### Application Process:

- Admission to Gulf Coast Community College must be granted prior to applying to the Physical Therapist Assistant program.
- Scores from the Florida College Entry Level Placement Test or the equivalent course (see application packet) must be submitted showing the following minimum scores: English, 83; Reading Comprehension, 83; Algebra (not arithmetic), 72 or achieve a grade of "C" or better in MAT 0024 or higher level math course. Completion of a higher level algebra course will also satisfy this requirement. The tests are administered by the testing center at Gulf Coast Community College.
- Official transcripts from high school and other colleges attended must be submitted to the Office of Admissions and Records. Transfer credit for non-physical therapist assistant courses must be evaluated by the Office of Admissions and Records. A minimum GPA of "C" or 2.0 is required. Preference is given to those students with a math/science background and a GPA of 2.8 or better.
- A completed health sciences application must be submitted, including technical standards and prerequisites. The satisfaction of minimum requirements does not automatically guarantee admission. Admission is competitive among eligible applicants. Final selections will be made by the Admissions Committee based on an objective point system computed from the admissions criteria.
- Physical examination with satisfactory results.
- Satisfactory fingerprint/criminal background check.

- G. One class per year will be admitted in the fall semester. Application deadline for the fall class is April 1. If the class is not filled, the application deadline may be extended.
- H. Students not admitted for the year in which they applied must reapply if they wish to be considered for entry in a subsequent year (no waiting list).
- I. Program Policies: Specific program policies can be found in the Student Handbook for Physical Therapist Assistant Students.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

+	*	ENC	1101	English I.....	3
+	*	ENC	1102	English II.....	3
+	*	BSC	2085	Anatomy and Physiology I.....	3
*		BSC	2085L	Anatomy and Physiology I Lab.....	1
+	*	BSC	2086	Anatomy and Physiology II .....	3
*		BSC	2086L	Anatomy and Physiology II Lab .....	1
*		PSY	2012	Psychology.....	3
				Humanities Elective .....	3

**MAJOR COURSES**

+	*	OST	1257	Medical Terminology.....	2
+	*	PHT	1000	Intro. to Physical Therapy .....	3
+	*	PHT	1102	Applied Anatomy for PTAs .....	1
+	*	PHT	1200	Basic Skills in Patient Care .....	2
+	*	PHT	1200L	Basic Skills in Patient Care Lab .....	2
+	*	PHT	1124	Functional Human Motion .....	3
+	*	PHT	1124L	Functional Human Motion Lab .....	2
+	*	PHT	1131	Assessment, Measure, Document.....	1
+	*	PHT	1131L	Assessment, Measurement and Documentation Lab.....	2
+	*	PHT	1220	Intro. to Therapeutic Exercise .....	2
+	*	PHT	1220L	Therapeutic Exercise Lab.....	2
+	*	PHT	2224	Therapeutic Interventions I: Medical/Surgical Disabilities .....	2
+	*	PHT	2224L	Therapeutic Interventions I Lab .....	1
+	*	PHT	2225	Therapeutic Interventions II: Orthopedic Disabilities.....	3
+	*	PHT	2225L	Therapeutic Interventions II Lab.....	2
+	*	PHT	2226	Therapeutic Interventions III: Neurological Disabilities.....	3
+	*	PHT	2226L	Therapeutic Interventions III Lab.....	2
+	*	PHT	2211	Therapeutic Modalities.....	2
+	*	PHT	2211L	Therapeutic Modalities Lab .....	2
+	*	PHT	2801	PTA Clinical Practice I .....	3
+	*	PHT	2810	PTA Clinical Practice II .....	5
*		PHT	2820	PTA Clinical Practice III.....	5
+	*	PHT	2931	Seminar .....	2

**TOTAL DEGREE HOURS** .....74

## PRACTICAL NURSE CERTIFICATE (PN-VC)

**Advisers for this program are located at the Gulf/Franklin Center**

**PRIMARY ADVISER:** Sharon Milner (ext. 5521), Candi Fox (ext. 5515)

**PROGRAM GOAL:** This program is designed to help the student qualify to obtain licensure in the State of Florida. The program consists of 1,350 hours of study. Upon completion of the program, the student will be eligible to take the NCLEX-PN (National Council Licensure Examination for Practical Nurses). The first two courses of this program qualify students to take the Certified Nursing Assistant examination. This program is available only at the Gulf/Franklin Center in Port St. Joe, Florida.

In this program the practical nurse student is prepared to give patient care under the supervision of a registered nurse or physician. The student will be exposed to skills and have knowledge necessary to give safe and effective care to patients in a variety of settings.

**APPLICATION PROCESS:**

- Apply to Gulf Coast Community College Office of Admissions and Records.
- Submit an application to the Practical Nurse program at the Gulf/Franklin Center.
- Submit official high school and any college transcripts to Office of Admissions and Records.
- Submit active, satisfactory scores on the TABE examination or equivalent CPT scores. TABE tests are given at the Gulf/Franklin Center and the main campus. Successful completion of TABE is required for graduation.
- CNAs/PCTs must submit a copy of certification to the Gulf/Franklin Center.

After meeting the above criteria, the applicant should contact the Gulf/Franklin Center to schedule an appointment with the Assistant Nursing Coordinator for advising and review of the application folder for completeness.

Applications must be completed and submitted by the last working day in April for the summer class. Due to the selection process, meeting minimum requirements does not automatically guarantee admission.

**It is the responsibility of the student to maintain communication with the program adviser to ensure that the application folder is complete and up-to-date with current admission requirements.**

**Selection of Students:** During the first week in May, the selection committee will review all completed applications and make selections for the class. Selection will be based on cumulative GPA and TABE scores. Those residing within the service area will be given additional consideration.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

Applicants will be notified by mail of selection status.

Requirements After Conditional Acceptance:

- Physical examination with satisfactory results.
- Satisfactory fingerprint/criminal background check.
- Certification in CPR for healthcare providers.

Applications are available from the Gulf/Franklin Center, Port St. Joe, and from the Health Sciences Division, George G. Tapper Health Sciences Building, Room 202, Panama City Campus.

#### PROGRAM CURRICULUM:

=+*	HCP	0001	Health Careers Core **	3.0 v
=+*	HCP	0120C	Basic Nursing Care **	2.5 v
=+*	PRN	0000C	Fundamentals of Nursing Care	9.0 v
=+*	PRN	0022	Structure and Function	2.0 v
=+*	HSC	0530	Medical Terminology	0.5 v
=+*	MTB	0372	Applied Math	1.0 v
=+*	PRN	0030	Introduction to Pharmacology & Medications Admin	1.5 v
=+*	PRN	0020	Life Span	0.5 v
=+*	PRN	0110C	Pediatric Nursing	3.0 v
=+*	PRN	0400	Mental Health Concepts	0.5 v
=+*	PRN	0440	Community Health Concepts	0.5 v
=+*	PRN	0381C	Medical Surgical Nursing I	7.0 v
=+*	PRN	0383C	Medical Surgical Nursing II	10.0 v
=+*	PRN	0100C	Maternal/Newborn Nursing	4.0 v
<b>TOTAL DEGREE CREDITS</b>				45v

\*\*Vocational credit is awarded to the student if completed prior to entering the program. If accepted, the student will not have to repeat these courses. Upon completion of these courses in the program, the student is eligible to sit for the state Certified Nursing Assistant examination.

## PRIVATE SECURITY OFFICER (PSO-VC)

**Advisers for this program are located in the Public Safety Division at the North Bay Center in Southport**

**PRIMARY ADVISER:** Steve Brumm (ext. 5603)

**PROGRAM GOAL:** This program is designed to meet the course work requirements of the Florida Department of State for class D license "Unarmed Security Guard" and class G license "Armed Security Guard."

#### MAJOR COURSES

SCG	0501	Unarmed Security Guard	1.5v
SCG	0503	Armed Security Guard	1.0v

**TOTAL DEGREE CREDITS** 2.5v

## RADIO AND TELEVISION BROADCASTING (RTV-AAS)

**Advisers for this program are located in the  
Technology Building**

**PRIMARY ADVISER:** Claude Mott (ext. 3876)

**PROGRAM GOAL:** The purpose of this program is to prepare students for entry-level jobs in broadcasting, cable, television, or multi-media production. The program includes real-time lab experiences in radio and audio production and on-air on WKGC-AM and multi-media. Students who graduate from this program would typically work in radio and television stations as well as multi-media production houses. Students who would like to continue their formal education toward a bachelor's degree in general or mass communications should consult their adviser. Prior to graduation, students must successfully demonstrate college-level competency in reading, English, and mathematics.

GENERAL EDUCATION COURSES			Cr. Hrs.
+	ENC 1101	English I.....	3
+	ENC 1102	English II.....	3
	PSY 2012	Psychology.....	3
+	BSC 1005	Gen Biological Science.....	3
	POS 2041	Amer. Nat. Govt.....	3
		Humanities Elective.....	3

### MAJOR COURSES

	MMC 1000	Survey of Mass Comm.....	3
	RTV 1000	Electronic Media Survey.....	3
+	SPC 1600	Intro. to Public Speak.....	3
+	MMC 2100	Writing for Mass Comm. ....	3
+	RTV 2100	Electronic Media Writing.....	3
	RTV 1240	Basic Audio Production.....	3
+	RTV 1241	Basic Video Production.....	3
+	RTV 2300L	Broadcast News Lab .....	1
+#	RTV 2249	Advanced Audio Production.....	3
+#	RTV 2242	Advanced Video Production.....	3
+	RTV 2460	Electronic Media Practicum.....	3
	RTV 2272	Media Programming/Promotions.....	3
+#	MKA 2511	Principles of Advertising.....	3
		Approved MMC, JOU, or RTV Electives.....	3

**ELECTIVES** .....6

**TOTAL DEGREE HOURS** .....64

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# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.



**RADIOGRAPHY (RADT-AAS)**

**Advisers for this program are located in the Health Sciences Building**

**PRIMARY ADVISERS:** DeeAnn Osterhout (ext. 3318), Alex Mercer (ext. 5846)

**PROGRAM GOAL:** The purpose of this program is to prepare students to become registered radiographers, following successful completion of the prescribed courses of study and clinical practice. Graduates who pass the American Registry of Radiologic Technologist's examination will be eligible to work as radiographers in various health care facilities such as hospitals, doctors' offices and sports medicine clinics. The duration of the program is approximately 24 months. Courses must be completed in the prescribed sequence. In addition to general education requirements, students will learn to safely perform diagnostic radiographic examinations.

**To apply for this program of study, students should obtain a program application packet from the Division of Health Sciences, containing a current listing of admission and course requirements.**

**Admission Requirements:**

Application to Radiography program which includes:

1. Apply for admission to Gulf Coast Community College.
2. Submit program application form, including technical standards form.
3. Take Florida College Entry Level Placement Test (CPT) with the minimum scores for placement into college-level English, reading, college algebra, and a satisfactory arithmetic score. Scores must be active at program application deadline.
4. Submit official high school transcript or copy of GED scores to the Office of Admissions and Records.
5. Submit official college transcript and have evaluation completed by the Office of Admissions and Records.
6. Schedule a visit to the Radiography Department for an advisement session with a member of the program faculty.

The program begins in the fall semester each year. The deadline for submission of the completed application package is May 15. The program employs a selective admission process whereby applicants are chosen based on a composite admissions score. Applicants who meet all minimum requirements for admission are evaluated for their preparedness to enter the program. Four areas are considered:

1. Number of corequisite courses successfully completed.
2. GPA in corequisite courses.
3. Computerized placement test scores.
4. Interview with admission committee.

Program policies regarding retention, dismissal, and readmission of students are found in the *Handbook for Radiography Students*.

Requirements after conditional acceptance:

1. Physical examination with satisfactory results.
2. Valid CPR certification. Either the American Heart Association Health Care Provider Life Support Course or the American Red Cross CPR for the Professional Rescuer is acceptable.
3. Satisfactory fingerprint/criminal background check.

**GENERAL EDUCATION COURSES****Cr. Hrs.**

All courses must be completed with a "C" or better.

++	ENC	1101	English I.....	3
++	MAC	1105	College Algebra .....	3
+	BSC	2085	Anatomy and Physiology I.....	3
+	BSC	2085L	Anatomy and Physiology I Lab.....	1
+	BSC	2086	Anatomy and Physiology. II .....	3
+	BSC	2086L	Anatomy and Physiology II Lab .....	1
+	PSY	2012	Psychology or	
+	SYG	2000	Principles of Sociology .....	3
+	CGS	1570	Microcomputer Applications.....	3
+			Humanities .....	3

**MAJOR COURSES**

++	RTE	1000C	Intro. to Diagnostic Imaging .....	3
++	RTE	1613	Diagnostic Imaging Physics .....	3
++	RTE	1418C	Prin. of Radiographic Exposure .....	4
++	RTE	1503C	Radiographic Procedures/ Positioning I .....	3
++	RTE	1804	Clinical Education I .....	2
++	RTE	1513C	Radiographic Procedures/ Positioning II .....	3
++	RTE	1814	Clinical Education II .....	3
++	RTE	1523C	Radiographic Procedures/ Positioning III .....	2
++	RTE	1824	Clinical Education III.....	3
++	RTE	2473C	Radiographic Quality Assurance.....	3
++	RTE	2385	Radiobiology.....	3
++	RTE	2762	Sectional Anatomy & Pathology I .....	2
++	RTE	2772	Sectional Anatomy & Pathology II .....	2
++	RTE	2834	Clinical Education IV.....	4
++	RTE	2933	Radiologic Sci. Seminar.....	1
++	RTE	2905	Directed Study/Diagnostic Imaging .....	2
++	RTE	2563	Special Procedures .....	3
++	RTE	2844	Clinical Education V.....	4
++	RTE	2854	Clinical Education VI.....	4

**TOTAL DEGREE HOURS** ..... 77

**RESPIRATORY CARE****(RT-AAS)**

**Advisers for this program are located in the Health Science Building**

**PRIMARY ADVISERS:** Craig Wise (ext. 3311), Brad Killion (ext. 3837), Linda Thaxton (ext. 5835)

**PROGRAM GOAL:** The purpose of this program is to prepare students to become competent respiratory therapists by demonstrating:

- the ability to comprehend, apply, and evaluate clinical information relevant to their role as respiratory therapists.
- the technical proficiency in all skills necessary to fulfill the role as a respiratory therapist.
- personal behaviors consistent with professional and employer expectations for the respiratory therapist.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

**Before beginning this program of study, students should obtain a program application packet from the Division of Health Sciences containing a *current* listing of admission and course requirements.**

**ADMISSIONS:**

- Applicant must be admitted to the general college.
- Applicant must take the CPT placement test. Minimum placement scores for admission are required, see D-3. The placement test is given by the testing center at Gulf Coast Community College.
- After taking the above test, the applicant must have an informational interview with the assistant coordinator for health science admissions (contact 913-3311).
- A completed application will consist of:
  - Application form for Health Sciences programs.
  - Statement of "Why You Want To Be a Respiratory Therapist."
  - CPT minimum scores: Reading 83, Arithmetic 68, Algebra 72, English 83. Applicants must achieve a minimum score of 72 on the algebra portion of the college-Level Placement Test or achieve a grade of "C" or better in MAT 0024. Completion of a higher level algebra course will also satisfy this requirement.
  - High-school transcript or GED scores to the Office of Admissions and Records.
  - Transcripts from any college attended to the Office of Admissions and Records and to the health sciences recruiter. All transfer credit must be evaluated by the Office of Admissions and Records before program acceptance.
  - A cumulative GPA of 2.0 or greater in previous college work.
  - Satisfactory physical exam (to be completed after conditional acceptance).

**Requirements after Provisional Acceptance and before Classes Begin:**

- Physical examination with satisfactory results.**
- Fingerprinting and background check with satisfactory results.**
- Completion of CPR and HIV/AIDS course.**

**Selection:** The program begins once each year. Selection is made within three weeks of completion of respiratory care application. Students are admitted on a space available basis.

**Preference:** Applicants having completed any of the following courses with a "C" or better will have selection preference: BSC 2085, BSC 2085L, NUR 1142, BSC 2086, BSC 2086L, and OST 1257.

<b>GENERAL EDUCATION COURSES</b>			<b>Cr. Hrs.</b>
+	BSC 2085	Anatomy and Physiology I.....	3
+	BSC 2085L	Anatomy and Physiology I Lab.....	1
+	BSC 2086	Anatomy and Physiology II .....	3
+	BSC 2086L	Anatomy and Physiology II Lab .....	1
	PSY 2012	Psychology or	
	SYG 2000	Sociology .....	3
++	ENC 1101	English I .....	3
	CHM 1032	Gen, Organic, Biochemistry or	
	CHM 1045	General Chemistry .....	3
		Humanities Elective .....	3

**MAJOR COURSES**

+	NUR 1142	Introduction to Pharmacology .....	2
#	OST 1257	Medical Terminology .....	2
*#	RET 1004	Introduction to Science I .....	1
*#	RET 1483	Pulmonary Assessment I .....	2
*#	RET 1485	Pulmonary Physiology .....	2
*#	RET 1024C	Respiratory Care I .....	6
*#	RET 1295	Clinical Respiratory Medicine I .....	1
*#	RET 1005	Respiratory Microbiology .....	1
*#	RET 1350	Respiratory Pharmacology .....	1
*#	RET 1264C	Respiratory Care II .....	9

		Specialization Topics Electives (4 courses).....	4
*#	RET 1930, 1931, 1932, 1933, 1934, 1935, 1936		
*#	RET 2878C	Respiratory Care III .....	5
*#	RET 2280C	Respiratory Care IV .....	7
*#	RET 2616	Management.....	1
*#	RET 2297	Pulmonary Assessment II .....	1
*#	RET 2534C	Respiratory Care V.....	5
*#	RET 2234	Critical Thinking in Resp. Care.....	1
*#	RET 2292	Clinical Respiratory Medicine II .....	1

**ELECTIVES** .....4

**TOTAL DEGREE HOURS** .....76

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

## SURGICAL TECHNOLOGY VOCATIONAL CERTIFICATE (SURG-VC)

**Advisers for this program are located in the Health Science Building**

**PRIMARY ADVISER:** Craig Wise (ext. 3311), Libby McNaron (ext. 3551)

**PROGRAM GOALS:** The purpose of this program is to educate students in the specialty of surgical technology and promote knowledge based critical thinking in the safe practice of surgical technology. Upon completion of all graduation requirements, graduates of this program will receive a vocational certificate in surgical technology. Successful completion of the program will allow graduates to apply to take the national certifying examination provided all the eligibility requirements currently established are met.

To apply for this program of study, students should obtain a program application packet from the Division of health Sciences containing a current listing of admission and course requirements.

### GENERAL EDUCATION COURSES Cr. Hrs. *All courses must be completed with a "C" or better.*

+	BSC 1005	General Biological Science .....	3
#	OST 1257	Medical Terminology .....	2

### MAJOR COURSES

=*	HSC 0005	Orientation to Health Sciences .....	1.5 v
=+*	HSC 0005L	Orientation to Health Sciences Lab .....	0.5v
+*=	STS 0003	Intro to Surgical Technology .....	3 v
+*=	STS 0003L	Intro to Surgical Tech. Lab .....	2 v
+*=	STS 0803	Pharmacology & Anesthesia .....	1.5 v
+*=	STS 0803L	P'col & Anesthesia Lab .....	0.5 v
=*	STS 0804	Basic Microbiology .....	2 v
+*=	STS 0120	Surgical Specialties I .....	1 v
+*=	STS 0120L	Surgical Specialties I Lab .....	0.5 v
+*=	STS 0121	Surgical Specialties II .....	1 v
+*=	STS 0121L	Surgical Specialties II Lab .....	0.5 v
+*=	STS 0122	Surgical Specialties III .....	1 v
+*=	STS 0122L	Surgical Specialties III Lab .....	0.5 v
+*=	STS 0155	Surgical Tech & Procedures .....	3.5 v
+*=	STS 0155L	Surg Tech & Procedures Lab .....	4.5 v
+*=	STS 0255L	Surgical Procedures Clinical I .....	6 v
+*=	STS 0256L	Surgical Procedures Clinical II .....	6 v
+*=	STS 0257L	Surg Proc Clinical III .....	6.5 v

**TOTAL VOCATIONAL HOURS** ..... 5crs/42v

### APPLICATION PROCESS:

- Apply for admission to Gulf Coast Community College.
- Submit the Surgical Technology program application forms and a copy of your resume.
- Take TABE examination as required in the Surgical Technology selection package.
- Submit official high school or GED transcripts to the Office of Admissions and Records.

- Submit official transcripts from all previous colleges to the Office of Admissions and Records for evaluation.
- Have three letters of reference mailed to the program director.
- Complete transcript analysis with course instructor (previous training in anatomy/physiology and medical terminology may be substituted for BSC 1005 and OST 1257).
- Complete the interview process. See application packet for further information.

**Minimum Requirements for Admission:** Listed below are the specific requirements for admission to this program. It should be understood, however, that the minimum requirements are given and that admission to this program is a selective process. The satisfaction of minimum requirements does not automatically guarantee admission. When space is limited, preference may be given to students within the community college's assigned district.

- Prerequisites: Satisfactory completion with a grade of "C" or higher in BSC 1005, General Biology and OST 1257, Medical Terminology. (NOTE: BSC 2085 and BSC 2086, Anatomy and Physiology I and II or EMS 2010, Essentials of Human Structure and Function, may be substituted for the general biology requirements). Preference will be given to students who have completed the recommended prerequisites or are currently enrolled with a satisfactory grade.
- Complete the application process as outlined in the selection package.
- Proof of high school graduation or equivalent filed in the Office of Admissions and Records.
- Conference with surgical technology adviser.
- Submit proof of age – 18 years or older on or before the class start date of the class year.
- Upon conditional acceptance into the program, completion of medical examination and fingerprint/background check with satisfactory results.
- Certification in CPR by the American Heart Association or Red Cross Health Care Provider.

The Accelerated Alternate Delivery Bridge Program in Surgical Technology was developed to assist non-certified, currently practicing surgical technologists obtain the educational background they need to be eligible to sit for the Liaison Council on Certification for the Surgical Technologist (LCC-ST) National Certification Examination.

Surgical technologists interested in this program must fit into one of two groups:

- On-the-job trained surgical technologists who completed training before March 1, 2000, or
- Formally trained surgical technologists who completed their education from a non-Commission on Accreditation of the Allied Health Education Programs (CAAHEP) accredited program in surgical technology.

The Accelerated Alternate Delivery Bridge Program in Surgical Technology is a 5 college credit/42 vocational credit program. Up to 27 ½ of those vocational credits in lab skills and clinical experience may be granted by documented work experience in the field with a written validation of competency/examination. There is no charge for those

courses. The remaining thirteen (13) vocational credits and the 5 college credits representing 10 courses must be successfully completed.

Of those courses, 3 courses can be challenged by examination: HSC 0005, Orientation to Health Sciences; STS 0003, Introduction to Surgical Technology; and STS 0155, Surgical Techniques and Procedures. To challenge, one must register for the course and complete the pre-assessment examination for that course. The pre-assessment examination for each course must be completed with a minimal 70% score or "C" to successfully challenge the course. In the event of a score less than 70%, all of the course assignments, examinations, and final examination (not the same examination) must be successfully completed as outlined in the course syllabus.

**Distance Education Options:** Distance Education Surgical Technology is a program developed in partnership with hospitals or other institutions of higher learning to provide didactic instruction in conjunction with hands-on learning. All components of the program remain the same, including admission and graduation requirements. The individual distance education didactic classes are designed and offered to meet didactic training needs for on-campus students or as surgical training class/refreshers for healthcare workers to update knowledge. It provides an option for the student who prefers directed self-study. Distance education classes provide an avenue for continuing education for registered nurses and certified surgical technologists who are interested in specialized scrub skills to upgrade or maintain their current skills, certification, or licensure. For information on the surgical technology program, distance education class options, individual courses, or approval to take courses, call Libby McNaron at 873-3551.

**Graduation and Retention Requirements:** For the Surgical Technology Program, students must earn a grade of "C" or higher in each course. See surgical technology student handbook for further information regarding graduation, retention, dismissal, readmission, and transfer credit policies.

## WASTEWATER TREATMENT (WWTT-VC)

**Advisers for this program are located in the Technology Building**

**PRIMARY ADVISER:** Charles Mass (ext. 3876)

**PROGRAM GOALS:** The purpose of this program is to prepare technicians for employment at wastewater plants by preparing them to sit for the Wastewater Treatment Plant Operation Certification Exam.

### MAJOR COURSES

=	EVS	0110	Introduction to Water and Wastewater Treatment .....	2 v
+=	EVS	0333	Wastewater Treatment Plant Operation Level "C" .....	4 v
<b>TOTAL VOCATIONAL HOURS</b> .....				6 v

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

## **EDUCATOR PREPARATION INSTITUTE (EPI-XXX)**

**Advisers for this program are located in the Professional Development Building**

**PRIMARY ADVISER:** Steve Dunnivant (ext. 5897)

**PROGRAM GOAL:** This program is designed for individuals interested in becoming a certified teacher in the state of Florida and prepares individuals for potential employment as a teacher within a K-12 school. Program candidates must already hold a bachelor's degree, in any area, from an accredited college or university. All program applicants must submit to, and pass, a Level-2 background check. The Educator Preparation Institute (EPI) offers a state-approved pathway to teaching certification, culminating in the award of a Five-year Professional Teaching Certificate. The EPI is offered within a 6 or 8 month timeline, as a mixture of on-line and face-to-face traditional classroom sessions. EPI candidates typically meet one Saturday a month and are required to complete two "field experiences" to prepare for careers in teaching.

### **Cr. Hrs.**

#	EPI 0001	Classroom Management.....	3
#	EPI 0002	Instructional Strategies.....	3
#	EPI 0003	Teaching & Technology.....	3
#	EPI 0004	The Teaching & Learning Process.....	3
#	EPI 0010	Foundations of Language/Cognition.....	3
#	EPI 0020	The Teaching Profession.....	2
#+	EPI 0940	The Teaching Profession/Field Exp.....	1
#	EPI 0030	Diversity in the Classroom.....	2
#+	EPI 0945	Diversity in the Classroom/Field Exp.....	1

**TOTAL CERTIFICATE HOURS.....21**

For additional information and program availability dates, visit <http://teach.gulfcoast.edu>. NOTE: Classes in the program are categorized as "institutional credit" and count only toward EPI certification. Classes and credits are not transferable other than to approved EPI programs within the state.

## ADULT BASIC EDUCATION AND GED PREPARATION PROGRAM

**The Passport Program** - Designed to prepare students for achievement of the GED and/or to improve basic academic skills for job entry and retention. Open to individuals 18 years of age and older who do not possess a standard high school diploma or GED or who are functioning below the ninth grade level. Orientations are held weekly. Day, evening, and weekend hours are available. All services are free of charge. Call 850-872-3849 for more information.

## LIFELONG LEARNING PROGRAMS

**MISSION:** Recognizing that learning is a perpetual process, Lifelong Learning exists to collaborate with university parallel, career studies, adult basic education programs, and student development services to ensure a continuum of vital learning experiences to meet citizens' non-degree/non-career studies certificate needs for regulated professions, employee and career training needs, community building opportunities, and personal development.

**PROGRAMS:** Designed to meet non-degree needs, Lifelong Learning programs may be comprised of credit and noncredit courses, scheduled on or off campus, and offered through a variety of delivery systems, including but not limited to the following: lectures, town meetings, forums, seminars, workshops, clinics, conferences, on-line instruction, and self-paced, open-entry/open-exit formats. Courses are organized as follows:

### BUSINESS AND INDUSTRY TRAINING PROGRAMS

Business and industry training programs address continuing education needs of:

- Certified public accountants
- Computer and other technology users
- Construction industry contractors
- Electrical contractors
- Front-line managers/supervisors
- Insurance agents
- Manufacturing and industrial professionals
- Office systems personnel
- Pest control operators
- Professional engineers
- Small business owners/managers

Soft skills training programs are available for a variety of needs including customer service, teamwork, communication, and many more. Call 850-872-3818 for more information. Additionally, Business and Industry professionals can customize training programs to meet the needs of individual companies.

## REGULATED HEALTH PROFESSIONS TRAINING PROGRAMS

Regulated health professions training programs address continuing education needs of:

- Certified addiction professionals
- Clinical laboratory personnel
- Clinical Social Workers
- Dental Hygienist
- Dentists
- Emergency Medical Technicians
- Marriage and Family Therapist
- Mental Health Counselor
- Nursing Home Administration
- Nurses (CNA, LPN, RN, ARNP)
- Occupational Therapists/OTA
- Paramedics
- Physical Therapists/PTA
- Radiologic technologists
- Respiratory therapists

In addition to the above professions for which Gulf Coast Community College maintains providership status, the following members of the health profession frequently enroll in courses: Activity professionals, acupuncturists, dieticians, electrolysis technicians, funeral directors and embalmers, fitness trainers, health professions educators, hearing aid specialist, massage therapists, medical records personnel, occupational therapists, physical therapists, opticians, pharmacists, public health workers, and speech/language therapists, pathologists, and audiologists.

## REGULATED PUBLIC SAFETY TRAINING PROGRAMS

Regulated public safety professions training programs address continuing education needs of:

- Corrections officers
- Firefighters
- Law enforcement officers
- Juvenile justice officers
- Parole and probations officers
- Security guards

## EDUCATION PROGRAMS AND PARTNERS

Education programs and partners address continuing education needs of:

- Child care workers
- Teacher aides
- Teachers

**COMMUNITY SERVICES PROGRAMS**

Community service programs address the promotion of democratic ideals, community building, and enrichment of quality of life. Three programs currently reflect the college's commitment to the cultivation of citizen leaders, to stewardship of the area's environment, and learning for a lifetime; they are:

- Citizen Leadership Institute, which includes:
  - George G. Tapper Forums Program
  - Public Policy Institute
  - National Issues Forum
  - Citizen Leadership Training Program
- GCCC Environmental Education Center at Camp Helen
- Education Encore (a program for citizens age 50+)

**COURSE ANNOUNCEMENTS**

As appropriate to non-degree/certificate intent, credit courses in GCCC approved listings may be offered through Lifelong Learning. Non-credit courses are approved and offered on an on-going basis. Credit and non-credit courses offered by Lifelong Learning are announced in brochures, fliers, newspaper advertisements, online, and through direct mail.

**REQUESTS FOR OFFERINGS**

Requests for Lifelong Learning offerings are encouraged by the college. Consideration for such offerings is based upon the level of instruction, the number of people interested, and the availability of qualified personnel for instruction. A minimum number of participants usually is required to initiate an offering. Activities are frequently scheduled off campus at sites and times convenient to particular groups and tailored to meet unique needs.

**UPPER-DIVISION/GRADUATE EDUCATION**

Although Gulf Coast Community College is not officially responsible for upper-division and graduate education, it cooperates with the branch campus operated in Panama City by the Board of Regents and Florida State University and, as appropriate, with other university providers of continuing education.

**CONTACT**

Persons interested in Lifelong Learning Programs may contact the Office of Lifelong Learning at 850-872-3823 for further information.

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# ***COURSE DESCRIPTIONS***



**ACCOUNTING****ACG 2001 3 hrs., 3 crs.****Principles of Financial Accounting I**

An introduction to financial accounting. A sole proprietorship will be assumed. The complete accounting cycle will be studied as it relates to a service business and a merchandising business. Additional topics include financial reporting and analysis, specialized journals, internal control, short-term liquid assets, and inventories.

**ACG 2011 3 hrs., 3 crs.****Principles of Financial Accounting II**

Prerequisite: Minimum grade of "C" in ACG 2001 or consent of instructor.

A continuation of the introduction to financial accounting. Topics will include a study of short term liquid assets, long term assets, and current liabilities. Partnership and corporate accounting will also be introduced. Additional topics will include the statement of cash flows, financial statement analysis, and investments in stocks and bonds.

**ACG 2071 3 hrs., 3 crs.****Introduction to Managerial Accounting**

Prerequisite: ACG 2001.

Accounting for planning, organization, and cost control.

**ACG 2450 3 hrs., 3 crs.****Basic Computer Augmented Accounting \$12.00 lab fee**

Prerequisite: ACG 2001.

The accounting applications of electronic data processing, including the preparation, interpretation and use of computer information in financial decision-making. This course is transferable, but may not be substituted.

**ACG 2500 3 hrs., 3 crs.****Introduction to Nonprofit and Government Accounting**

Prerequisite: ACG 2011.

Accounting theory as applied to municipal and government problems with emphasis on budgeting, encumbrances, funds, and bond issues. This course is transferable, but may not be substituted.

**TAX 1000 3 hrs., 3 crs.****Principles of Taxation I**

\$12.00 lab fee  
A survey of federal income taxation with primary emphasis on the taxation of individuals.

**TAX 1010 3 hrs., 3 crs.****Principles of Taxation II**

\$12.00 lab fee  
Concepts and methods of determining income of estates, trusts, partnerships, and corporations for tax purposes; interpretation of internal revenue code, related regulations, and tax form preparation.

**ANTHROPOLOGY****ANT 2410 3 hrs., 3 crs.****Introduction to Anthropology**

This course is an introduction to the field of anthropology. Focusing on archaeology, the multimedia approach to the subject addresses the study of culture and cultural variation in both the ancient and modern world.

**ART****ARH 2000 3 hrs., 3 crs.****Understanding Visual Arts**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

(Meets Area I Humanities Requirement.)

A study of visual expression as presented through different media. Lectures, slides, and studio activities will introduce the student to the problems and materials of the artists.

**ARH 2050 3 hrs., 3 crs.****Art History Criticism I**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." (Meets Area I Humanities Requirement.)

From Prehistoric to Renaissance.

**ARH 2051 3 hrs., 3 crs.****Art History Criticism II**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

(Meets Area I Humanities Requirement.)

From Renaissance to Twentieth Century.

**ART 1100C 6 hrs., 3 crs.****Crafts Design I**

\$70.00 lab fee  
Development of basic techniques using a wide range of materials, such as metals, fibers, fiber dye, enamels, and stained glass. Emphasis is placed on creative use of the techniques.

**ART 1101C 6 hrs., 3 crs.****Crafts Design II**

\$70.00 lab fee

Prerequisite: ART 1100C.

Enhanced development of the materials explored in ART 1100C. Emphasis is placed on the creative use of the techniques.

**ART 1201C 6 hrs., 3 crs.****Design I**

Prerequisite or Corequisite: ARH 2000.

A beginning study of the elements of design as found in two dimensional composition. The first six weeks are devoted to color theory and related exercises.

**ART 1203C** **Design II** **6 hrs., 3 crs.**  
 \$120.00 lab fee  
 Prerequisite or Corequisite: ARH 2000.  
 Prerequisite: ART 1201C or consent of instructor.  
 A beginning study of the elements of design as found in three dimensional composition.

**ART 1300C** **Drawing I** **6 hrs., 3 crs.**  
 \$40.00 lab fee  
 Basic problems in freehand drawing designed to develop skill and understanding of visual communication through the use of line.

**ART 1301C** **Drawing II** **6 hrs., 3 crs.**  
 \$40.00 lab fee  
 Prerequisite: ART 1300C or consent of instructor.  
 A continuation of basic problems in freehand drawing designed to develop skill and understanding. This course is designed to challenge the student with more advanced drawing projects which foster creativity, disciplined skill, and experimental approaches.

**ART 1500C** **Painting I** **6 hrs., 3 crs.**  
 \$50.00 lab fee  
 Introduction to and involvement with painting media. Emphasis is placed on developing compositions which foster an understanding of some of the materials, skills, and directions possible in painting. Basic techniques and historical relationships will be related to in a format which also attempts to foster painting as a medium of expression.

**ART 1501C** **Painting II** **6 hrs., 3 crs.**  
 \$50.00 lab fee  
 Prerequisite: ART 1500C or approval of instructor.  
 Continuation of painting skill development, emphasizing composition and theme involvement.

**ART 1750C** **Ceramics I** **6 hrs., 3 crs.**  
 \$75.00 lab fee  
 Basic concepts of ceramic design. Experience in process of forming, decorating, glazing, and firing pottery.

**ART 1751C** **Ceramics II** **6 hrs., 3 crs.**  
 \$75.00 lab fee  
 Prerequisite: ART 1750C.  
 A continuation of skill development in ceramic production. Emphasis is on wheel throwing, hand building, preparation, and firing of pottery and kiln loading. Individual projects are developed.

**ART 1950** **Portfolio Preparation for Visual Arts I** **1 hr., 1 cr.**  
 \$40.00 lab fee  
 Prerequisite: ART 1201C or ART 1300C.  
 Preparation and presentation of a professional portfolio of work for a prospective employer, college admissions office, or juried competition.

**ART 1951** **Portfolio Preparation for Visual Arts II** **1 hr., 1 cr.**  
 \$40.00 lab fee  
 Prerequisite: ART 1950.  
 A continuation of portfolio preparation development. This course will assist students in developing and assembling portfolio presentation of their work. The portfolio can be used in relating to prospective employers, college admissions offices, or juried competitions.

**ART 2600** **Computer Imaging I** **3 hrs., 3 crs.**  
 \$15.00 lab fee  
 Explores the creative uses involved in and issues surrounding computer-generated imagery. (Computer Literacy and Windows recommended.)

**ART 2601** **Computer Imaging II** **3 hrs., 3 crs.**  
 \$15.00 lab fee  
 Prerequisite: ART 2600.  
 Builds on the skills learned in ART 2600. The student will use the computer and its applications as a creative tool in the process of making art. Students will explore advanced issues and uses involved in computer generated imagery. This course will be a combination of hands-on, practical computer experience using the IBM compatible computer and various software programs, and a theoretical examination of the issues affecting computer imagery.

**ART 2930** **Art Seminar** **1 hr., 1 cr.**  
 Covers topics of importance to students' interests and needs with varying emphasis. The course will provide students with insight into work or research of resident faculty, visiting artists, and lecturers. (May be repeated up to three times for credit.)

#### BANKING/FINANCIAL SERVICES

**#BAN 1004** **Principles of Bank Operations** **3 hrs., 3 crs.**  
 Fundamentals of bank functions. The descriptive orientation is international.

**#BAN 1114** **Deposit Operations** **2 hrs., 2 crs.**  
 Overview of the U.S. payments system, banking law and regulation, and current industry practices. Examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the interbank EFT systems.

**#BAN 1156** **Letters of Credit** **2 hrs., 2 crs.**  
 This course provides a hands-on approach to learning about the development, use, and operation of letters of credit and related international trade documents. It includes a detailed examination of most documents used in international trade activities today.

<b>#BAN 1210</b> 3 hrs., 3 crs. <b>Analyzing Financial Statements</b> A study of characteristics of financial statements and financial statement analysis.	<b>#BAN 2400</b> 3 hrs., 3 crs. <b>Trust Business</b> An overview of the trust department, including how it fits into the bank's overall operations, the services it provides, and generally how those services are delivered.
<b>#BAN 1240</b> 3 hrs., 3 crs. <b>Consumer Lending</b> Topics to be covered include consumer credit, credit risks, application, analyzing financial data, collection, compliance, and marketing consumer loans.	<b>#BAN 2403</b> 3 hrs., 3 crs. <b>Trust Investments</b> Theory and practice of trust department investment services.
<b>#BAN 1251</b> 3 hrs., 3 crs. <b>Real Estate Finance</b> This course provides instruction to construction lending and other areas of commercial real estate finance with particular emphasis on managing credit risk. Real estate law, appraisal and investment analyses are also covered. Covers principles of finance related to Condominiums; Multifamily Rental Property; Retail Property; Office, Warehouse, and Lodging Property.	<b>#BAN 2405</b> 3 hrs., 3 crs. <b>Trust Operations</b> Prerequisite: BAN 2161. Covers basic trust terminology and concepts and ideas of trust functions within the securities industry.
<b>#BAN 1500</b> 3 hrs., 3 crs. <b>Economics for Bankers</b> An introduction to the fundamental principles of economics, basic economic theory, and examples of the application of economics to banking. Emphasis is placed on topics of importance to bankers.	<b>#BAN 2413</b> 3 hrs., 3 crs. <b>Securities Processing</b> Provides understanding of the securities industry and its application to the banking environment.
<b>#BAN 1531</b> 3 hrs., 3 crs. <b>Introduction to Supervision</b> Provides skills for new or potential supervisors to become better managers by emphasizing broad perspectives and by combining fresh insights with the interpersonal relations required of today's successful managers.	<b>#BAN 2501</b> 3 hrs., 3 crs. <b>Money and Banking</b> Practical aspects of money and banking with emphasis on the basic monetary theory needed to apply knowledge to a particular job. Emphasis is placed on economic stabilization, types of spending, the role of gold, limitation of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.
<b>#BAN 2231</b> 3 hrs., 3 crs. <b>Commercial Lending</b> Prerequisite: BAN 1004. Provides knowledge and skills to be an effective commercial lender, including the technical side of lending and the human relations skills all successful leaders need.	<b>#BAN 2511</b> 3 hrs., 3 crs. <b>Marketing for Bankers</b> The basics of public relations, both internal and external. An overview of the essentials of bank public relations and marketing.
<b>#BAN 2253</b> 2 hrs., 2 crs. <b>Introduction to Mortgage Lending</b> This course covers construction and permanent financing for residential property, real estate law, documentation, mortgage load servicing, the secondary mortgage market, the role of government in mortgage leading, and residential real estate as an investment.	<b>#BAN 2532</b> 3 hrs., 3 crs. <b>Supervisory Training</b> Teaches managerial skills and concepts to current supervisors by integrating sound managerial concepts with practical experience. A modular format allows for flexibility so either basic or advanced skills can be enhanced.
<b>#BAN 2254</b> 2 hrs., 2 crs. <b>Mortgage Loan Documentation</b> This course is designed for use in residential mortgage loan processing training, and is tailored specifically to the basic training needs of loan processing offices that are subsidiaries of commercial banks. Compliance with regulatory requirements is emphasized throughout.	<b>#BAN 2744</b> 3 hrs., 3 crs. <b>Bank Management</b> Introduction to modern management theory, practices, and applications.
	<b>#BAN 2800</b> 2 hrs., 2 crs. <b>Law and Banking Principles</b> This course is a banker's guide to law and legal issues, with special emphasis on the Uniform Commercial Code.
	<b>#BAN 2801</b> 3 hrs., 3 crs. <b>Law and Banking Applications</b> An introduction to laws pertaining to secured transactions, letters of credit, and the bank collection process.

**BIOLOGY****BSC 1005****3 hrs., 3 crs.****General Biological Science**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Satisfactory completion of ENC 0002 or appropriate placement score is recommended. Cannot be used to satisfy degree requirements by students who already have credit in BSC 2010 or BSC 2011.

A basic general education course designed to give the student an understanding of the major biological concepts of organisms, their life, anatomy, reproduction, and development.

**BSC 1005L****2 hrs., 1 cr.****General Biological Science Lab**

\$35.00 lab fee

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

Recommended for students with the requirement of a science laboratory in their pre-program. Laboratory activities include the use of the microscope, cell and tissue study, chemical aspects of cells and digestion, the study of human organ systems with the dissection of the fetal pig, and genetics.

**BSC 2010****3 hrs., 3 crs.****Biology for Science Majors I**

Prerequisites: CHM 1040 or equivalent and satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2010L. College-level placement in English and reading recommended prior to taking this course.

First of two courses designed to provide depth in the biological sciences for students majoring in the life sciences. Course covers scientific methods, the chemical and cellular basis of life, bioenergetics, cellular reproduction, and molecular and organismal genetics.

**BSC 2010L****2 hrs., 1 cr.****Biology for Science Majors I Laboratory**

\$35.00 lab fee

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2010.

A laboratory course to be taken concurrently with BSC 2010. Laboratory experiences will relate to the chemical and physical aspects of life, cellular processes, photosynthesis and cellular respiration, mitosis and meiosis, and genetics.

**BSC 2011****3 hrs., 3 crs.****Biology for Science Majors II**

Prerequisites: BSC 2010. Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2011L.

The second sequence course for students majoring in the life sciences. Concentration is on diversity of life. Topics covered include plant and animal tissues, principles of ecology, population genetics, and evolution.

**BSC 2011L****2 hrs., 1 cr.****Biology for Science Majors II Laboratory**

\$35.00 lab fee

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2011.

A laboratory course to be taken concurrently with BSC 2011. Laboratory experiences will include structure and function of plants and animals, ecological principles, and evolution. Activities include field trips, experiments in physiology, and dissections.

**BSC 2085****3 hrs., 3 crs.****Human Anatomy and Physiology I**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

Corequisite: BSC 2085L or consent of adviser. (Students who do not take the lab have a much harder time passing the class. Satisfactory completion of BSC 1005 or high school biology during the last 5 years is strongly recommended.)

A study of chemistry, cells, tissue, the integument, the skeletal system, the muscular system, the cardiovascular system, and the respiratory system. Structure and function taught concurrently. This course is not intended for biology majors.

**BSC 2085L****2 hrs., 1 cr.****Human Anatomy and Physiology I Laboratory**

\$35.00 lab fee

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2085.

Laboratory experiences related to lecture material, including microscope usage, membrane physiology, cell structure, and survey of tissues. Using appropriate dissection and histology slides the skeletal, muscular, cardiovascular, and respiratory systems will be studied.

**BSC 2086****3 hrs., 3 crs.****Human Anatomy and Physiology II**

Prerequisites: BSC 2085 or one semester of college biology and satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2086L or consent of adviser. (Students who do not take the lab have a much harder time passing the class.)

A study of the lymphatic system, fluid balance, the nervous system and special senses, the digestive system, the urinary system, the endocrine system, and the reproductive system. Structure and function taught concurrently. This course is not intended for biology majors.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

**BSC 2086L** 2 hrs., 1 cr.  
**Human Anatomy and Physiology II Laboratory**

\$35.00 lab fee

Prerequisites: Satisfactory completion of BSC 2085L or one semester of a college-level biology laboratory course and satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

Corequisite: BSC 2086.

A laboratory course to be taken concurrently with BSC 2086. Laboratory experiences will relate to the lecture material and will include histology studies and appropriate dissections to study the lymphatic, nervous, digestive, urinary, endocrine, and reproductive systems.

**BSC 2311** 3 hrs., 3 crs.**Introduction to Marine Biology**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Satisfactory completion of high school biology and chemistry during the last five years is strongly recommended.

An introduction to the features of the world ocean and the major groups of living marine organisms that inhabit it. Physical, chemical, and biological interrelationships are emphasized. This course is not intended for biology majors, nor will it serve as a requirement for marine biology majors. The course will be offered in the fall semester of even-numbered years.

**BSC 2931** 1 hr., 1 cr.  
**Special Topics**

This course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. (This course does not satisfy the biological sciences requirement for the A.A. degree. Transfer of credit is the prerogative of the receiving institution.)

**BSC 2932** 2 hrs., 2 crs.  
**Special Topics**

This course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. (This course does not satisfy the biological sciences requirement for the A.A. degree. Transfer of credit is the prerogative of the receiving institution.)

**BSC 2933** 3hrs, 3crs.  
**Special Topics**

This course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. (This course does not satisfy the biological sciences requirement for the A.A. degree. Transfer of credit is the prerogative of the receiving institution.)

**MCB 2004** 3 hrs., 3 crs.  
**Microbiology**

Prerequisites: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C," and 3 hrs. biology or 3 hrs. chemistry.

Corequisite: MCB 2004L. College-level placement in English and reading recommended prior to taking this course.

The study of bacteria, molds, yeast, and other microorganisms. Emphasis is on distribution, spread, culturing, identification, classification, and the role of these microorganisms in human diseases. This course is not intended for biology majors.

**MCB 2004L** 3 hrs., 1 cr.  
**Microbiology Laboratory**

\$35.00 lab fee

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

Corequisite: MCB 2004.

Microbiology lab covers the study of bacterial techniques. Students learn how to culture and stain bacteria as well as perform metabolic tests to aid in bacterial identification. The effects of antibiotics, disinfectants, pH, and osmotic pressure on microbial growth is also tested.

**BUILDING CONSTRUCTION****BCN 1230** 3 hrs., 3 crs.  
**Materials and Methods**

A study of materials and methods used in commercial or private dwelling construction. Includes the use of wood, steel, and concrete in all phases of construction and a study of the fabrication of component units and their assembly at the construction site.

**#BCN 2742** 3 hrs., 3 crs.  
**Contractor's License Preparation**

Prerequisite: Permission of instructor.

A study designed to prepare students for the Building Contractors' Examination, state and federal laws, safety codes, building codes, construction methods and technology, and practical field knowledge leading to A, B, and C licenses. Course can be used for general knowledge of construction field.

**#BCT 1040** 3 hrs., 3 crs.  
**Blueprint Reading for Building Trades**

Fundamentals of blueprint reading in light construction for use by the building trades. Includes current standards, design characteristics, structural relationships, and the use of building materials.

**#BCT 2610** 3 hrs., 3 crs.  
**Codes for Electrical Exam**

A course covering the latest revisions of the national code and local codes intended to aid the experienced worker in preparing for journeyman and master examination.

**#BCT 2715****3 hrs., 3 crs.****Construction Management**

A survey of the problems encountered in building construction involving personnel; contracts; federal, state, and local laws involving taxes, unemployment compensation, safety, liens, property deeds, easements, and licensing.

**BCT 2770****3 hrs., 3 crs.****Construction Estimating**

The basic principles and current practices employed in estimating building costs. The student learns to prepare material lists and to take off quantities of materials and labor hours from working drawings and specifications. Project cost estimates are prepared.

### BUILDING CONSTRUCTION APPRENTICESHIPS

**=BCA 0340****90 contact hrs., 3 vocational crs.****Electrical Apprenticeship 9**

Prerequisite: BCA 0357

This is the 1<sup>st</sup> course, in the 5th year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians. This course is a continuation of the Electrical Apprenticeship 8 course.

**=BCA 0341****90 contact hrs., 3 vocational crs.****Electrical Apprenticeship 10**

Prerequisite: BCA 0340

This is the 2<sup>nd</sup> course, in the 5th year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians. This course is a continuation of the Electrical Apprenticeship 9 course.

**=BCA 0345****400 contact hrs., 13 vocational crs.****Electrical Internship 9**

Prerequisite: BCA 0350

This is the year 5, semester 1, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0346****400 contact hrs., 13 vocational crs.****Electrical Internship 10**

Prerequisite: BCA 0350

This is the year 5, semester 2, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0347****300 contact hrs., 10 vocational crs.****Electrical Internship Summer 5**

Prerequisite: BCA 0350

This is the year 5, summer, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0350****90 contact hrs., 3 vocational crs.****Electrical Apprenticeship 1**

This is the 1<sup>st</sup> course, in the 1<sup>st</sup> year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians. This course is a continuation of the Electrical Apprenticeship 1 course.

**=BCA 0351****90 contact hrs., 3 vocational crs.****Electrical Apprenticeship 2**

Prerequisite: BCA 0350

This is the 2<sup>nd</sup> course, in the 1<sup>st</sup> year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians. This course is a continuation of the Electrical Apprenticeship 1 course.

**=BCA 0352****90 contact hrs., 3 vocational crs.****Electrical Apprenticeship 3**

This is the 1<sup>st</sup> course, in the 2<sup>nd</sup> year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians.

**=BCA 0353****90 contact hrs., 3 vocational crs.****Electrical Apprenticeship 4**

Prerequisite: BCA 0352

This is the 2<sup>nd</sup> course, in the 2<sup>nd</sup> year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians. This course is a continuation of the Electrical Apprenticeship 3 course.

**=BCA 0354****90 contact hrs., 3 vocational crs.****Electrical Apprenticeship 5**

Prerequisite: BCA 0353

This is the 1<sup>st</sup> course, in the 3<sup>rd</sup> year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians. This course is a continuation of the Electrical Apprenticeship 4 course.

**=BCA 0355****90 contact hrs., 3 vocational crs.****Electrical Apprenticeship 6**

Prerequisite: BCA 0354

This is the 2<sup>nd</sup> course, in the 3<sup>rd</sup> year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians. This course is a continuation of the Electrical Apprenticeship 5 course.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

**=BCA 0356                      90 contact hrs., 3 vocational crs.  
Electrical Apprenticeship 7**

Prerequisite: BCA 0355

This is the 1<sup>st</sup> course, in the 4th year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians. This course is a continuation of the Electrical Apprenticeship 6 course.

**=BCA 0357                      90 contact hrs., 3 vocational crs.  
Electrical Apprenticeship**

Prerequisite: BCA 0356

This is the 2<sup>nd</sup> course, in the 4th year, of the 5-year Electrical Apprenticeship Program that is designed to prepare individuals to become Journeymen Electricians. This course is a continuation of the Electrical Apprenticeship 7 course.

**=BCA 0358                      400 contact hrs., 13 vocational crs.  
Electrical Internship 1**

Prerequisite: BCA 0350

This is the year 1, semester 1, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0359                      400 contact hrs., 13 vocational crs.  
Electrical Internship 2**

Prerequisite: BCA 0350

This is the year 1, semester 2, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0360                      300 contact hrs., 10 vocational crs.  
Electrical Internship Summer 1**

Prerequisite: BCA 0351

This is the year 1, summer, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0361                      400 contact hrs., 13 vocational crs.  
Electrical Internship 3**

Prerequisite: BCA 0350

This is the year 1, semester 1, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0362                      400 contact hrs., 13 vocational crs.  
Electrical Internship 4**

Prerequisite: BCA 0350

This is the year 2, semester 2, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0363                      300 contact hrs., 10 vocational crs.  
Electrical Internship Summer 2**

Prerequisite: BCA 0350

This is the year 2, summer, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0364                      400 contact hrs., 13 vocational crs.  
Electrical Internship 5**

Prerequisite: BCA 0350

This is the year 3, semester 1, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0365                      400 contact hrs., 13 vocational crs.  
Electrical Internship 6**

Prerequisite: BCA 0350

This is the year 3, semester 2, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0366                      300 contact hrs., 10 vocational crs.  
Electrical Internship Summer 3**

Prerequisite: BCA 0350

This is the year 3, summer, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0367                      400 contact hrs., 13 vocational crs.**  
**Electrical Internship 7**

Prerequisite: BCA 0350

This is the year 4, semester 1, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0368                      400 contact hrs., 13 vocational crs.**  
**Electrical Internship 8**

Prerequisite: BCA 0350

This is the year 4, semester 2, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

**=BCA 0369                      300 contact hrs., 10 vocational crs.**  
**Electrical Internship Summer 4**

Prerequisite: BCA 0350

This is the year 4, summer, coordinated work experience program that reinforces the educational and professional growth of students through parallel involvement in classroom instruction and field experience for the Electrical Apprenticeship program. Field activities are coordinated with classroom activities to provide student the opportunity to apply their knowledge and gain hands-on skills.

### BUILDING CONSTRUCTION VOCATIONAL

**=BCV 0605                      300 contact hrs., 10 vocational crs.**  
**Introduction to Electricity**                      \$150.00 lab fee

This course enables students to develop the essential competencies for working as an electrician helper in the construction industry or enter additional training. These competencies include safety practices, direct-current electrical-circuit skills, appropriate communication and math skills, basic electricity and electric codes, and employability skills.

**=BCV 0641                      150 contact hrs., 5 vocational crs.**  
**Residential Wiring I**                      \$50.00 lab fee

Prerequisite: BCV 0602.

This course is designed to teach entry-level job skills. Topics include use of power and hand tools, electrical materials, blueprint reading, and wiring techniques. Also, the National Electrical Code will be explained as applicable in residential wiring.

**=BCV 0642                      300 contact hrs., 10 vocational crs.**  
**Residential Wiring II**                      \$50.00 lab fee

This course is designed to teach entry-level job skills. Topics include the National Electrical Code (NEC), blueprint interpretation for estimating and planning, installation and wiring of electrical residential circuits.

**=BCV 0660                      300 contact hrs., 10 vocational crs.**  
**Commercial Wiring I**                      \$50.00 lab fee

Prerequisite: BCV 0630.

This course is designed to teach entry-level job skills. Topics include building plans and specifications, branch circuits, feeders, National Electrical Code (NEC) requirements for commercial installations, emergency power systems, and special electrical systems.

**=BCV 0661                      150 contact hrs., 5 vocational crs.**  
**Commercial Wiring II**                      \$50.00 lab fee

Prerequisite: BCV 0660.

This course is designed to teach entry-level job skills. Topics include commercial lighting, panelboard installations, National Electrical Code (NEC) requirements for calculations of commercial installations, low voltage lighting, and cooling systems.

### BUSINESS ADMINISTRATION

**BUL 2241    3 hrs., 3 crs.**  
**Business Law**

A survey course of the legal setting in which business operates. Emphasis on public and regulatory law and on social, political, and ethical aspects of legal issues in business. Areas covered include administrative law, antitrust law, contracts, torts, employment law, and related topics. (Check with your adviser about university transfer requirement.)

**GEB 1011    3 hrs., 3 crs.**  
**Introduction to Business**

An introductory course providing an opportunity to survey the fields of business covering topics such as the nature of business, types of business organization and ownership, physical aspects, business procedures, interrelationships between phases of business.

**GEB 1060    3 hrs., 3 crs.**  
**Culinary and Travel Elements for Business**

Introduction to travel, world cuisines and beverages, business etiquette, and dining etiquette.

**#GEB 1136    3 hrs., 3 crs.**  
**Foundations in e-Business**                      \$12.00 lab fee

This course is designed to introduce students to the multi-faceted aspects of electronic business operations. This course provides a framework for students to use in the analysis and formulation of electronic business solutions. Electronic business is an area that impacts many different disciplines of study, such as accounting, business law, information systems, marketing, and management.

**#GEB 2138    3 hrs., 3 crs.**  
**E-Business Law and Ethics**

This course focuses on legal and ethical issues involved in forming and operating web-based companies.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.



## #GEB 2139

3 hrs., 3 crs.

**E-Business Management**

Prerequisite: GEB 1136

This course includes the applications, principles, and concepts of business transactions that take place via electronic communication networks. Specific emphasis will be placed on the process of buying and selling goods and services, and the information over computer networks.

**CHEMISTRY****CHM 1032**

3 hrs., 3 crs.

**General, Organic, Biochemistry**

This course covers fundamental topics in general and organic chemistry and selected topics in biochemistry.

**CHM 1032L**

2 hrs., 1 cr.

**General, Organic, Biochemistry Lab**

\$35.00 lab fee

Prerequisite or Corequisite: CHM 1032 or CHM 1040.

This course involves a series of "at home" activities using a kit supplied by the college and additional chemicals and materials commonly found in the home. Laboratory reports will be communicated via the Internet. Topics in physical and chemical properties, colloids, and solutions, electrolytes, pH and buffers, properties of organic compounds, and characteristics of amino acids, proteins, carbohydrates, and lipids will be addressed.

**CHM 1040**

3 hrs., 3 crs.

**Fundamentals of Chemistry**

Prerequisite: Satisfactory mathematics placement on the College-Level Placement Test or completion of MAT 1033 with a minimum grade of "C."

This course covers the fundamentals of chemistry with emphasis on descriptive chemistry. It includes topics in equations, stoichiometry, the Periodic Table, gas laws, nuclear chemistry, acids-bases, pH, and selected topics in carbon chemistry. (This course does not meet the chemistry requirement for science majors.)

**CHM 1040L**

2 hrs., 1 cr.

**General, Organic, Biochemistry Lab**

\$35.00 lab fee

This course introduces students to safety in the laboratory, fundamental chemistry laboratory processes, procedures, techniques, and equipment appropriate for the beginning student. It explores basic chemical and physical properties and changes, types of chemical reactions, behavior of gases, stoichiometric application, simple equilibria, and fundamentals of quantitative analysis.

**CHM 1045**

3 hrs., 3 crs.

**General Chemistry**

Prerequisites: CHM 1040 or consent of the instructor; College-level reading placement; MAC 1105. Corequisites: CHM 1045L and MAC 1140.

Topics covered are chemical calculations, inorganic nomenclature, chemical reactions, thermochemistry, gases, atomic structure, configurations, periodicity, oxidation-reduction, and chemical bonding, including MO and VSEPR theory.

**CHM 1045L**

3 hrs., 1 cr.

**General Chemistry Laboratory**

\$30.00 lab fee

Corequisite: CHM 1045.

This course explores chemical and physical properties of substances, types of chemical reactions, energy changes, chemical separations, and quantitative analysis procedures. Designed to accompany the lecture, this laboratory enhances the student's understanding of the lecture topics and teaches basic chemical laboratory techniques.

**CHM 1046**

3 hrs., 3 crs.

**General Chemistry and Qualitative Analysis**

Prerequisites: MAC 1140 and CHM 1045 or the equivalent.

Corequisite: CHM 1046L.

Topics include solids, liquids, gases, colligative properties, kinetics, gaseous equilibria, nuclear chemistry, weak electrolyte equilibria, solubility equilibria, entropy, free energy, and electrochemistry.

**CHM 1046L**

6 hrs., 2 crs.

**General Chemistry and Qualitative Analysis Laboratory**

\$30.00 lab fee

Corequisite: CHM 1046.

The first half of this course emphasizes quantitative analysis techniques to expand the student's knowledge of oxidation-reduction, gravimetric analysis, colligative properties, reaction rates, electrochemistry, chemical equilibrium and electrolytes. The second half of this course focuses on the chemical and physical techniques to identify unknown substances. Designed to accompany the lecture, this laboratory enhances the student's understanding of the lecture topics and teaches basic chemical laboratory techniques.

**CHM 2210**

3 hrs., 3 crs.

**Organic Chemistry I**

Prerequisite: CHM 1046.

Corequisite: CHM 2210L.

A course in reactions, preparations, nomenclature, stereochemistry, conjugation, resonance, nucleophilic aliphatic substitutions, and elimination in alkanes, alkenes, alkynes, alkyl halides, alcohols, ethers, and cyclics; with an extensive introduction to organic synthesis.

**CHM 2210L**

4 hrs., 2 crs.

**Organic Chemistry I Laboratory**

\$50.00 lab fee

Corequisite: CHM 2210.

An accompanying course to Organic Chemistry I. Designed to accompany the lecture. This laboratory enhances the student's understanding of lecture topics and teaches basic organic laboratory techniques.

**CHM 2211**

4 hrs., 4 crs.

**Organic Chemistry II**

Prerequisite: CHM 2210. Corequisite: CHM 2211L

A course covering the reactions, preparations, nomenclature, stereochemistry, conjugation, and resonance in aromatic and carbonyl compounds, amines, heterocyclics, phenols, and their derivatives; including organic synthesis and a comprehensive in-depth study of organic spectroscopy.

**CHM 2211L** **3 hrs., 1 cr.**  
**Organic Chemistry II Laboratory** \$50.00 lab fee  
 Corequisite: CHM 2211.

An accompanying course to Organic Chemistry II. Designed to accompany the lecture. This laboratory enhances the student's understanding of lecture topics and teaches basic organic laboratory techniques.

### COMMERCIAL TRUCK DRIVING

**=TRA 0081** **160 contact hrs., 5.5 vocational crs.**  
**Basic Truck Driving**

The course is designed to give each student quality up to date basic training. The course is divided into three specific sections. Section I includes orientation, driving theory, vehicle familiarization, Federal Motor Carrier Safety Regulations, and a defensive driving course. In Section II the student will receive hands-on training in operating a tractor-trailer within a designated area. Section III includes street driving on specific routes. During this section of the course, an instructor is in the cab of the truck at all times with the student.

**=TRA 0940** **160 contact hrs., 5.5 vocational crs.**  
**Truck Driving Internship**

Prerequisite: TRA 0081

This course provides the student an opportunity to gain hands-on training and experience in a day-to-day motor carrier atmosphere. In this course, the student will be working in a team driver atmosphere performing actual driving duties.

### COMPUTER ELECTRONICS ENGINEERING

**#CET 1114C** **6 hrs., 4 crs.**  
**Digital Circuits** \$10.00 lab fee  
 Prerequisite or Corequisite: EET 1015C.

Integrated lecture and laboratory experiences in the study of digital integrated circuits, number systems, and Boolean Algebra. Included is the study of gates, counters, adders, registers, multivibrators, and arithmetic logic units.

**#CET 1362** **3 hrs., 3 crs.**  
**Visual Basic** \$8.00 lab fee  
 Prerequisite: CET 1460 or COP 1332.

An introductory course in Visual Basic (Professional edition.) The student will learn to create innovative and useful Windows programs.

**#CET 1460** **3 hrs., 3 crs.**  
**Computer Applications for Technology** \$8.00 lab fee  
 An introductory course in the use of computers, including the computer operating system (Windows and DOS), word processing, basic graphics, and Internet usage. Students must have basic keyboarding skills.

**#CET 1463** **1 hr., 1 cr.**  
**Excel for Engineers** \$4.00 lab fee  
 Prerequisite: CET 1460.

This course provides the fundamental concepts of electronic worksheets using the computer software program EXCEL.

**#CET 1580** **3 hrs., 3 crs.**  
**FrontPage** \$8.00 lab fee

This course will provide the student with the skills to create and maintain professional web pages using the current version of Microsoft FrontPage. Students will design and create a small business web site. (Students should be competent in using Windows.)

**#CET 1600C** **4 hrs., 3 crs.**  
**Network Fundamentals** \$50.00 lab fee

This course is designed to prepare students to apply and understand the basics of networking hardware. The course covers the OSI model and industry standards, network topologies, IP addressing, and basic network design. This is the first of a four part series to prepare students for Cisco Certified Networking Associate examination.

**#CET 1610C** **4 hrs., 3 crs.**  
**Router Technology** \$50.00 lab fee

Prerequisite: CET 1600C.

This course covers beginning router configurations, routed and routing protocols, and introduction to LAN switching. This the second of a four part series to prepare student for Cisco Certified Networking Associate examination.

**#CET 2123C** **6 hrs., 4 crs.**  
**Microprocessor Fundamentals** \$10.00 lab fee

Prerequisite: CET 1114C.

Integrated lecture and laboratory experiences designed for the study of all aspects of microprocessor systems, including MPU architecture, bus concepts, memory schemes, input-output, assembly language programming, test instruments, and troubleshooting.

**#CET 2173C** **6 hrs., 4 crs.**  
**Microcomputer Systems** \$10.00 lab fee

Prerequisite: CET 2123C.

A hardware course providing hands-on experience in specifying, assembling, testing, and using a microcomputer to send, receive, and control data. Includes architecture, input-output interfacing, DMA, interrupts, memory management, assembly language and basic programming, and local area networking.

**#CET 2177** **3 hrs., 3 crs.**  
**Computer Hardware Essentials** \$8.00 lab fee

This course provides the student with the basic knowledge and skills necessary for further study of computers and networking.

**#CET 2179** **3 hrs., 3 crs.**  
**A+ Certification** \$8.00 lab fee

Designed to prepare students for the A+ Certification exam sponsored by the Computing Technology Industry Association for computer service technicians. This is a test preparation class for those who have experience with computer hardware and software and are seeking certification.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

<b>#CET 2363</b> <b>Advanced Visual Basic</b> <b>Prerequisite:</b> CET 1362 or COP 1332. The student will develop and write extensive applications programs using Visual Basic 6.0.	<b>3 hrs., 3 crs.</b> \$8.00 lab fee	<b>#CET 2615C</b> <b>Advanced Router Technology</b> <b>Prerequisite:</b> CET 1610C. This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers advanced router configurations, Local-Area Networking (LAN) switching, network management, and advanced network design. This is the third of a four-part series to prepare students for the Cisco Certified Networking Associate examination.	<b>4 hrs., 3 crs.</b> \$50.00 lab fee
<b>#CET 2364</b> <b>C++ Programming</b> An introduction to the C programming language, including input/output, pointers, functions, arrays, and file operations. (Students should be familiar with program development.)	<b>3 hrs., 3 crs.</b> \$8.00 lab fee	<b>#CET 2620C</b> <b>Project Based Learning</b> <b>Prerequisite:</b> CET 2615C. Designed to prepare a student to apply and understand the advanced principles, applications, and implementation of networking hardware. The course covers advanced network design projects and advanced network management projects. This is the fourth of a four-part series to prepare students for the Cisco Certified Networking Associate examination.	<b>4 hrs., 3 crs.</b> \$50.00 lab fee
<b>#CET 2368</b> <b>Advanced C++</b> <b>Prerequisite:</b> CET 2364. An advanced course for C programmers. Introduces the creation of classes and data encapsulation. Derivation and polymorphism will be covered to make use of C++ as an object-oriented programming language.	<b>3 hrs., 3 crs.</b> \$8.00 lab fee	<b>#CET 2722</b> <b>Windows 2003 Server</b> <b>Prerequisites:</b> CET 2177 and CET 2485 This course provides students with the opportunity to develop the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server™ 2003 environment. It also helps students to prepare for the MCP Exam 70-290, Managing and Maintaining a Microsoft Windows Server 2003 Environment.	<b>4 hrs., 4 crs.</b> \$8.00 lab fee
<b>#CET 2485</b> <b>Networking Essentials Plus</b> This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks, wide area networks, and the Internet.	<b>3 hrs., 3 crs.</b>	<b>#CET 2724</b> <b>Server 2003 Network Infrastructure</b> <b>Prerequisites:</b> CET 2177 and CET 2485 This course provides students with the opportunity to develop the knowledge and skills that are required to implement, manage, and maintain a Microsoft Windows 2003 Infrastructure. It also helps students to prepare for the MCP exam 70-291, Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 network Infrastructure.	<b>4 hrs., 4 crs.</b>
<b>#CET 2526</b> <b>LINUX</b> A course for LAN or Web system administrators who need to learn supervisory tasks for the LINUX/UNIX operating system. Red Hat LINUX is used for training.	<b>3 hrs., 3 crs.</b> \$8.00 lab fee	<b>#CET 2811</b> <b>Windows XP Professional</b> This course provides students with the opportunity to develop the knowledge and skills that are required to install, configure, and administer the Windows® XP Professional operating system. This course also helps students to prepare for the MCP Exam 70-270.	<b>4 hrs., 4 crs.</b> \$8.00 lab fee
<b>#CET 2585</b> <b>Web Site Design</b> This course provides the student with knowledge and skills to design attractive and informative web pages and to publish them on the World Wide Web. The student will learn effective use of graphics, typography, color, and navigation and the effects of browser and computing platforms on the design choices. (Students should be competent in using Windows and the Internet.)	<b>3 hrs., 3 crs.</b> \$8.00 lab fee	<b>#EET 1015C</b> <b>Direct Current Circuits</b> An introductory combined lecture and laboratory experiences, including electronic definitions, Ohm's Law, D.C. circuits, analysis, meters, conductors, insulators, resistors, and batteries. The use and understanding of test equipment for circuit analysis are stressed.	<b>6 hrs., 4 crs.</b> \$10.00 lab fee
<b>#CET 2587</b> <b>Web Database Applications</b> <b>Prerequisite:</b> CET 1362. This course covers the installation, use, and management of client server databases such as Microsoft Access, and Microsoft SQL relational databases.	<b>3 hrs., 3 crs.</b> \$8.00 lab fee		
<b>#CET 2588</b> <b>i-Net+ Certification</b> This course provides a broad-based introduction to networking and the Internet. It teaches learners how to manage processes using the Internet at a non-technical level, build Web sites of moderate complexity, and manage client PCs connected to the Internet. This course is designed to prepare individuals for CompTIA's I-Net+ certification exam.	<b>3 hrs., 3 crs.</b> \$8.00 lab fee		

<b>EET 1025C</b> <b>Alternating Current Circuits</b> 6 hrs., 4 crs. \$10.00 lab fee Prerequisite: EET 1015C. A combination of lecture and laboratory experiences in the study of AC fundamentals, magnetism, inductive circuits, capacitive circuits, complex numbers, resonance, and filters. Theoretical circuit analysis and circuit testing by the use of meters and oscilloscopes.	<b>#EET 2607C</b> <b>Printed Circuit Fabrication and Soldering</b> 3 hrs., 2 crs. \$25.00 lab fee A study of the techniques involved in the translation of a schematic diagram into a working circuit. Topics include safety, PCB layout and construction, soldering and desoldering, the practical applications of hand tools (powered and nonpowered), and packaging of electronic equipment. The completion of a student project is required.
<b>#EET 1033</b> <b>Fundamental of DC/AC Circuits</b> 3 hrs., 3 crs. Prerequisite: MAT 0002 or permission of instructor. This is an introductory course in basic electricity intended for the engineering technology programs. It consists of the concepts, laws, and definitions encountered in DC and AC electric circuits.	<b>#EST 2511C</b> <b>Electro-Mechanical &amp; Motor Controls</b> 4 hrs., 3 crs. \$10.00 lab fee Prerequisite: EST 2542C. This course provides experience with 3 phase motors, motor starters, variable frequency drives, servo systems, stepper motor controls, timers, counter, photo sensors, proximity sensors, relay logic, control circuit applications, and panel wiring. Allen-Bradley Software, RSLOGIX500, RSLOGIX5000, and RSVIEW32, are used for control applications of motors and Servo motion control
<b>#EET 1141C</b> <b>Electronic Devices</b> 6 hrs., 4 crs. \$10.00 lab fee Prerequisite or Corequisite: EET 1025C Integrated lecture and laboratory experiences in the study of semi-conductor devices and their application in electronic circuits. Included is the study of the structure of matter, diodes, transistors, biasing, FETs, PNPNS, single stage amplifiers, and other devices.	<b>#EST 2535C</b> <b>Process Control and Instrumentation</b> 6 hrs., 4 crs. \$10.00 lab fee Prerequisite: EST 2542C. This course prepares the student for working in the area of process control automation. Lecture and lab assignments provide experience with sensors, level control, flow control, pressure control, temperature control, digital set point and with analog processing, and P.I.D. control. The Allen-Bradley PLC 1500 PLC processors will be used as the process controllers with a process control trainer to design, construct, interface, program, and troubleshoot control circuits and systems. The process software for the course will be the Allen-Bradley RSLOGIX 5/500 and RSVIEW32 Human Machine Interface.
<b>#EET 1394</b> <b>Speaker Design and Construction</b> 1 hr., 1 cr. Introduction to the design and construction of speakers. Included will be electrical considerations, speaker construction, and cabinet design.	<b>#EST 2542C</b> <b>Programmable Logic Controllers</b> 6 hrs., 4 crs. \$10.00 lab fee Prerequisite: CET 1114C. This course covers the applications, servicing and troubleshooting of programmable logic controller circuits. The Allen-Bradley Micrologic 1500 PLC processor with RSLOGIX 5/500 software is applied to control applications involving rung programming, sequencers, timers, counters, data manipulations, instructions, math instructions, file-to-file moves, and communications using A/B Data Highway.
<b>#EET 2142C</b> <b>Electronic Circuits</b> 6 hrs., 4 crs. \$10.00 lab fee Prerequisites: EET 1025C, EET 1141C. Study of power supplies, oscillators, and amplifiers using discrete components and operational amplifiers. Design of these circuits, frequency response, stabilization, and feedback will be considered.	<b>#EST 2603C</b> <b>Robotics</b> 6 hrs., 4 crs. \$10.00 lab fee Prerequisite: EST 2542C. Types of robots will be studied, such as servo point-to-point, non-servo pick and place, Cartesian, lead through teach, stepper control, pneumatic PLC control, etc. Robot programming, interfacing, and design of robotic workcells for industrial applications will be developed. A study of robot configurations, programming techniques for applications found in assembly, inspections, welding, painting, and in material handling applications. Lab experiences will be developed with the ADEPT SCARA robot, including a vision system for assembly applications.
<b>#EET 2183C</b> <b>Electronic Troubleshooting Techniques</b> 3 hrs., 2 crs. Prerequisite or Corequisite: EET 2142C. An advanced course combining troubleshooting, automated test equipment, and instrumentation. Fundamental concepts of troubleshooting from the system to component level. Includes analog and digital troubleshooting, ATE bus and hardware design, ATE software, instrumentation, and analyzers.	
<b>#EET 2355C</b> <b>Digital Communications</b> 6 hrs., 4 crs. \$10.00 lab fee Prerequisite: CET 1114C. Prerequisite or Corequisite: EET 2142C. Lecture/laboratory experiences in the study of electronic communications, including digital, microwave, fiber-optic, and laser communications. Study of coding, transmission, and decoding of pulse transmission systems, error detection, and troubleshooting techniques.	

**#EST 2650C** **4 hrs., 3 crs.**  
**Industrial Networking** \$10.00 lab fee  
 Prerequisite: EST 2452C.  
 This class covers network topologies, protocols, the Allen-Bradley, Device Net, Control Net, and Ethernet using RSLOGIX500, RSLOGIX5000, and RSVIEW32 Human Machine Interface. Communication with Microsoft Excel will be used for data acquisition. Manufacturing concepts such as batch processing, supervisory control, just-in-time inventory control, and computer hierarchies will be discussed with lab simulation.

**#EST 2700C** **4 hrs., 3 crs.**  
**Electro-Hydraulics and Pneumatics** \$10.00 lab fee  
 Prerequisite: EST 2542C.  
 Hydraulic and pneumatic applications as found in industrial control applications. Content includes basic physical laws, properties of fluids, flow rate and velocity, pressure and force, hydraulic pumps, air compressors, fluid power symbols, pressure control valves, flow control valves, linear actuators, rotary actuators, sequence circuit, rapid traverse and feed circuit, counterbalance circuit, accumulator circuits and applications, pressure reducing valves, unloading valves and circuits, regenerative circuits, deceleration and braking of hydraulic actuators, fluid filtration in hydraulic circuits, and troubleshooting hydraulic and pneumatic circuits.

#### COMPUTER SCIENCE/DATA PROCESSING

**CGS 1000** **3 hrs., 3 crs.**  
**Introduction to Data Processing**  
 A study of the terminology and principles of mechanized and electronic data processing systems used in business and government.

**#CGS 1103** **3 hrs., 3 crs.**  
**Project Management** \$12.00 lab fee  
 Prerequisite: CGS 1570  
 This course will allow the student to understand how to plan, organize, create presentation material, and manage projects using various software tools. Students will utilize software applications to plan a project; track tasks and organize the overall project; analyze cost, time, and resource effectiveness; and explore options for customizing project design material and effective implementation using software tools.

**#CGS 1519** **3 hrs., 3 crs.**  
**Introduction to Spreadsheets Using Microsoft Excel** \$12.00 lab fee  
 Prerequisite: CGS 1570 or consent of instructor.  
 An introduction to electronic spreadsheets using Microsoft Excel software to include basic spreadsheet design, databases, charts, macros, integrating Excel with other applications, and advanced features and functions.

**CGS 1544** **3 hrs., 3 crs.**  
**Database Management Using Microsoft Access**  
 Prerequisite: CGS 1570. \$12.00 lab fee  
 Introduction to relational database design, construction, and implementation. Students will gain a working knowledge of how to design forms, reports, queries, and menus in Microsoft Access. Students will build several database management systems ranging from a simple address book to a fully functional business system.

**CGS 1570** **3 hrs., 3 crs.**  
**Microcomputer Applications** \$12.00 lab fee  
 An introduction to the operation and use of personal computers learning the use of the operating system and the use of software packages, including word processing, electronic spreadsheet, Internet, presentation software, graphics, databases, and telecommunications.

**#CGS 1843** **3 hrs., 3 crs.**  
**Starting a Business on the Internet** \$12.00 lab fee  
 Prerequisite: GEB 1136  
 Introduction to the necessary knowledge and skills required to develop and start a business on the Internet. Topics include an overview of Internet commerce, business basics, advertising, marketing, and security issues.

**#CGS 1871** **3 hrs., 3 crs.**  
**Introduction to Multimedia for the Web**  
 Prerequisite: CGS 1570 \$12.00 lab fee

This is a survey course designed to introduce the concepts of multimedia. Students will be exposed to different areas of multimedia that include text, images, audio, video and animation. Students will have the opportunity to learn how to manipulate text, capture images, produce audio and video, and simple animations. They will learn to combine the components into presentations.

**#CGS 2069** **3 hrs., 3 crs.**  
**Internet Marketing** \$12.00 lab fee  
 Prerequisites: CGS 1570, GEB 1136  
 This course will present the development of an Internet business strategy with a particular emphasis on the marketing functions of advertising, promotion, distribution, and project management. Current and experimental applications will be taught on the classroom computers.

**#CGS 2173** **3 hrs., 3 crs.**  
**E-Business Systems and Web Design** \$12.00 lab fee  
 Prerequisite: CGS 1570 or permission of instructor. Use and application of information system technology in the business environment, with emphasis on the fundamental e-Business models, technology concepts and systems used to enable and conduct electronic business. Concepts include the components of an e-Business system, the systems development process, the functions of the various types of communications networks, hardware, and software, including practical, hands-on projects creating and designing web pages to enhance e-Business analytical skills.

**#CGS 2820** **3 hrs., 3 crs.**  
**HTML & XHTML Web Page Design** \$12.00 lab fee  
 Introduces techniques that will help ensure students know how to create web pages and sites that are flexible, scalable, and ready to take full advantage of the World Wide Web. Students will learn how to use FTP, HTML, XHTML, Dreamweaver, and FrontPage. The student will also understand how web browsers and servers are used to display their web pages. This course requires research and project development.

**#CGS 2821** **3hrs., 3 crs.**  
**Advanced Web Page Design** \$12.00 lab fee  
 Prerequisites: CGS 1570, CGS 2820, CGS 1544, COP 2840  
 This course builds upon web design skills learned in CGS 2820. Topics include creating and managing a web server, shopping cart technology, database integration, automation technologies, client/server scripting, and server platform benefits and limitations. Students will use Microsoft FrontPage and Macromedia Dreamweaver web development tools to create dynamic web sites. Hands-on class project will include implementing and publishing an e-Commerce based intranet web site.

**#CGS 2825** **3 hrs., 3 crs.**  
**Web Site Management** \$12.00 lab fee  
 Prerequisites: CGS 1570, GEB 1136  
 This course is designed to familiarize individuals with current and emerging web site management methodologies and technologies. The course examines the various stages of development and decision making required to establish and maintain effective web sites. Topics include project and team management, strategic and tactical planning, web servers and hosting, user and task analysis, web content and design, prototyping, web publishing tools, evaluation procedures, production and implementation, and site maintenance. A running case study takes students through planning, idea generation, testing, implementation, and maintenance of web sites.

**#CGS 2874** **3 hrs., 3 crs.**  
**Advanced Multimedia for the Web** \$12.00 lab fee  
 Prerequisites: CGS 1570, CGS 2820, CGS 1871  
 Continuation of CGS 1871. Topics include advanced uses of macromedia director including shockwave, animation and lingo. This course will cover the fundamentals of professional multimedia projects development. In-depth study and successful implementation of multimedia applications for cd-rom, kiosk, and web distribution. Emphasis on video and audio compressions, multi-platform implementations and applications authoring will also be covered. Hands-on projects will be required.

**#CIS 1354** **3 hrs., 3 crs.**  
**Introduction to Network Security** \$12.00 lab fee  
 Prerequisite: GEB 1136  
 Introduction to network security. Topics covered include: legal issues and policies, managing risks, identifying types of attacks, information security best practices, e-commerce needs, intrusion detection and platform-specific implementations.

**CIS 2321** **3 hrs., 3 crs.**  
**Systems Analysis and Design** \$12.00 lab fee  
 Prerequisite: Any programming language.  
 An introduction to the preparation of a system solution to a data processing problem which includes documentation of inputs, outputs, data flow, and a general description of runs and logic; consideration of a gross schedule of events required from project approval through detailed design programming, testing, and the new system phase-in. Actual case studies will be emphasized.

**COP 1332** **3 hrs., 3 crs.**  
**Introduction to Visual Basic** \$12.00 lab fee  
 An introduction to the standards and conventions of programming in a graphical environment. Emphasis will be placed on gaining an understanding of proper design and use of the graphical user interface (GUI) development tools available in Visual Basic. Similarities to and differences from traditional programming languages will be explored.

**COP 2120** **3 hrs., 3 crs.**  
**COBOL Programming** \$12.00 lab fee  
 Prerequisite: COP 1332 or consent of instructor.  
 Instruction in the use of COBOL language and its applications to business electronic data processing problems, applications, and systems.

**#COP 2121** **3 hrs., 3 crs.**  
**Advanced COBOL** \$12.00 lab fee  
 Prerequisite: COP 2120 or consent of instructor.  
 A more advanced study of COBOL programming, including structured techniques processing with multiple I/O files, sequential and indexed fields, multiple control breaks, indexing, and file updating.

**COP 2250** **3 hrs., 3 crs.**  
**Introduction to Java Programming** \$12.00 lab fee  
 This course helps students to develop problem-solving skills using programming languages. Students are introduced to fundamentals of Java programming with an emphasis on primitive data types, control structures, looping structures, methods and arrays. The student will also gain a basic understanding of the style of programming called object oriented programming.

**#COP 2333 3 hrs., 3 crs.**

**Advanced Visual Basic Programming** \$12.00 lab fee  
A study of advanced programming concepts using the Microsoft Visual Basic.NET programming environment. This course will investigate objects by using classes and methods. External database sources will be used for both WinForm and WebForm based programs.

**#COP 2823 3 hrs., 3 crs.****Advanced Web Page Publishing - Active Server Pages** \$12.00 lab fee

Prerequisites: CGS 1570, COP 2840

Web pages that allow users to enter data and view data from remote databases are the basis for much of the commercial usefulness of the internet. In this course students learn the design and implementation of active server pages (asp) for web site data support. Visual Basic script is used on a web server to handle data returned from forms that reside on web pages. The data is processed and response forms are created and sent back to the user. This is a hands-on course requiring all students to implement code for the client-side and server-side of the web page.

**#COP 2840 3 hrs., 3 crs.****Internet Programming** \$12.00 lab fee

Prerequisites: CGS 1570, COP 2250

This course builds expertise in Internet programming using JavaScript and Vbscript languages. Client-side and server-side scripting are included. Scripts will be used with HTML to add interactive capabilities to web sites.

**COOPERATIVE EDUCATION**

Cooperative Education courses may be taken toward completion of most of the Associate in Arts and Associate in Science degree programs. A maximum of six credit hours may be used in meeting the A.A. degree requirements.

AMH	2949	History
ANT	2949	Anthropology
APA	2949	Accounting
ARC	2949	Architecture
ART	2949	Art
BCN	2949	Building Construction
CCJ	2949	Criminal Justice
CHD	2949	Child Care
CHM	2949	Chemistry
CIS	2949	Data Processing
ECO	2949	Economics
EDG	2949	Education
EET	2949	Electronics
EMS	2949	Emergency Medical Services
ENC	2949	English
ETD	2949	Drafting
ETG	2949	Engineering
ETM	2949	Mechanical
FFP	2949	Fire Sciences
FOR	2949	Forestry
FSS	2949	Restaurant/Hospitality Management
GEB	2949	Business
HFT	2949	Hospitality
JOU	2949	Journalism
LIS	2949	Library Science

MAC	2949	Math
MET	2949	Meteorology
MNA	2949	Management
MVO	2949	Music
NUR	2949	Perioperative Nursing
OST	2949	Secretarial
PAD	2949	Public Administration
PCB	2949	Biology (Medical)
PEL	2949	Physical Education
PHA	2949	Pharmacy
PHI	2949	Philosophy
PHT	2949	Physical Therapy
PHY	2949	Physics
PLA	2949	Legal Assisting
POS	2949	Political Science
PSC	2949	Physical Science
PSY	2949	Psychology
PUR	2949	Public Relations
REE	2949	Real Estate
REL	2949	Religion
RTV	2949	Radio-TV Broadcasting
SOW	2949	Social Services
SPC	2949	Speech

**Cooperative Education 3 crs.**

Prerequisite: Minimum of 2.0 GPA, completion of cooperative education application, interview with the coordinator, availability of training slot.

Minimum of 150 hours of supervised, practical work experience in an appropriate business, industry, government agency, or institution related to the co-op's major field of study. Requirements include weekly logs, mid-term and end-of-term assignments.

**CRIMINAL JUSTICE TECHNOLOGY****=CJD 0001 60 contact hrs., 2 vocational crs.****Law Enforcement Auxiliary**

Prerequisite: Approval by a recognized criminal justice agency or assessment center.

Designed to meet the minimum standards required for those accepted to serve as auxiliary police officers within a recognized law enforcement agency. Course consists of lectures, demonstrations, practice, and laboratory experience to satisfy objectives set forth by the Florida Criminal Justice Standards and Training Commission. To complete requirements for certification, students must also successfully complete CJD 1704, CJD 1705, CJD 2723, and CJK 0031C.

**=CJD 0741 26 contact hrs., 1 vocational cr.****Emergency Preparedness in Correctional Institutions**

Designed to teach rationale, techniques, and principles of emergency preparedness. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0750                      50 contact hrs., 1.5 vocational crs.**  
**Correctional Officer Interpersonal Skills II**

Designed to teach rationale, techniques, and principles of supervision of incarcerated persons, with emphasis on interpersonal skills. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0752                      64 contact hrs., 2 vocational crs.**  
**Correctional Facility Operations**

Designed to teach rationale, techniques, and principles of the operation of a correctional facility. (Limited access; requires admission to the Academy or permission of the chair of public safety.)

**=CJD 0770                      46 contact hrs., 1.5 vocational crs.**  
**Correctional Officer Legal I**

Designed to teach rationale, techniques, and principles of the criminal justice system and the history of law and corrections. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0771                      22 contact hrs., 1 vocational cr.**  
**Correctional Officer Legal II**

Designed to teach rationale, techniques, and principles of constitutional and statutory law. (Limited access; requires admission to the Academy or permission of chair of public safety.)

**=CJD 0772                      42 contact hrs., 1.5 vocational crs.**  
**Correctional Officer Communications**

Designed to teach rationale, techniques, and principles of communicating within the criminal justice network. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0773                      62 contact hrs., 2 vocational crs.**  
**Correctional Officer Interpersonal Skills I**

Designed to teach rationale, techniques, and principles of community relations techniques and courtesy and how to deal with inmates with special problems. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0774                      30 contact hrs., 1 vocational cr.**  
**Corrections Legal Crossover to Correctional Probation**

Prerequisite: Completion of Corrections Basic Standards  
 This course is part of the Criminal Justice Standards and Training Commission's Basic Recruit Program. It is designed to teach the criminal justice recruit goals, rationale, and principles of legal topics within the correctional probational officer field. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0775                      14 contact hrs., .5 vocational cr.**  
**Corrections Crossover to Correctional Probation**

\$12.00 lab fee

Prerequisite: Completion of Corrections Basic Standards  
 This course is part of the Criminal Justice Standards and Training Commission's Basic Recruit Program. It is designed to teach the criminal justice recruit goals, rationale, and principles of corrections operations and interpersonal skills. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0780                      16 contact hrs., .5 vocational crs.**  
**Crossover Correctional Officer**

\$12.00 lab fee

Prerequisite: Law Enforcement Basic Standards.  
 This course is part of the Criminal Justice Standards and Training Commission basic recruit certification program. It provides additional topics required to cross-train into corrections for the student who previously completed law enforcement standards. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0781                      48 contact hrs., 1.5 vocational crs.**  
**Crossover Law Enforcement**

\$12.00 lab fee

Topics include selected legal issues, protection of archaeological sites, contraband forfeiture, crime prevention, selected topics in interpersonal skills, and drug dependence. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0790                      60 contact hrs., 2 vocational crs.**  
**Correctional Probation Legal**

Covers rationale, techniques, and principles of the criminal justice system, history of law, and principles of corrections. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0791                      16 contact hrs., .5 vocational crs.**  
**Correctional Probation Operations**

Rationale, techniques, and principles of the operation of a correction probation facility. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0792                      68 contact hrs., 2 vocational crs.**  
**Correctional Probation Interpersonal Skills**

Rationale, techniques, and principles of interpersonal skills. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0793                      70 contact hrs., 2 vocational crs.**  
**Correctional Probation Communication Skills**

Designed to teach the correctional probation officer recruit rationale, techniques, and principles of communication skills. (Limited access; requires admission to the Academy or special permission of chair of public safety.)



**=CJD 0794                      54 contact hrs., 2 vocational crs.**  
**Correctional Probation Supervision**

Designed to teach the correctional probation officer the rationale, techniques, and principles of correctional probation supervision. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0795                      13 contact hrs., .5 vocational crs.**  
**Correctional Probation Firearms**                      \$35.00 lab fee

Rationale, techniques, and principles of the use of firearms. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0798                      50 contact hrs., 1.5 vocational crs.**  
**Correctional Probation Officer to Correctional Officer Crossover I**

\$12.00 lab fee

Prerequisite: Certification as a Florida correctional probation officer.

This course is intended for students who have previously completed the Correctional Probation Officer course and now require cross-training into correctional officer. Topics include communication skills and techniques, interpersonal skills used in dealing with inmates, and the responsibilities and objectives of supervising inmates, including the manipulation and deception used by inmates. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0799                      36 contact hrs., 1 vocational cr.**  
**Correctional Probation Officer to Correctional Officer Crossover II**

Prerequisite: Certification as a Florida Correctional Probation Officer Basic Academy.

This course is intended for students who previously completed Correctional Probation Officer course and now require cross-training into correctional officer. Topics covered include issues surrounding correctional officers and the correctional system, the rights and responsibilities of inmates and of correctional officers, and legal procedures and rules used in the correctional profession. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0936                      15 contact hrs., .5 vocational cr.**  
**Academic Review - Vehicle Operations**

Prerequisite: Law Enforcement Basic Standards or equivalent. Covers academic topics required by law enforcement students requiring such a class to be allowed to retake FDLE State Certification Exam. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0937                      30 contact hrs., 1 vocational cr.**  
**Academic Review - Defensive Tactics and Firearms**

Prerequisite: Law Enforcement or Correctional Officer Basic Standards or equivalent.

Covers academic topics required by law enforcement and correctional officer students requiring such a class to be allowed to retake FDLE State Certification Exam. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**=CJD 0939                      16 contact hrs., .5 vocational crs.**  
**Correctional Officer Review**

Comprehensive review of subjects taught in Correctional Officer Basic Standards. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

*< Denotes career development courses that are part of the Florida Criminal Justice Standards and Training Advanced Course Series. Students must be affiliated with a criminal justice agency and have approval from the agency head or the academy director prior to enrolling.*

**<CJD 1320                      80 contact hrs., 5 crs.**  
**Middle Management**

Designed to enhance the basic skills and abilities of law enforcement and correctional officers serving in management and supervisory level positions.

**<CJD 1615                      45 contact hrs., 3 crs.**  
**Radar Operation Training**

This course is the basic certification vehicle for law enforcement officers who operate radar equipment designed to determine vehicular speed.

**<CJD 1681                      45 contact hrs., 3 crs.**  
**Case Preparation and Courtroom Testimony**

Provides information necessary for effective criminal case preparation for court. Includes case file utilization, pre-trial discovery, depositions, plea bargaining, pre-trial conference, court testimony, and post-adjudication responsibilities.

**<CJD 1796                      46 contact hrs., 3 crs.**  
**Crossover Correctional Probation Legal to Law Enforcement**

Prerequisite: Certification as a correctional probation officer.

This course provides a legal bridge between the fields of correctional probation and law enforcement. Course topics will include but not limited to evidence concepts, probable cause, arrest laws, civil and criminal laws, index crimes, victim/witness procedures, attempts/conspiracies, ethics, and the history and evolution of the law.

**<CJD 1797                      64 contact hrs., 4 crs.**  
**Crossover from Correctional Probation to Law Enforcement**

Prerequisite: Certification as a correctional probation officer.

This course provides a foundational bridge between the fields of correctional probation and law enforcement. Course topics will include but not limited to interpersonal skills, human behavior, human diversity, juveniles, problems of the elderly, persons with mental disorders, stress, substance abuse, suicide/prevention, crime/prevention, and domestic violence.

**<CJD 2250                      45 contact hrs., 3 crs.**  
**Interviews and Interrogations**

Techniques, methods, principles, and legal aspects of conducting interviews and interrogations. Emphasis will be placed on documentation of interrogations, coping with deception, evidentiary uses of confessions, and admissions and lie detection techniques. Individual expertise developed through role playing and other practical exercises.

**<CJD 2254 48 contact hrs., 3 crs.**  
**First Responder to Medical Emergencies**

\$13.00 lab fee

Effective medical procedures and life-saving techniques for handling emergency illness or injuries for the officer first to arrive at the scene. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

**<CJD 2255 80 contact hrs., 5 crs.**  
**CMS Defensive Tactics Instructor Course**

\$12.00 lab fee

Prerequisites: CJD 2501 General/CMS FDLE instructor certification.

Training in the methodology of psychomotor skills development, subject control, and arrest techniques. Training topics include legal issues, use of force matrix, facility development and management, warm-up and flexibility exercises, performance testing, control techniques, impact weapons, emergency first aid, and use of tactical simulation equipment.

**<CJD 2256 45 contact hrs., 3 crs.**  
**Use of Force Training**

A career skills training program. Participants will receive instruction in legal foundations and liability issues, police and administrative procedures, crisis prevention and intervention techniques, and defensive tactics.

**<#CJD 2300 30 contact hrs., 2 crs.**  
**Models for Management**

Explores and identifies a manager's personal assumptions and models for managerial effectiveness. Introduces and experiments with behavioral science models of personal and organizational effectiveness.

**<CJD 2310 80 contact hrs., 5 crs.**  
**Line Supervision**

Provides students with the knowledge and skills needed to function effectively as law enforcement supervisors. Major topics include interpersonal communications, principles of organization and management, human relations, planning and development, policy formulation, and budgeting.

**<CJD 2330 45 contact hrs., 3 crs.**  
**Developing/Maintaining a Sound Organization**

General concepts and principles of organization and organizational structures.

**<CJD 2332 45 contact hrs., 3 crs.**  
**Building and Maintaining a Sound Behavioral Climate**

Framework for integrating factors which affect the behavioral climate of an organization to include philosophy of management, agency mission, leadership styles, control system, environmental pressures, expectation of agency members, and policies and procedures.

**<CJD 2468 45 contact hrs., 3 crs.**  
**Youthful Offender Program**

Provides increased knowledge and experience related to youthful offenders. Emphasis on recognition of behavioral patterns associated with youthful offenders and how to deal with them. General concepts, staff-inmate relationships, treatment, discipline strategies, abnormal behavior, and supervision will be covered.

**<CJD 2470 45 contact hrs., 3 crs.**  
**Emergency Preparedness for Correctional Officers**

Focus on tactical operations planning, internal factors affecting emergency situations, and resolution of hostage and disturbance situations. Additional emphasis on the role of management, managerial styles, organizational leadership, and elements of change.

**<CJD 2471 45 contact hrs., 3 crs.**  
**Discipline and Special Confinement Techniques**

Designed to aid the correctional officer in effectively and properly performing the task requirements inherent in a confinement environment. The student will perform many of these tasks in practical exercises to demonstrate proficiency.

**<CJD 2476 45 contact hrs., 3 crs.**  
**Firefighting for Correctional Officers**

Designed to provide officers with first-stage firefighting capabilities to reduce the dangers of death and injury in correctional settings. Emphasis on rescue techniques, the use of breathing equipment, the application of the fire extinguisher, and the secure evaluation of prisoners.

**<CJD 2501 80 contact hrs., 5 crs.**  
**CMS Instructor Techniques**

Prerequisite: Three years of experience or special permission of chair of public safety.

A course designed to meet certification for law enforcement instructors as set forth by the Florida Criminal Justice Standards and Training Commission.

**<CJD 2602 45 contact hrs., 3 crs.**  
**Narcotics Identification and Investigation**

Curricula developed by U.S. Drug Enforcement Administration for teaching law enforcement officers essential concepts and techniques in the area of drug and drug-related crimes.

**<CJD 2603 45 contact hrs., 3 crs.**  
**Sex Crimes Investigation**

An overview of sex crimes investigation for the patrol officer and investigator with limited experience in this field. Provides an understanding of the problematic, legal, investigative, and evidentiary aspects of sex crimes.

**<CJD 2604 45 contact hrs., 3 crs.**  
**Injury and Death Investigation**

Designed to teach the criminal justice practitioner goals, rationale, and principles for investigating injuries and deaths.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**<CJD 2626 45 contact hrs., 3 crs.****Hostage Negotiation**

Goals and rationale for criminal justice training in hostage and barricade subject intervention. Comparisons will be made among the different approaches to these situations, such as assault sniper fire and containing and negotiating. The complexity of the criminal justice role and the stress involved will be discussed.

**<#CJD 2632 45 contact hrs., 3 crs.****Field Training Officer (FTO)**

Introduction to all aspects of field training and evaluation programs; leadership and supervision, communication and counseling techniques, legal and ethical issues, and human motivation.

**<#CJD 2647 45 contact hrs., 3 crs.****Organized Crime for Law Enforcement**

Specific techniques of recognition, classification, and effective investigation. Specific organized crimes include prostitution, gambling, arson, loan sharking, pornography, narcotics, and contract killing.

**<CJD 2662 45 contact hrs., 3 crs.****Special Tactical Problems**

An overview of special tactical problems for officers. Provides an understanding as well as working knowledge of special problems faced by law enforcement or corrections to include natural and man-made disorders.

**<CJD 2663 45 contact hrs., 3 crs.****Advanced Report Writing and Review**

Designed to provide focused review and practice of the basic elements necessary for effective writing in any situation or any type of report.

**<CJD 2665 45 contact hrs., 3 crs.****Computer Applications in Criminal Justice**

\$12.00 lab fee

Instruction in the use of computers in criminal justice operation. Introduction to pre-packaged software and the process used to modify to criminal justice usage.

**<CJD 2672 45 contact hrs., 3 crs.****School Resource Officer**

Instruction in juvenile law, counseling skills, development of a referral network, identification and ways to handle exceptional students and classroom instruction techniques. Participants will be exposed to current trends in school resource officer programs, law-related education ethics, and dealing with adolescent suicide.

**<CJD 2677 45 contact hrs., 3 crs.****Drug Abuse Awareness and Education**

Covers methodologies necessary to educate the community through various modes of presentation on current and critical issues relevant to drug abuse.

**<CJD 2680 45 contact hrs., 3 crs.****Florida Criminal Law**

Designed to teach the criminal justice practitioner goals, rationale, and principles for the Florida Criminal Law course of study.

**<CJD 2691 45 contact hrs., 3 crs.****Officer Stress Awareness & Resolution**

Designed to enhance the law enforcement and correctional officer's ability to deal with stressful situations. Results of stress and physiological/ psychological methods of controlling stress are covered.

**<CJD 2693 45 contact hrs., 3 crs.****Crisis Intervention**

Provides patrol officers and investigators with a working knowledge of the dynamics of crisis situations and the ability to deal effectively with humans under extreme stress. Emphasis will be placed on situation assessment, recognition of major types of aberrant behavior, the ethnic and cultural elements of behavior, and calming techniques.

**<CJD 2696 45 contact hrs., 3 crs.****Community and Human Relations**

Goals, rationale, and principles of community and human relations.

**<#CJD 2697 45 contact hrs., 3 crs.****Domestic Intervention**

Provides an enhanced awareness of domestic intervention symptoms and techniques, including information and case studies on specific domestic and social problems.

**<#CJD 2699 45 contact hrs., 3 crs.****Human Diversity Instructor**

Prerequisites: CJD 2501.

Designed to teach the criminal justice practitioner goals, rationale, and principles of instruction in human diversity topics.

**=CJK 0006 67 contact hrs., 2 vocational crs.****Law Enforcement CMS Introduction and the Law**

This course is part of the Criminal Justice Standards and Training Commission CMS Law Enforcement Basic Recruit certification program. This course is designed to introduce the student to the academy, to enable students to understand the components of the criminal justices system and the proper use of the chain of command in an organization, to enable the student to learn constitutional law and Florida statutes, and to enable the student to understand the Police Code of Ethics. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJK 0010                      50 contact hrs., 1.5 vocational crs.**  
**Law Enforcement CMS Human Issues**  
 Prerequisite: CJK 0005 or CJK 0006.

This course is part of the Criminal Justice Standards and Training Commission Law Enforcement CMS basic recruit certification program. It is designed to enhance awareness and understanding of human diversity issues and to provide skills to enable new officers to effectively interact with people of diverse populations. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJK 0015                      77 contact hrs., 2.5 vocational crs.**  
**Law Enforcement CMS Communications**

This course is part of the Criminal Justice Standards and Training Commission Law Enforcement basic recruit CMS certification program. This course is designed to identify issues affecting the officer's ability to protect and enforce the law when dealing with criminal street gangs and extremist groups and also with the elderly population. This course will identify the interviewer responsibilities, the interview process,

factors and techniques affecting the success of an interview, types of witnesses, signs of deception, and the nature of admissions and confessions. This course will introduce the student recruit to the basic concepts of note taking, statement taking, and report writing and provide skills to enable them to effectively perform these tasks. The student will comprehend ways to increase chances of survival, recognize stress and ways to deal with the stress of the criminal justices environment. This course will enable the student recruit to apply the problem-solving model SECURE in a law enforcement response. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJK 0020C                      48 contact hrs., 1.5 vocational crs.**  
**Law Enforcement CMS Vehicle Operations**

\$35.00 lab fee

Prerequisite: CJK 0005 or CJK 0006.

This course is part of the Criminal Justice Standards and Training Commission Law Enforcement basic recruit CMS certification program. This course is designed to prepare prospective officers to apply vehicle operations knowledge, principles and techniques to the police driving environment. This course includes classroom instruction and practical application on the driving range. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJK 0031C                      40 contact hrs., 1.5 vocational crs.**  
**CMS First Aid for Criminal Justice Officers**

\$ 6.00 lab fee

Prerequisite: CJK 0005 or CJK 0006 (L.E. only).

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to prepare prospective officers to apply first aid knowledge and techniques to medical emergency situations. This course involves classroom lecture and hands-on practical demonstration. This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.

**=CJK 0040C                      90 contact hrs., 3.0 vocational crs.**  
**CMS Criminal Justice Firearms**

\$175.00 lab fee

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to give the student basic skills and knowledge needed to safely operate a firearm, and shoot handgun, shotgun and/or rifle with prescribed degree of accuracy. This class consists of both classroom lecture and firing range practice. This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.

**=CJK 0050C                      90 contact hrs., 3.0 vocational crs.**  
**CMS Criminal Justice Defensive Tactics**

\$12.00 lab fee

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to better prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with the Recommended Response to Resistance Matrix. This course involves theoretical/classroom and physical/practical components.

**=CJK 0060                      57 contact hrs., 2.0 vocational crs.**  
**Law Enforcement CMS Patrol Operations**

Prerequisite: CJK 0005 or CJK 0006.

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to enable the student to perform basic tasks and procedures associated with responding to commonly encountered patrol situations including: observing activity, interacting with citizens, handling traffic and escort assignments, responding to a call for service or alarm, searching grounds and/or buildings, approaching and interacting with a suspect, making an arrest, transporting and processing a prisoner, as well as completing the appropriate documentation and/or reports of these activities. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJK 0070                      53 contact hrs., 2.0 vocational crs.**  
**Law Enforcement CMS Investigations**

Prerequisite: CJK 0005 or CJK 0006.

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to introduce the student to the process of performing an investigation. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

=CJK 0075 40 contact hrs., 1.5 vocational crs.

**Law Enforcement Investigation of Offenses**

Prerequisite: CJK 0005 or CJK 0006.

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to introduce the student to the process of investigating specific offenses such as domestic disputes/violence, child abuse, and other crimes against persons, missing or wanted persons, and working with mentally or emotionally handicapped individuals. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

=CJK 0080 62 contact hrs., 2.0 vocational crs.

**Law Enforcement CMS Traffic Stops**

Prerequisite: CJK 0005 or CJK 0006.

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to introduce the recruit to the basic rules for conducting safe effective traffic stops, including ethical and safety considerations, procedures for citing or warning motorists, and dealing with abandoned vehicles. This course identifies pursuit and high risk traffic stops procedures, and procedures to investigate operator impairment. This course consists of both classroom and practical/lab exercises. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

=CJK 0085 32 contact hrs., 1.0 vocational crs.

**Law Enforcement CMS Traffic Crash Investigations**

Prerequisite: CJK 0005 or CJK 0006.

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. This course introduces the student to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

=CJK 0090 54 contact hrs., 2.0 vocational crs.

**Law Enforcement Tactical Applications**

Prerequisite: CJK 0005 CJK 0006.

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. This course is designed to familiarize the student with the court process, court procedures, steps to take in preparing to give testimony, and techniques for giving credible testimony. Students will also be instructed in the identification of common types of bombs, how to make quick searches and evacuate persons from suspected areas when authorized and to recognize signs and symptoms of weapons of mass destruction. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

=CJK 0095 20 contact hrs., 1 vocational cr.

**Criminal Justice Special Topics**

Comprehensive review of subjects taught in Basic Standards. (Limited access; requires admission to the Academy or special permission of chair of public safety.)

#CJT 1110

3 hrs., 3 crs.

**Introduction to Crime Scene Technology**

This course will provide an introduction to various methods of crime scene investigation and the scientific principles that govern them. Emphasis will be on the Locard Exchange Principle and sequential evidence processing.

#CJT 1111

3 hrs., 3 crs.

**Advanced Crime Scene Investigation**

Prerequisite: CJT 1110.

This course covers advanced principles, theories, and applications in crime scene technology. An overview of specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood splatter, and recovery of buried bodies and surface skeletons are included.

#CJT 1220

**Crime Scene Photography I**

3 hrs., 3 crs.

This course includes basic photographic skills including camera operation and exposure control. It is a hands-on course that will build basic proficiency in documenting a crime scene. Each student should have access to a digital camera and software to process the pictures.

#CJT 1221

**Advanced Crime Scene Photography**

3 hrs., 3 crs.

Prerequisite: CJT 1220

This course includes basic photographic skills including camera operation and exposure control. It is a hands-on course that will build basic proficiency in documenting a crime scene. Each student should have access to a digital camera and software to process the pictures.

#CJT 2112

**Crime Scene Safety**

2 hrs., 2 crs.

The student will be exposed to the major issues of concern regarding safety at the crime scene. Emphasis will be placed on chemical and biological exposure. Protective procedures and equipment will be emphasized.

#CJT 2113

3 hrs., 3 crs.

**Courtroom Presentation of Scientific Evidence**

This course covers preparation of evidence and presentation of evidence in a court of law. Heavy emphasis will be placed on the legal aspects of crime scene investigation. The student will prepare visual aids relating to scientific testimony and participate in mock trial exercises.

#CJT 2141

3 hrs., 3 crs.

**Introduction to Forensic Science**

This course will expose the student to the capabilities of a full service crime lab. It will also cover chain of custody and evidence submission.

#CJT 2240

3 hrs., 3 crs.

**Fingerprint Classification**

This course teaches the student how to classify, file, and identify inked fingerprints and compare them to unknown fingerprints.

**#CJT 2241** 3 hrs., 3 crs.  
**Latent Print Development**  
 Prerequisite: CJT 2112.  
 This course covers the techniques involved in detection, enhancement, and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods will be taught for use on varying surfaces.

**#CJT 2260** 2 hrs., 2 crs.  
**Biological Evidence**  
 Prerequisite: CJT 2112.  
 This course exposes the student to the forensic value, collection, handling, preservation, testing, and documentation of biological evidence. It also addresses safety issues in handling biological evidence.

**=SCY 0501** 40 contact hrs., 1.5 vocational crs.  
**Unarmed Security Guard**  
 This course is designed to prepare students to apply for class "D" private security officer license. Topics include: regulatory compliance, first aid and CPR, emergency procedures, ethics, and entrepreneurship. Topics of instruction cover both Course A and Course B of Department of Agriculture and Consumer Services requirements for application and renewal of license.

**=SCY 0503C** 28 contact hrs., 1.0 vocational crs.  
**Armed Security Guard** \$50.00 lab fee  
 This course is designed to meet or exceed the Florida Department of State requirements for obtaining a Class "G" armed security officer license. This course provides practical experience and qualification in firearms as well as a review of Florida state law. Upon successful completion of this course, students are eligible for application to the Florida Department of State for licensure as an armed security officer.

### CRIMINOLOGY

**CCJ 1010** 3 hrs., 3 crs.  
**Introduction to Criminology**  
 This course examines crime and criminals with a particular emphasis on what actions society can or should take regarding crime and criminals. Explains why and how crime occurs and how this knowledge can guide governmental and legislative policy development. Factors that contribute to crime, the social reactions to crime, and the policies presently in place to combine crime will be examined. The focus will be on crime theories and perspectives.

**CCJ 1020** 3 hrs., 3 crs.  
**Introduction to Criminal Justice**  
 This course provides students with a basic understanding of how the American criminal justice system functions. The American criminal justice system includes law enforcement agencies (police, sheriff, state law enforcement agents, FBI, CIA, DEA, ATF), the courts, and the corrections agencies (prisons and jails.)

**CCJ 1191** 3 hrs., 3 crs.  
**Human Behavior in Criminal Justice**  
 A consideration of human behavior and how it relates to the duties and responsibilities of the criminal justice practitioner.

**CCJ 2500** 3 hrs., 3 crs.  
**Juvenile Justice**  
 This course examines the public policy issues pertaining to juvenile delinquency and dependency. The *parens patriae* doctrine is examined in theory and in practice as the fundamental philosophical basis for evolution of the contemporary American juvenile justice system. Major topics explored include causes of delinquency, societal responses, and trends indicative of future directions in juvenile justice.

**CJC 2162** 3 hrs., 3 crs.  
**Probation and Parole**  
 This course focuses on the patterns and problems in sentencing offenders; the social investigation, treatment and counseling of offenders, including behavior modification; the release and processing of offenders, and efforts to reintegrate offenders into society.

**CJL2100** 3 hrs., 3 crs.  
**Criminal Law**  
 A study of substantive criminal law from the Model Penal Code, explaining the specific elements of major crimes, principles of criminal law, principles of criminal liability, defenses to criminal liability, uncompleted crimes, and parties to crimes.

**CJL 2130** 3 hrs., 3 crs.  
**Evidence**  
 This course provides an analysis and examination of the Federal Rules of Evidence (FRE). The FRE govern the admissibility of evidence at trial. Course material will cover examination of witnesses and trial procedures, testimonial evidence, documentary evidence, circumstantial evidence, opinion evidence, the best evidence rule, hearsay evidence and exceptions, presumptions, and judicial notice.

### CULINARY MANAGEMENT

**#FOS 2201** 2 hrs., 2 crs.  
**Food Service Sanitation and Safety**  
 Designed to develop an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food industry. Includes the laws and regulations related to safety, fire, and sanitation and adhere to them in the food service operation.

**#FSS 1002** 3 hrs., 3 crs.  
**Introduction to Hospitality**  
 History of various cuisines and contributions of leading culinarians as well as a background of the food service industry. Study of various types of food service establishments and organizational structures within each type. Future trends of the food service industry.

**#FSS 1105** 2 hrs., 2 crs.  
**Food Purchasing**  
 Principles of menu planning for various types of facilities and service as well as menu layout, selection and development, and pricing structures. Principles and practices concerned with the purchase and receipt of food, supplies, and equipment for various food service operations.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**#FSS 1202C** 7 hrs., 3 crs.  
**Basic Food Preparation** \$12.00 lab fee  
 Corequisite: FOS 2201.

Familiarization with tools, equipment, and organization of classical kitchen. Study of basic food recipes. Special emphasis is given to the study of ingredients, cooking theories, terminology, equipment, technology, weights and measures, formulas, conversions, and procedures.

**#FSS 1063C** 7 hrs., 3 crs.  
**Food Specialties: Baking** \$12.00 lab fee  
 Prerequisite: Math placement test or minimum grade of "C" in MAT 0024.  
 Corequisite: FOS 2201.

Fundamentals of baking which involve preparation of yeast rolls, breads, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and tortes. Proper use and care for equipment, sanitation and hygienic work habits, and conformation with health laws.

**#FSS 1248L** 4 hrs., 2 crs.  
**Food Specialties: Garde Manger I** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FOS 2201, FSS 1246C, test into ENC 1101.

Stresses basic garde manger principles as well as a thorough understanding of the functions and duties of the department as it relates and integrates into other kitchen operations. Specific focus on specialty work, including ice carving, buffet decorations, artistic centerpieces, and understanding of equipment and area planning.

**#FSS 1942** 1 hr., 1 cr.  
**Culinary Externship**  
 Prerequisites: FSS 1202C, FOS 2201, FSS 1246C, FSS 1002.  
 Coordinated work-study reinforcing the educational and professional growth of the student through parallel involvement in classroom studies and field experience.

**#FSS 2224L** 8 hrs., 3 crs.  
**Advanced Food Preparation** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FSS 1246C, FOS 2201.  
 Corequisite: HFT 2840C.

Meal and service planning, including preparation of a complete menu for a service dining room to include appetizers, soup, salad, entrees, and vegetables. Production coordinated with dining room staff. Students will rotate and work the classical stations in the kitchen.

**#FSS 2240L** 7 hrs., 3 crs.  
**Food Specialties: Cuisines of the World** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FSS 1246C, FOS 2201.  
 Corequisite: HFT 2264C.

Study and preparation of popular international cuisines. History studied along with actual preparation of many international recipes. Includes buffet and banquet kitchen procedures.

**#FSS 2243C** 4 hrs., 2 crs.  
 \$12.00 lab fee

Corequisite: FSS 1202C.

Student learns to fabricate the popular primal and sub-primal cuts of meat and poultry through lecture, demonstration, and hands-on experience.

**#FSS 2065L** 4 hrs., 2 crs.  
**Food Specialties: Pastry Specialization** \$12.00 lab fee  
 Prerequisites: Math placement test or minimum grade of "C" in MAT 0024, FSS 1246C.

Specialization in advanced procedures of pastries and desserts. An emphasis on decorative work and display pieces. A clear understanding of cake decoration, sugar cooking, pastillage, Pâté-a-Choux provided.

**#FSS 2380** 12 hrs., 3 crs.  
**Culinary Management Practicum I – Restaurant Management** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FOS 2201, FSS 1246C.

Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing cost control methods.

**#FSS 2381** 15 hrs., 3 crs.  
**Culinary Management Practicum II - Kitchen Management** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FOS 2201, FSS 1246C.

Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing cost control methods.

**#FSS 2382L** 55 hrs., 1 cr.  
**Practical Exam**  
 Techniques and knowledge required for a career as a professional chef. Provides knowledge needed to demonstrate artistic and creative abilities in various culinary shows, recipe contests, and exhibitions.

**#HUN 1001** 2 hrs., 2 crs.  
**Survey of Nutrition**  
 Relates nutrition to the hospitality industry by way of menu planning, studying nutritional deficiencies diseases, retention of nutrients, and the basic principles for today's society.

## DANCE

**DAA 1500** 2 hrs., 1 cr.  
**Beginning Jazz Dance**  
 A study of the basic movements of jazz dance, including basic dance routines in the modern jazz and musical theatre styles.

**DAA 1520** 2 hrs., 1 cr.  
**Beginning Tap**  
 Practical study of the fundamentals of tap dance as an art form, including technique, terminology, rhythm, styles, and history.

**DAA 1680****2 hrs., 1 cr.****Dance Ensemble**

By audition or permission of instructor only.

A course designed to prepare GCCC Dance Ensemble dance routines and to rehearse these routines for performance and competition. (May be repeated up to 3 times for credit.)

**DAA 2540****2 hrs., 1 cr.****Dance Techniques for the Theatre**

A practical study of the fundamental dance forms used in the theatre. The course is structured for the pre-theatre major but is open to all students. Basic ballet, jazz, and tap techniques and vocabularies are taught with an emphasis on dance technique, performance, and auditioning techniques.

**DENTAL ASSISTING/DENTAL HYGIENE****=DEA 0020C****182 contact hrs., 6 vocational crs.****Pre-Clinical Procedure**

\$36.00 lab fee

A comprehensive course designed to acquaint the student with assisting at chairside in the treatment of dental patients. Among the areas included are patient management techniques, taking and recording medical and dental histories, vital signs, performing and assisting with clinical examinations and charting, assisting with local anesthesia, and operative procedures. Emphasis is placed on infection control and maintaining dental equipment and sterilizers.

**=DEA 0132****32 contact hrs., 1 vocational cr.****Dental Nutrition**

This course is designed to integrate nutrition into the diagnosis, care, and treatment of dental patients and to show the relationship between dental disease and lifestyles, eating habits, and oral health. It instills in the student an overall awareness of nutrition in dental health and provides practical means of assessing dental patient's diet and lifestyle as well as their impact on dental health through the nutritional process.

**=DEA 0800L****48 contact hrs., 1.5 vocational crs.****Clinical Practice I**

\$22.00 lab fee

Corequisite: DEA 0020C.

An introduction to basic clinical assisting skills. Students will assist with introducing the patient to the clinic and operating policies, establishing records, taking vital signs, charting, planning appointments, assisting with or performing certain dental services, performing bookkeeping entries, and dismissing patients.

**=DEA 0801****58 contact hrs., 2 vocational crs.****Clinical Practice II**

\$36.00 lab fee

Prerequisite: DEA 0800L.

Corequisite: DEA 0801L.

A series of specialty lectures and seminars designed to provide an overview of each of the dental specialty practices. The lecture series will be accompanied by the laboratory/clinical component of this course whereby students will be assigned to the specialty offices and other available clinical sites.

**=DEA 0801L****198 contact hrs., 6 vocational crs.****Clinical Practice II Lab**

Prerequisite: DEA 0800L.

Corequisite: DEA 0801L.

A clinical experience designed to provide each student with additional dental assisting skills. The student will progress to an intermediate skill level, apply knowledge in multiple dental assisting functions and develop proficiency in the advanced functions.

**=DEA 0850L****192 contact hrs., 6.5 vocational crs.****Clinical Practice III**

Prerequisites: DEA 0801 and DEA 0801L.

Clinical practice is designed as an internship in a private practice of dentistry. Arrangements are made with each dentist taking part in the program to enable the student to obtain experience in all aspects of dental office procedures. Each student will be assigned to two offices for a period of three weeks in each office. The purpose of the internship is to advance the student's experience in private practice settings. Opportunities will be provided for appointment scheduling and confirmation, recall systems, telephone procedures, reception and dismissal of patients, bookkeeping, charting, records, operative procedures, care of dental equipment, and laboratory procedures.

**#DEA 1135****1 hr., 1 cr.****Introduction to Microbiology**

This course is intended to familiarize the student with the role of microorganisms in health and disease. Organisms of concern to the dental practitioner/ auxiliary will receive particular attention.

**#DEH 1003****3 hrs., 3 crs.****Fundamentals of Dental Hygiene**

Corequisite: DEH 1003L.

An introduction to the philosophy of dental hygiene, fundamental theories, principles, and procedures utilized to perform basic dental hygiene techniques.

**#DEH 1003L****9 hrs., 3 crs.****Pre-Clinical Procedures**

\$36.00 lab fee

Corequisite: DEH 1003.

Fundamental skills needed to perform basic dental hygiene procedures.

**#DEH 1130****2 hrs., 2 crs.****Oral Histology and Embryology**

Prerequisites: DES 1010, DES 1000.

A study of histologic and embryonic development with emphasis on the face and oral cavity. Comprehensive course content includes instruction in early facial and tooth development.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.



- #DEH 1400** 2 hrs., 2 crs.  
**Oral Pathology**  
 Study of general and oral pathological diseases with emphasis on those related to the oral cavity. Students will apply pathological principles to the clinical practice of dental hygiene and dental assisting. Recognition of normal and abnormal conditions of the oral cavity and surrounding tissues will be cultivated through case presentations and slide series.
- #DEH 1800** 2 hrs., 2 crs.  
**Dental Hygiene I**  
 Prerequisite: DEH 1003. Corequisite: DEH 1800L.  
 Emphasis is on preventive oral hygiene techniques and procedures. Treatment planning for patients with special needs will be an important component of this study. Asepsis standards in current practice is a crucial element in this course.
- #DEH 1800L** 15 hrs., 5 crs.  
**Dental Hygiene Clinical I** \$175.00 lab fee  
 Prerequisite: DEH 1003. Corequisite: DEH 1800.  
 Clinical experiences designed to incorporate the basic principles and concepts of current preventive dental hygiene services. Clinical application and refinement of pre-clinical instrumentation skills and procedures with emphasis on entry-level dental hygiene services. Medical/dental health surveys, data collection, patient assessment, vital signs, treatment planning, appointment control, preventive oral prophylactic procedures, oral hygiene education, asepsis standards, and optimum oral maintenance therapy are clinical competencies cultivated through supervised practice. An introduction to the clinical management of dental/medical emergencies.
- #DEH 1802C** 5 hrs., 3 crs.  
**Dental Hygiene II** \$95.00 lab fee  
 Prerequisites: DEH 1800, DEH 1800L.  
 Didactic and clinical/laboratory instruction with an emphasis on periodontal instrumentation. Clinical practice coordinated with didactic instruction to develop essential skills in advanced techniques of scaling, root planing, gingival curettage, and periodontal treatment planning.
- #DEH 2602** 2 hrs., 2 crs.  
**Periodontics I**  
 Prerequisite: DEH 1802C.  
 Didactic and clinical information relative to periodontology. Anatomy and physiology of the periodontium, its diseased states, systemic involvement, therapeutic objectives, and techniques and preventive measures.
- #DEH 2702** 2 hrs., 2 crs.  
**Dental Public Health**  
 Prerequisite: DEH 1802C.  
 Assessment, planning, implementation, and evaluation of community oral health programs and their needs. Educational aspects of dental health will also be a primary objective. Epidemiological surveys and fundamental concepts in biostatistics will be taught.
- #DEH 2702L** 2 hrs., 1 crs.  
**Dental Public Health Lab** \$8.00 lab fee  
 Prerequisite: DEH 2702.  
 Planning and development of a community dental health project using the assessment, planning, implementation, and evaluation techniques studied in the corresponding lecture course. Formative and summative evaluations of the project will be presented in research paper format.
- #DEH 2804** 2 hrs., 2 crs.  
**Dental Hygiene III**  
 Prerequisite: DEH 1802C. Corequisite: DEH 2804L.  
 Clinical theory coordinated with clinical practice of dental hygiene health care delivery. Emphasizes modification of treatment and the management of patients with specialized needs.
- #DEH 2804L** 15 hrs., 5 crs.  
**Dental Hygiene Clinical III** \$175.00 lab fee  
 Prerequisite: DEH 1802C. Corequisite: DEH 2804.  
 Designed to advance the skills of the dental hygiene student from a basic skill level to an intermediate skill level with emphasis on total patient care. Instruction and clinical experience is directed toward the treatment of the periodontally involved patient, patients with physical and mental handicaps, and the medically compromised patient. Clinical evaluations are designed to measure cognitive, psychomotor, and affective behavior.
- #DEH 2806** 2 hrs., 2 crs.  
**Dental Hygiene IV**  
 Prerequisite: DEH 2804. Corequisite: DEH 2806L.  
 Clinical theory coordinated with the clinical application of advanced level dental health care delivery. Reinforces exist-level knowledge and skills essential to practice dental hygiene care in accordance with the Florida State Dental Practice Statutes. Professional ethics, history, and future trends in dental hygiene care will be explored. The legal aspects of dental hygiene practice will be analyzed in detail. Students will develop a professional personal resume.
- #DEH 2806L** 15 hrs., 5 crs.  
**Dental Hygiene Clinical IV** \$175.00 lab fee  
 Prerequisite: DEH 2804. Corequisite: DEH 2806.  
 Clinical application of advanced dental health care delivery. Develops clinical proficiency and expertise in the exit-level tasks essential for the practice of preventive dental hygiene care in accordance with the Florida State Dental Practice Act. Mastery of advanced clinical skills and efficient time utilization reinforces the student's confident, competence, and ability to self evaluate.
- #DEH 2900** 9 hrs., 3 crs.  
**Dental Hygiene Competency Review** \$46.00 lab fee  
 Prerequisite: Permission of program coordinator.  
 This course is designed to enable students who are re-entering the program to improve their clinical competencies and maintain pace in regular program courses or to remediate those students who have completed the program but need competency review to pass licensure examinations. Content will be designed to meet specific needs of the student.

**=DES 0502****32 hrs., 1 vocational cr.****Dental Practice Management**

A study of the various practice management procedures which include communication with patients, reception procedures, telephone techniques, appointment book control, purchasing and maintaining inventory of supplies, filing systems, written communications, clinical and financial records, bookkeeping methods, banking procedures, and tax records. Job interviews, resumes, and a budget workup will be included, along with information on legal and ethical aspects of dentistry, State Dental Practice Act, professional organizations, and employment opportunities.

**=DES 0840****32 hrs., 1 vocational cr.****Dental Health Education**

This course is designed to familiarize the dental auxiliary with the factors involved in the dental disease process and to assist the student in developing a comprehensive approach to preventive dentistry. Topics included are steps in a preventive program, educational principles, adult learners, patient motivation and involvement in personal oral hygiene, and the influence of lifestyles and nutritional effects. Emphasis is placed on current disease control techniques and auxiliary plaque control measures with special concern given to products available on the market for dental care. Dental appliances care and fluoride treatments are also included. The student will gain practical experience by developing and presenting dental health information in local elementary schools and the clinical setting during National Dental Health Month.

**#DES 1000****2 hrs., 2 crs.****Dental Anatomy**

Comprehensive instruction in macroscopic anatomy of the human dentition. Includes the function and eruption of both deciduous and permanent dentitions.

**#DES 1010****2 hrs., 2 crs.****Head and Neck Anatomy**

A detailed study of the skeletal, muscular, circulatory, and nervous systems of the head and neck. Special emphasis is placed on structures associated with oral cavity. Teeth are studied in relationship to the structures that support them.

**#DES 1051****2 hrs., 2 crs.****Introductory Pharmacology/Office Emergencies**

The pharmacology section is designed to familiarize the student with basic concepts and considerations regarding pharmacology and pharmaceutical preparations used in dentistry and by patients presenting for dental treatment. Chemical and physical properties, action, doses, methods of administration, therapeutic usage, side effects, indications and contraindications for pharmaceutical preparations used in dentistry will be covered. Possible interactions with medications used by patients presenting for dental treatment will be considered. Dental office emergencies deal with the

relationship of the patient's medical history and total health status to comprehensive dental care. Emphasis is placed on prevention of medical emergencies through a comprehensive assessment of all patients before treatment. Predisposing factors, recognition of the signs and symptoms of emergencies, as well as the recommended treatment modalities are covered in detail along with a discussion of the auxiliary's role in assisting with office emergencies.

**#DES 1100C****4 hrs., 3 crs.****Dental Materials****\$32.00 lab fee**

A study of the properties, manipulation, and care of materials used in the prevention and treatment of oral disease. Study of physical, mechanical, chemical, and biological characteristics of materials. Includes clinical application of dental materials and the relationship to the oral environment.

**#DES 1200****2 hrs., 2 crs.****Radiology I**

Corequisite: DES 1200L.

Study of principles of radiology, theory and operation of X-ray equipment, darkroom procedures, film storage, and hazards and precautions involved in dental radiology.

**#DES 1200L****3 hrs., 1 cr.****Radiology Lab I****\$42.00 lab fee**

Corequisite: DES 1200.

Applying principles of radiology, theory and operation of x-ray equipment, darkroom procedures, film storage, and the hazards and precautions involved in dental radiology.

**#DES 1201****1 hr., 1 cr.****Radiology II**

Prerequisite: DES 1200.

Radiology interpretation of the oral structures, surveys, and advanced techniques in extraoral radiology. Information will be presented on quality control, radiologic physics, and health physics.

**#DES 1201L****3 hrs., 1 cr.****Radiology II Lab****\$24.00 lab fee**

Prerequisite: DES 1200.

Laboratory assignments scheduled concomitant with lecture materials.

**#DES 1203C****1 hr., 1 cr.****Dental Radiology****\$12.00 lab fee**

Prerequisite: Dental hygienist, dental assistant, radiologic technician, 18 years or older, with 3 months of experience in dental office.

Basic principles and procedures in the theory and practice of dental radiology with emphasis on radiation safety, exposing, processing, and mounting both intraoral and extraoral radiographs. Designed to meet the educational requirements of the Florida State Board of Dentistry Rule 21G-9.11 for certification of auxiliaries in dental radiology.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

**#DES 1320** 1 hr., 1 cr.**Basic Communications and Human Relations**

Emphasis on effective oral and written communication with patients as well as co-workers and how that relationship affects both parties. Designed to stimulate group participation and individual growth. Professionalism and ethics related to dental assisting will be reviewed.

**#DES 1400** 2 hrs., 2 crs.**Anatomy and Physiology**

A study of the development of the human body along with a survey of the structure, growth, and function of the body organ system.

**#DES 1830** 1 hr., 1 cr.**Expanded Functions**

Prerequisites: DEH 1003 or DEA 0020C or currently employed in a dental practice with two years experience and permission of program faculty.

This course is designed to provide instruction and gain proficiency in the expanded duties legally allowable in the State of Florida. Each student will demonstrate clinical competency by completing established quotas for each intraoral task. This is the most advanced clinical course within the dental program and requires a high level of clinical experience, hands-on dexterity, knowledge of intraoral anatomy, knowledge of equipment and handpieces, and the ability to work independently and make sound clinical decisions. Upon completion, students are issued a certificate listing the expanded functions that are accomplished at an acceptable level.

**#DES 1830L** 3 hrs., 1 cr.**Expanded Functions Lab**

\$38.00 lab fee

Prerequisites: DEH 1003 or DEA 0200 or currently employed in a dental practice with two years experience and permission of program faculty.

This course is designed to provide the laboratory instruction and practice that will accompany the lecture series presented in DES 1830. The expanded functions that are legally allowable in the State of Florida will be demonstrated in an established sequence of tasks. Students will be given opportunities to practice on manikins and live patients in order to develop an acceptable skill level that will increase clinical competency and proficiency in each task. To receive certification in the task, each student will demonstrate clinical competency by completing established quotas for each intraoral task.

**#DES 2050** 2 hrs., 2 crs.**Pharmacology**

Prerequisite: DEH 1003.

A review of basic pharmacology and study of more advanced concepts of pharmacology with emphasis on drugs related to the practice of dental hygiene. Antibiotics, drugs for anesthesia, and patient education are emphasized.

**DESIGN DRAFTING-ARCHITECTURE/INDUSTRIAL****EGS 1110C** 6 hrs., 3 crs.**Engineering Drawing**

\$25.00 lab fee

Student must provide own drafting instruments.

A basic course in graphical expression. This course focuses on using 3-D visualization projects to solve problems and uses traditional drafting practices. Areas covered will be orthographic projections, geometric constructions, isometric drawings, sectioning, dimensioning, and auxiliary views.

**EGS 1130C** 6 hrs., 3 crs.**Descriptive Geometry**

\$25.00 lab fee

Prerequisite: EGS 1110C or previous drafting experience.

Students must furnish own drafting instruments.

This course focuses on the graphical solution of relationships between point, lines, planes, and solids in space with emphasis on advanced geometric constructions, auxiliary views, surface intersections, and developments.

**ETD 1320C** 6 hrs., 3 crs.**AutoCAD**

\$25.00 lab fee

Prerequisite: EGS 1110C or drafting experience.

A beginning course in AutoCAD. Content includes drawing to scale, editing, plotting a drawing, the use of library symbols and files management.

**#ETD 1325** 1 hr., 1 cr.**AutoCAD, Level I**

\$10.00 lab fee

Basic knowledge and skills necessary to successfully operate a microcomputer system using a Computer Aided Drafting and Design application program. Topics include CADD System Hardware, MS-DOS Operating System, installing AutoCAD, operating AutoCAD, using draw and edit menus.

**#ETD 1326** 1 hr., 1 cr.**AutoCAD, Level II**

\$10.00 lab fee

Prerequisite: ETD 1325.

Review of AutoCAD, Level I, drawing graphic entities, advanced editing commands, dimensioning commands, advanced plotting commands.

**#ETD 1327** 1 hr., 1 cr.**AutoCAD, Level III**

\$10.00 lab fee

Prerequisite: ETD 1326.

Review of AutoCAD Levels I and II, grouping entities into blocks, drawing enhancements, attributes, and data extraction.

**#ETD 1614C** 5 hrs., 3 crs.**Electronics Drafting**

\$25.00 lab fee

Prerequisite: CET 1460.

Prerequisite or Corequisite: EET 1025C.

A study of the theory of projection, sketching, conventional practices, and computer-aided design drafting with emphasis on electronic schematics, devices, and printed circuit design.

<b>#ETD 1802C</b> <b>Technical Illustration</b> Prerequisite: EGS 1110C. A study of pictorial drafting styles and techniques, including isometric, diametric, trimetric, oblique, perspective, and shading.		<b>6 hrs., 3 crs.</b> \$25.00 lab fee <b>#ETD 2461</b> <b>Mechanical Systems Drafting</b> Prerequisite: EGS 1110C. Corequisite: ETD 2461L. Industrial drafting with emphasis on piping, welding, and design of gearing and cams.
<b>#ETD 1815</b> <b>Adobe Photoshop</b> Provides students with experiences in the applications of computer-generated imagery to the field of graphic design. Content includes identification and investigation of the principles of graphic design using modern technology and software such as Adobe Photoshop, Image Ready, and Adobe Illustrator. Identification and application of general methods for critical, aesthetic, and technical and technical judgments relating to uses of computer-generated imagery in graphic design. The history of graphic design and application of computers to the graphic world are also included.		<b>3 hrs., 3 crs.</b> \$25.00 lab fee <b>#ETD 2461L</b> <b>Mechanical Systems Drafting Lab</b> Prerequisite: EGS 1110C. Corequisite: ETD 2461. Investigation and implementation of ETD 2461 lecture content with emphasis on drafting solutions using both manual and computer methods.
<b>#ETD 1817</b> <b>Adobe Illustrator</b> Prerequisite: ETD 1815. Provides students with experiences in the applications of vector graphics in the field of graphic design. Content includes identification and investigation of Adobe Illustrator consisting of lines and curves defined by mathematical objects called vectors. Identification and application of general methods for critical, aesthetic, and technical judgments regarding uses of computer-generated illustrations for print, web, and multimedia designs. The history of graphic design and application of computers to the graphic world are also included.		<b>1 hr., 1 cr.</b> <b>#ETD 2465</b> <b>Jig and Fixture Design</b> Prerequisite: EGS 1110C. Corequisite: ETD 2465L. Emphasis on jig and fixture design, casting design, materials selection, and computer-aided design solutions.
<b>ETD 2350C</b> <b>Advanced AutoCAD</b> Prerequisite: ETD 1320C. An advanced course in AutoCAD. Includes external references, drawing environments and viewports, utility commands, special features, 3D modeling, rendering, customizing AutoCAD menus, and AutoLISP.		<b>6 hrs., 3 crs.</b> \$25.00 lab fee <b>#ETD 2465L</b> <b>Jig and Fixture Design Lab</b> Prerequisite: EGS 1110C. Corequisite: ETD 2465. Investigation and implementation of ETD 2465 lecture content with emphasis on drafting solutions using computer-aided design drafting equipment and software.
<b>#ETD 2357C</b> <b>AutoDesk Inventor</b> Prerequisite: EGS 1110C or previous drafting experience. This course forms a solid foundation in the basics of using AutoDesk Inventor (a Parametric Solid Modeling Mechanical Design software package).		<b>1 hr., 1 cr.</b> <b>#ETD 2701</b> <b>Industrial Drafting</b> Prerequisite: EGS 1110C. Corequisite: ETD 2701L. The course will focus on concepts and practices of geometric dimensioning and tolerancing using practical examples and SME videos. All drawings will be done using AutoCAD. Emphasizes industrial drafting conventions and practices, including tolerancing, dimensions, surface control, threads, and assemblies, using ANSI standards.
<b>#ETD 2395</b> <b>CAD for Architecture</b> Prerequisites: TAR 1120 or equivalent. The student will use ArchiCAD software to complete a 3-D design and set of working drawings. This will consist of a Floor Plan, 4 Elevations, Structural Section, Floor and Roof Framing Plan, and a Presentation Drawing.		<b>6 hrs., 3 crs.</b> \$25.00 lab fee <b>#ETD 2701L</b> <b>Industrial Drafting Lab</b> Prerequisite: EGS 1110C. Corequisite: ETD 2701. Investigation and implementation of lecture content with emphasis on drafting solutions.
		<b>TAR 1120</b> <b>Architectural Drafting</b> Prerequisite: EGS 1110C. Corequisite: TAR 1120L. Review of fundamentals of drafting concepts and application to architectural design. Understanding of basic architectural concepts is made by using residential plans to develop details, symbols, and an understanding of sound architectural design.
		<b>TAR 1120L</b> <b>Architectural Drafting Lab</b> Prerequisite: EGS 1110C. Corequisite: TAR 1120. Investigation and implementation of lecture content with emphasis on drafting solutions.

**#TAR 2122** 1 hr., 1 cr.  
**Residential Architectural Design**

Prerequisite: TAR 1120. Corequisite: TAR 2122L.

A continuation of Architectural Drafting with emphasis on light construction principles. The student will design a multi-level residence and develop all details, presentation drawings, and a scale model.

**#TAR 2122L** 6 hrs., 3 crs.  
**Residential Design Lab** \$25.00 lab fee

Prerequisite: TAR 1120. Corequisite: TAR 2122.

Investigation and implementation of TAR 2122 lecture content with emphasis on drafting solutions using computer-aided design system.

**TAR 2154** 1 hr., 1 cr.  
**Commercial Architectural Design**

Prerequisite: TAR 1120. Corequisite: TAR 2154L.

A continuation of Architectural Drafting with emphasis on structural and mechanical systems design. Students will design a commercial building of their choice, making a complete set of details and presentation drawings. Emphasis will be placed on using computer-aided design and equipment software.

**TAR 2154L** 6 hrs., 3 crs.  
**Commercial Design Lab** \$25.00 lab fee

Prerequisite: TAR 1120. Corequisite: TAR 2154.

Investigation and implementation of TAR 2154 lecture content with emphasis on drafting solutions using computer-aided design system.

**EARLY CHILDHOOD  
EDUCATION/INSTRUCTIONAL SERVICES  
TECHNOLOGY**

**#CHD 1110** 4 hrs., 3 crs.  
(2 hrs. lecture, 2 hrs. lab)**Infant Growth and Development for Child Care Workers/Teachers**

Designed to teach the normal sequence of physical, cognitive, social, and emotional development of the child from birth to two years of age. Emphasis is given to planning day care programs and facilities for infants and toddlers. Provides opportunity for participation in infant child development program.

**#CHD 1320** 3 hrs., 3 crs.  
**Curriculum and Guidance for Young Children**

Prerequisites: CHD 1432, CHD 2220.

Corequisite: CHD 1440.

A study of principles and practices of programs for pre-schoolers, current research in early childhood education, role of the child care worker, techniques of using language, art, science, music, social studies, math, and physical activities with young children.

**#CHD 1339** 2 hrs., 2 crs.  
**Movement Activities**

A course designed to develop abilities to select and direct musical and large muscle activities for pre-school age child care groups.

**#CHD 1382** 4 hrs., 3 crs.  
(2 hrs. lecture, 2 hrs. lab)**Activities for School Age Children**

Principles of curriculum to meet the needs of the school age child in day care. Subjects include physical, social, emotional, and cognitive development, as well as activities in art, science, woodworking, literature, puppetry, and drama.

**#CHD 1430** 4 hrs., 3 crs.  
(2 hrs. lecture, 2 hrs. lab)**Observing and Recording Child Behavior**

Corequisite: CHD 2220.

A course designed to teach the principles of observing and interpreting child behavior. Emphasis is given to normal patterns of behavior as well as genetic and environmental factors that influence child behavior.

**#CHD 1432** 4 hrs., 4 crs.  
**Learning Activities for Young Children**

This course emphasizes selection and direction of learning activities in the areas of art, literature, mathematics, science, and social studies. Areas of study include selection and presentation of books, storytelling, puppetry, and appropriate learning activities.

**#CHD 1440** 5 hrs., 3 crs.  
(1 hr. lecture, 4 hrs. lab)**Early Childhood Teaching Practicum**

Prerequisites: CHD 1320, CHD 1432, CHD 2220.

Corequisite: CHD 1320.

This course provides opportunity for supervised participation in an approved child care center.

**#CHD 2220** 3 hrs., 3 crs.  
**Child Development**

Emphasis on the social, emotional, physical, and cognitive growth and development of the child from conception through adolescence, as well as techniques for fostering healthy development in these vital areas.

**#CHD 2710C** 4 hrs., 3 crs.  
(2 hrs. lecture, 2 hrs. lab)**Children with Exceptionalities**

Designed to acquaint students with the characteristics of children with a variety of exceptionalities as well as techniques that are appropriate to use with these children. Lab hours arranged to provide opportunities to observe and work with children in diverse programs that serve children with exceptionalities.

**#CHD 2810C** 4 hrs., 4 crs.  
(2 hrs. lecture, 2 hrs. lab)**Nutrition, Health, and Safety for Young Children**

This course includes the role of vitamins, minerals, fats, carbohydrates, and protein in the child's diet. Emphasis is given to planning nourishing meals that children find attractive and appetizing. Includes instruction in dealing with children's emergencies and for certification in CPR and first aid.

**#CHD 2450 4 hrs., 3 crs.****Teacher Aide Practicum I**

Provides the student with experience as a teaching aid in an early childhood classroom. Emphasis on interpersonal abilities and on skills that complement the work of the regular classroom teacher.

**#CHD 2452 3 hrs., 3 crs.****Teacher Aide Practicum II**

This course provides an overview of the teaching skills essential to complement the work of the regular primary/intermediate classroom teacher. Includes planning, implementation, and evaluation components common to instruction at all grade levels and in all subject areas. Classroom teaching and observations are required.

**#CHD 2803 3 hrs., 3 crs.****Early Care and Education Administrative Overview (Director Credentials)**

This course is intended to meet the educational requirement for the Foundational Level Child Care and Education Administrator Credential, as defined by the State of Florida. This course provides specific information and opportunities for skill development that enable the child care administrator to develop a broad perspective and knowledge base for problem solving, planning, implementing, and evaluating a quality child care and education program.

**#CHD 2131 1 hr., 1 cr.****CDA Credential**

This course is designed to provide students seeking the Florida CDA Equivalency with observations and documentation of their work with children.

**#EDE 2310 3 hrs., 3 crs.****Teaching Reading**

Designed to acquaint the student with all the important aspects of elementary reading instruction. Content includes emergent literacy, techniques of teaching reading and comprehension, language and literature, use of technology, assessment, classroom management, and teaching of reading to students with special needs. Assignments will include working with students in a reading situation.

**#EDE 2311 3 hrs., 3 crs.****Teaching Mathematics**

This course is designed to introduce math skills taught at the elementary school level and to integrate these skills with practical hands-on everyday problems and activities. Working with groups of children is required.

**#EDG 2413 3 hrs., 3 crs.****Classroom and Behavior Management**

This course is designed to help educators think through and establish an effective management system. Areas of study include organizing and arranging the classroom, choosing rules and procedures, managing student work, rewards and penalties, getting off to a good start, maintaining good student behavior, managing special groups, constructive assertiveness, and evaluating the classroom's organization and management. A variety of discipline methods will be compared.

**ECONOMICS****ECO 2013 3 hrs., 3 crs.****Principles of Economics, Macro**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

The course deals with the basic tools of analytical macroeconomics applied to the vital problems of our dynamic economy, national income, business fluctuations, unemployment and inflation, the problems of economic growth, government fiscal and monetary policy, money and banking, gold and foreign trade, and the challenge of alternative economic systems.

**ECO 2023 3 hrs., 3 crs.****Principles of Economics, Micro**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

This course deals with the theory of price determination, resource allocation, and income distribution. In this course, attention is on the classic theories of economics as they are interpreted in contemporary analysis.

**EDUCATION****EDF 1005 3 hrs., 3 crs.****Introduction to Education**

**This course requires 15 hours of classroom observations in addition to the class time.** This course is designed to familiarize the student with the teaching profession and the educational process. Specific State of Florida Department of Education programs, policies, certification requirements, and curriculum frameworks will be discussed. Other states' programs will also be analyzed. Much of this course focuses on how to design lesson plans and how to teach from such plans (scope and sequence). Coupled with the observation experiences, students will gain an understanding of the "peaks and valleys" of the education profession. **A background check is required before students complete the K-12 classroom observations required by this course.**

**EDG 2701 3 hrs., 3 crs.****Teaching Diverse Populations**

**This course requires 15 hours of classroom observations in addition to the class time.** This course concentrates upon the historical background of the current multi-educational movement. In addition, it examines what teachers can do to make their multicultural classrooms more effective learning communities. Pre-educators and educators alike will discuss the issues about diversity that directly deal with and affect schools in the American education system. Students in this course will work in open forums to discuss and research issues of educational and societal diversity primarily pertaining to K-12 schools. When exiting this course, students will acquire a comprehensive understanding that schools are microcosms of the contemporary society that encompasses them. **A background check is required before students can complete the K-12 classroom observations required by this course.**

**EME 2040 3 hrs., 3 crs.****Technology for Teachers**

This course will provide participants with hands-on experiences of integrating technology into classroom activities. Students will see examples of applications of educational technology in classroom settings and learn to apply such technology during individual, group, and laboratory exercises. The primary focus of this course is the utilization of the personal computer; however, students should not approach this course with the idea that it is an introduction to computers course. This course primarily trains pre-educators or professional educators in how to utilize technology in "teaching" settings.

**EDUCATOR PREPARATION INSTITUTE****EPI 0001 3 hrs., 3 crs.****Classroom Management**

Participants in this course will be provided opportunities and experiences supporting successful methodologies for classroom management. Topics will include: record keeping, classroom management, school safety, integration of Sunshine State Standards into curriculum, development of lesson plans, parent conferences, assessment techniques, implications of FCAT and other standardized tests, professional ethics, and school law and the teacher.

**EPI 0002 3 hrs., 3 crs.****Instructional Strategies**

Participants in this course will be provided opportunities to become proficient in the application of a variety of instructional strategies based on learning styles, cooperative and collaborative learning, accommodations for exceptional students, and the infusion of technology into lesson plans.

**EPI 0003 3 hrs., 3 crs.****Teaching and Technology**

Participants in this course will be provided structured opportunities to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites, effective integration strategies, educational software evaluation, and the use of Internet resources in the classroom.

**EPI 0004 3 hrs., 3 crs.****The Teaching and Learning Process**

Participants in this course will form a foundation in various learning theories as applied in the instructional process. Topics will include learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition.

**EPI 0010 3 hrs., 3 crs.****Foundations of Language and Cognition**

Participants in this course will be provided a structured opportunity to explore language structure and function, as well as cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. This course is designed to deliver current, relevant, scientifically-based, and classroom-based information in reading to preK-12 teachers.

**EPI 0020 2 hrs., 2 crs.****The Teaching Profession**

This course addresses foundational skills and basic knowledge toward becoming a productive member of the teaching profession. Topics will include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development.

**EPI 0030 2 hrs., 2 crs.****Diversity in the Classroom**

Participants in this course will be provided opportunities to gain an appreciation for the variety of backgrounds and cultures that may be found in a typical classroom. Additional foundational theory and structured experiences will address how social class, religion, language, gender differences, culture and ethnicity, physical differences, and prejudices have an effect on how a student learns.

**EPI 0940 1 hr., 1 cr.****The Teaching Profession: *Field Experience***

Participants in this course will be directly observed for performance of competencies associated with highly effective teaching as designated within the EPI 0020: Professional Foundations. The field experience consists of a total of 15 hours of performances and observations. These hours must be completed in a public, charter, or accredited private school, or approved location.

**EPI 0945** 1 hr., 1 cr.**Diversity in the Classroom: Field Experience**

Participants in this course will be directly observed for performance of competencies associated with highly effective teaching as designated within the EPI 0030: Diversity in the Classroom. The field experience consists of a total of 15 hours of performances and observations. These hours must be completed in a public, charter, or accredited private school, or approved location.

**EMERGENCY MEDICAL SERVICES****#EMS 1119** 5 hrs., 5 crs.**Emergency Medical Technician**

Corequisite: EMS 1401.

The initial study of emergency medical services designed to enable the student to become proficient in the emergency care of the sick and injured. Completion of course leads to eligibility for licensure examination as an Emergency Medical Technician-Basic (EMT-B).

**#EMS 1310** 1 hr., 1 cr.**Emergency Medical Services Management**

Designed for persons who supervise emergency medical services personnel. Emphasis is placed on goal setting, organizational structure, budgeting, communications, performance evaluation, and stress management.

**#EMS 1335** 1 hr., 1 cr.**Emergency Vehicle Operator I**

\$10.00 lab fee

Designed to meet Florida Health Department requirements that all emergency vehicle operators employed by EMS providers must have completed an ambulance driving program. The course combines lecture with a driving laboratory. (Students who are not active duty military must show proof of a valid Florida Driver's License.)

**#EMS 1337** 1 hr., 1 cr.**Defensive Tactics for Health Care Providers**

\$4.00 lab fee

Designed to provide EMS personnel and other health care personnel with fundamental knowledge of the recognition of aggressive or violent behavior and use of appropriate verbal and physical skills to that behavior in the course of providing health care.

**#EMS 1340C** 1 hr., 1 cr.**Basic Vehicle Rescue and Extrication**

Designed for the EMT student, teaching the fundamentals of gaining access to and disentanglement of victims of vehicular crashes. Emphasis is placed on victim and rescuer safety. Actual use of available rescue tools is included. Packaging of patients to protect against possible spinal injuries is demonstrated and assessed. The course takes place with a mock scene and "junk" cars are used for experience with rescue tools. (Students who are not active duty military must show proof of a valid Florida Driver's License.)

**#EMS 1381C** 2 hrs., 2 crs.**Emergency Medical Technician Refresher**

\$26.00 lab fee

Designed for the EMT seeking renewal of state license or national certificate. A review of didactic material and clinical skills relevant to EMT knowledge objectives and clinical practice. Meets and exceeds requirements for state relicensure and national EMT recertification.

**#EMS 1401** 8 hrs., 4 crs.**Emergency Medical Technician Lab**

\$64.00 lab fee

Corequisite: EMS 1119.

Integrated experience including laboratory practice with manikins and simulated situations, clinical experience in the area hospitals, and field experience with the ambulance service.

**#EMS 1761** 4 hrs., 4 crs.**Assistant Teaching in Emergency Medical Services**

Prerequisites: EMT license and permission of the instructor.

Emphasis is placed on lesson plan development, classroom management, awareness of EMS regulatory agency requirements for course content, and effective methods of instruction in cognitive material and psychomotor skills. The student participates in cognitive and psychomotor instruction under the supervision of EMS faculty.

**#EMS 2010** 3 hrs., 3 crs.**Essentials of Human Structure and Function**

Designed for the EMS student, this course presents basic information on the structure and function of the human body.

Applies principles of anatomy and physiology to demonstrate interaction of body systems as they maintain homeostasis. Emphasis will be placed on the nervous system, cardiovascular, and respiratory systems.

**#EMS 2231** 5 hrs., 5 crs.**Paramedic I**

Prerequisites: EMS 1119, EMS 1401.

Corequisite: EMS 2435.

The introduction of advanced life support skills of definitive airway management and intravenous therapy. Also includes sections on foundations, airway, patient assessment, and trauma.

**#EMS 2232** 5 hrs., 5 crs.**Paramedic II**

Prerequisites: EMS 2231, EMS 2435.

Corequisite: EMS 2436.

A continuation of EMS 2231 with emphasis on cardiology and advanced cardiac life support. Also includes sections on medicine, special patients, assessment-based management and operations.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.



- #EMS 2233** **Paramedic III** **1 hr., 1 cr.**  
 Prerequisite: EMS 2232, EMS 2436.  
 Corequisite: EMS 2425.  
 Culmination of paramedic program in which previous education and training are reviewed and applied to simulated situations. Completion of course leads to eligibility for paramedic licensure examination.
- #EMS 2342C** **Advanced Vehicle Rescue and Extrication** **1 hr., 1 cr.**  
 Designed for the paramedic student, teaching the advanced principles of gaining access to and disentanglement of victims of vehicular crashes. Emphasis is placed on victim and rescuer safety. Actual use of available rescue tools is included. Packaging of patients to protect against possible spinal injury is demonstrated and assessed. The course takes place with a mock scene and "junk" cars are used for experience with rescue tools.
- #EMS 2391C** **Paramedic Refresher** **4 hrs., 3 crs.**  
 A review of didactic material and clinical skills relevant to paramedic knowledge objectives and clinical practice. Meets and exceeds requirement for relicensure and national recertification.
- #EMS 2425** **Paramedic Internship** **16 hrs., 4 crs.**  
 \$29.00 lab fee  
 \$42.60 National Registry Skills Examination fee  
 Designed to enable the paramedic student to become a functional paramedic. Students are assigned to a preceptor with an area emergency medical service for six weeks of intensive field training. (Administration of the National Registry Skills Examination is included with the final examination.)
- #EMS 2435** **Paramedic I Lab** **10 hrs., 5 crs.**  
 \$70.00 lab fee  
 Corequisite: EMS 2231.  
 Integrated experience including laboratory practice of advanced skills, clinical experience in area hospitals, and field experience with the ambulance service.
- #EMS 2436** **Paramedic II Lab** **12 hrs., 5 crs.**  
 \$24.00 lab fee  
 Corequisite: EMS 2232.  
 Integrated experience including laboratory practice of advanced cardiac life support skills, clinical experience in area hospitals and field experience with the ambulance service.
- #EMS 2439** **Advanced Clinical Internship** **20 hrs., 5 crs.**  
 \$17.00 lab fee  
 Prerequisites: Florida EMT license and permission of instructor.  
 Supervised rotations in a variety of clinical settings designed to develop increased clinical proficiency, decision-making skills, and knowledge of pathophysiology of illness and injury.
- #EMS 2526** **Twelve-Lead Electrocardiogram (EKG) Interpretation** **16 hrs., 1 cr.**  
 \$24.00 lab fee  
 Prerequisite: EMT certificate or permission of the instructor.  
 This course is designed for the EMS student, teaching the fundamentals of twelve-lead electrocardiogram (EKG) interpretation. Emphasis is placed on scenario-based and case-based learning that reinforces the concept that 12-lead EKG technology is the best tool for visualization of the surfaces of the heart, identification of sites of ischemia, injury and infarction, as well as various intricate conduction abnormalities.
- #EMS 2553** **Pediatric Advanced Life Support** **16 hrs., 1 cr.**  
 \$8.00 lab fee  
 Prerequisite: EMT certificate or permission of the instructor.  
 This course is designed for the EMS student, teaching the fundamentals of recognizing infants and children that are at risk for cardiopulmonary arrest, including the strategies that are needed to prevent cardiopulmonary arrest in infants and children and the cognitive and psychomotor skills needed to resuscitate and stabilize infants and children in respiratory failure, shock, or cardiopulmonary arrest.
- #EMS 2555** **Basic Trauma Life Support** **16 hrs., 1 cr.**  
 \$18.00 lab fee  
 Prerequisite: EMT certificate or permission of the instructor.  
 This course is designed for the EMS student, teaching the fundamentals of managing traumatic injuries at the basic and advanced levels in accordance with the National Basic Trauma Life Support Committee. The recognition and treatment of specific traumatic injuries such as pneumothorax, closed head injury, hemothorax, compensated and decompensated shock, fractures, uncontrolled bleeding, and internal injuries of the abdomen and thorax. Emphasis is on rapid assessment, management, and transport with discussion on mechanism of injury and kinematics of trauma.
- #EMS 2931** **Emergency Response to Terrorism** **16 hrs., 1 cr.**  
 \$63.00 lab fee  
 Prerequisite: EMT certificate or permission of the instructor.  
 This course is designed for the EMS student, teaching the fundamentals of safely recognizing and managing a terrorist attack on a civilian population. Emphasis is placed on the recognition and safe response to terrorist attacks including chemical, biological, radiological, and explosive agents. Includes proper use of personal protective equipment (PPE), ambulatory and incapacitated decontamination, and coordination with other public service agencies through the use of unified command structure.

**ENGINEERING TECHNOLOGY****+CGN 2327L****3hrs., 1 cr.****Civil Engineering Graphics Lab**

Prerequisite: EGN 2123 or ETD 1320C, or approval of the instructor.

The objective of this course is to provide students with the knowledge and hands-on experience to successfully create, edit, dimension, and plot civil and environmental engineering projects such as drawing maps, cuts and fills, road cross sections, soil absorption fields, sewage disposal, highway maps, dams, bridges and trusses, using Autodesk Land Desktop™ and Civil 3D™ software.

**+EGN 2123****2hrs., 2crs.****Computer Graphics for Engineers**

\$25.00 lab fee

Corequisite: MAC 2311

Apply the knowledge of mathematics, science and computing to understand the fundamentals of engineering graphics, draw geometric constructions, solve descriptive geometry problems, and produce graphical calculus and apply it to analyze empirical data. Produce two and three-dimensional drawings and design a product. Participate effectively in a multidisciplinary engineering project as part of a professional team. Apply computers using several software applications including: AutoCAD™ for producing computerized drawing, dimensioning and tolerances; Excel™ for spreadsheet and manipulation of data; and Maple (Mathcad™) for graphical calculus.

**+EGN 2212****3hrs, 3crs****Engineering Statistics and Computation**

\$25.00 lab fee

Prerequisite: EGS 1001 and MAC 2311

Identify and solve engineering problems including formulation, algorithm development and programming, measurement and computational error assessment and the application of statistical and numerical modeling tools necessary for engineering practice using Mathcad™ and Excel™.

**EGS 1001****1 hr., 1 cr.****Introduction to Engineering**

An introduction to engineering and technology as a profession with emphasis on the spectrum of work opportunities and career fields. The student is introduced to engineering work habits, responsibilities, communication requirements, problem solving techniques, and technical calculations.

**ETC 2213****3 hrs., 3 crs.****Engineering Properties of Soils**

Corequisite: ETC 2213L.

A study of the origin, composition, and characteristics of soils. Includes a study of the types and structure, classification and properties, stress, settlement, compaction, and stabilization of soils, as well as construction site investigation, methods, and principles.

**ETC 2213L****3 hrs., 1 cr.****Engineering Properties of Soils Lab**

\$25.00 lab fee

Corequisite: ETC 2213.

A lab devoted to the study of the engineering and mechanical properties of soils. Includes moisture content determination, specific gravity, sieve and hydrometer analysis, Atterburg limits, compaction, and Proctor testing. Emphasizes ASTM standard laboratory procedures.

**#ETC 2450****3 hrs., 3 crs.****Concrete Design**

Corequisite: ETC 2450L.

A study of the properties of concrete, its design and control, reinforcement, admixtures, forming, and placing. Includes concrete technology as it applies to prestress precasting and casting in place in the design of columns, beams, slabs, and other structures.

**#ETC 2450L****3 hrs., 1 cr.****Concrete Design Laboratory**

\$25.00 lab fee

Corequisite: ETC 2450.

A lab devoted to the study of the design of concrete mixes and the testing of concrete cylinders, beams, and structural shapes. Includes problems on reinforced concrete. Includes the requirements for the American Concrete Institute (ACI) Concrete Field Testing Technician Certification. Emphasizes ASTM standard laboratory procedures.

**ETG 2502****3 hrs., 3 crs.****Statics**

Prerequisite: MAC 1114 or MTB 1322.

Basic principles of statics; resolution and composition of forces; equilibrium of forces; simple machines; trusses and frames; screws and threads; friction; centroids and center of gravity; moment of inertia, and radius of gyration. Includes scale model analysis and testing of bridge and truss-type structures.

**ETG 2530****3 hrs., 3 crs.****Strength of Materials**

Prerequisite: ETG 2502.

Stress and deformation; riveted and welded joints; thin-walled pressure vessels; torsion; shear and moment of beams; columns. Includes scale model analysis and testing of tower and column-type structures.

**#ETI 1411****3 hrs., 3 crs.****Manufacturing Processes I**

A study of methods and materials used in industrial production of nonchip producing processes, including casting, forging, welding, stamping, shearing, brake, powder, metallurgy, electrical discharge machining, high energy rate forming.

**#ETI 1420****3 hrs., 3 crs.****Manufacturing Processes II**

A study of methods, materials, and machines used in industrial production of chip producing processes, including turning, milling, grinding, drilling, reaming, boring, broaching, sawing.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

**ENGLISH****Creative Writing****CRW 2001** **3 hrs., 3 crs.**  
**Creative Writing I**

Prerequisite: ENC 1101 with a minimum grade of "C."  
Techniques of and practice in writing the short story, essay, poem, drama, or novel.

**CRW 2002** **3 hrs., 3 crs.**  
**Creative Writing II**

Prerequisite: CRW 2001.  
Techniques of and practice in writing the short story, essay, poem, drama, or novel.

**CRW 2710** **3 hrs., 3 crs.**  
**Introduction to Screenwriting-Scriptwriting**

Prerequisite: ENC 1101 with a grade of "C" or higher.  
The study of the written forms of the screenplay and the script (stage play) and their relationship to the adapted forms in the visual media and on stage, and the practice of writing screenplays and stage plays. The dual nature of this course requires that students learn the principles of writing for visual media and writing for the stage but allows the student to focus the major written works composed during the semester in his preferred area.

**College Preparatory English**

The following are developmental courses not intended to satisfy any part of the college-level English requirements and not counted as part of the required hours for graduation. A minimum grade of "C" is required to progress to the next course.

**ENC 0002** **4 hrs., 3 crs.**  
**Basic English**

A study of the elements of standard English grammar, mechanics, and usage.  
Must be passed with minimum grade of "C". (A developmental course that does not satisfy General Education requirements in English or count toward required hours for graduation.)

**ENC 0021** **4 hrs., 4 crs.**  
**Fundamentals of Composition**

Prerequisite: ENC 0002 or satisfactory score on the Gulf Coast Community College placement test.  
Paragraph development and review of basic grammar, punctuation, spelling, and sentence structure. Must be passed with a minimum grade of "C". (A developmental course that does not satisfy General Education requirements in English or count toward required hours for graduation.)

**College-Level English**

The Associate of Arts degree requires that six credit hours of college-level English be completed with a minimum grade of "C." It is required that prerequisite English or reading courses for entry into college-level English be completed with a minimum grade of "C" or that students earn a passing score on the Florida College Entry-Level Placement Test in English and reading.

**ENC 1101** **3 hrs., 3 crs.**  
**English Composition I**

Prerequisite: Satisfactory English scores on the Florida College Entry-Level Placement Test or completion of ENC 0021 with a minimum grade of "C" and satisfactory reading scores on the Florida College Entry-Level Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Minimum competency in word processing needed.

The rhetoric of the expository essay and the documented paper. Word processed and handwritten compositions based on reading of fiction and nonfiction. Oral component included. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**ENC 1102** **3 hrs., 3 crs.**  
**English Composition II**

Prerequisite: ENC 1101 with a minimum grade of "C."  
Rhetoric of the expository essay, the argumentative essay, and the documented paper. Compositions based on readings of fiction and nonfiction. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**ENC 1930** **3 hrs., 3 crs.**  
**Introduction to Critical Thinking**

Creative and critical thinking skills applied to current problems and issues in oral and written communication. Course emphasizes deliberation in classroom forums.

**ENC 2210** **3 hrs., 3 crs.**  
**Technical Writing**

Prerequisite: ENC 1101 with a minimum grade of "C."  
Applies written and oral English skills to technical communication assignments, such as definitions, object or mechanism descriptions, process descriptions, instructions, analyses, proposals, memoranda, feasibility, laboratory, and technology research reports and resumes. Emphasizes clarity, objectivity, simplicity, and readability by multiple audiences. Requirements of 6000 words of writing and completion with a minimum grade of "C."

**ENC 2301, 2302, 2303, 2324** 1 hr., 1 cr. each  
**Supplementary Composition Skills**

Prerequisite: CLEP credit for General Education English or ENC 1102 with a minimum grade of "C."

Expository and argumentative writing for students (a) who have earned CLEP credit for General Education English or Areas II or III Humanities but still need to fulfill the writing requirements of the institution or (b) who have completed ENC 1101 and ENC 1102 with a minimum grade of "C" and want to develop their writing skills. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIN 1670** 3 hrs., 3 crs.  
**English Grammar and Style**

Prerequisite: Satisfactory English score on the Florida College Entry-Level Placement Test or completion of ENC 0021 with a minimum grade of "C."

Introduction to sentence structure, standard practices in grammar and punctuation, and effective stylistic techniques. Designed as a complement to composition courses.

**LIS 1004** 1 hr., 1 cr.  
**Introduction to Internet Research**

Focus on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate, and cite Internet resources. Delivery systems, such as World Wide Web, e-mail, discussion groups, FTP, and Telnet are covered.

**English as a Second Language**

**EAP 1810** 3 hrs., 3 crs.  
**English As A Second Language: Written Communication**

Prerequisites: English placement tests and permission of adviser.

Advanced reading and writing skills for nonnative English speakers who plan to pursue academic work. Culture-based. (Not intended to fulfill General Education requirements in English.)

**EAP 1815** 3 hrs., 3 crs.  
**English as a Second Language: Oral Communication**

Prerequisite: English placement tests and permission of adviser.

Advanced listening and speaking skills for nonnative English speakers who plan to pursue academic work. Culture-based. (Not intended to fulfill General Education requirements in English.)

**FIREFIGHTING**

Maritime

**FFP 0073** 45 contact hrs., 1.5 vocational crs.  
**Basic Safety Course (STCW)**

This course is a U.S. Coast Guard approved course that covers all of the four required courses for Standards of Training, Certification and Watch Keeping. This course teaches 1) basic principles and practices of fire prevention and firefighting aboard ship, 2) personal responsibility within the ship and society at large, 3) basic principles and practices to assist a layperson to utilize basic survival techniques on the water, and 4) first aid and CPR.

**FFP 0075** 45 contact hrs., 1.5 vocational crs.  
**Tankerman/Barge-PIC (Person in Charge)**

This course is a U.S. Coast Guard approved course that will cover the required knowledge, application skills associated with tank barge operations and to supervise the safe and pollution free transfer of dangerous liquids as required by CFR 13.12 (f). This is accomplished through classroom lectures and exercises emphasizing the "operational" aspects of cargo operations.

**Firefighter Minimum Standards**

**=FFP 0080** 30 contact hrs., 1 vocational cr.  
**Introduction to Firefighting** \$12.00 lab fee  
 Orientation to apparatus and equipment, fire behavior, building construction, and firefighter safety.

**=FFP 0081** 71 contact hrs., 2.5 vocational crs.  
**Introduction to Firestreams** \$40.00 lab fee  
 Orientation to water supply, fire streams, automatic sprinklers, and hose.

**=FFP 0082** 30 contact hrs., 1 vocational cr.  
**Introduction to Forcible Entry, Ropes, and Extinguishers**  
 Orientation to forcible entry, ropes, knots, hitches, and portable extinguishers.

**=FFP 0265** 76 contact hrs., 2.5 vocational crs.  
**Introduction to Firefighting Support Practices** \$20.00 lab fee  
 Orientation to personal protective equipment, rescue and extrication, and ladders.

**=FFP 0403** 32 contact hrs., 1 vocational cr.  
**Introduction to Hazardous Materials**  
 Orientation to identification of hazardous materials, laws and regulations, operating procedures, and safety.

**=FFP 0565** 30 contact hrs., 1 vocational cr.  
**Introduction to Fire Prevention Practices**  
 Orientation to fire prevention practices, including salvage and overhaul, fire cause determination, fire alarm and communications, and fire prevention and education.

**=FFP 0860** 46 contact hrs., 1.5 vocational crs.  
**Introduction to Firefighting Tactics**  
 Orientation to firefighting tactics including fire control and ventilation.

**=FFP 0940** 87 contact hrs., 3 vocational crs.  
**Firefighting Practicum and Review** \$10.00 lab fee  
 Orientation to live burn and physical education. Includes an overview of FFP 0080, FFP 0081, FFP 0082, FFP 0860, FFP 0265, FFP 0565, FFP 0403.

### FIRE SCIENCE

**#FFP 1301** 3 hrs., 3 crs.  
**Fire Stream Hydraulics**  
 A study of pertinent properties of water, distribution of pressures in dynamic and static systems, friction loss in hoses and pipes, and factors which influence it. Approximation methods for quick calculation are given, as well as the most technical computations. Effort is directed toward giving an understanding of how good fire streams are developed.

**#FFP 1302** 3 hrs., 3 crs.  
**Fire Apparatus Operation**  
 Prerequisite: FFP 1640, FFP 1301 or approval of instructor.  
 The curriculum covers the laws, rules, and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fire ground evolutions and a driving course make up the practical part of the course. The evolution portion of the course includes the use of pre-connected lines, tandem pumping, drafting, relays, and master streams. The student should have a basic understanding of fire stream hydraulics prior to entering this course. Students must bring gloves and proper attire for water pumping exercises.

**#FFP 1505** 3 hrs., 3 crs.  
**Fire Prevention Practices**  
 Prerequisite: Basic fire science knowledge.  
 Principles of prevention and investigation; fire hazards of various occupancies; fire codes; OSHA requirements for fire protection; surveying and mapping procedures; recognition of fire hazards; engineering a solution of the hazards; enforcement of the solution; public relations as affected by fire prevention and presentation of arson evidence.

**#FFP 1510** 3 hrs., 3 crs.  
**Building and Fire Codes**  
 Comparison of national, state, and local building and fire codes emphasizing local laws and ordinances pertaining to building construction and design.

**#FFP 1540** 3 hrs., 3 crs.  
**Fire Protection Systems and Devices**  
 A study of fixed and portable systems for detecting, reporting, and extinguishing fires. Comparison is made between the value of detection and the value of automatic extinguishing systems. Study is made of the factors which influence the choice of one of several systems for a given occupancy and the value of each type system. Restoration after use and routine maintenance are stressed.

**#FFP 1610** 3 hrs., 3 crs.  
**Fire Cause and Arson Detection**  
 Investigation of fires for determination of the source of ignition and first fuel, point of origin, direction and rate of spread, and whether the cause was accidental or illegal. Florida arson laws are studied along with procedures for ensuring the admissibility of any evidence found at the scene of the fires, including methods of questioning the witnesses, interviewing, interrogation, and case preparation with stress on recognition of cause and evidence.

**#FFP 1741** 3 hrs., 3 crs.  
**Fire Service Course Design**  
 Prerequisites: Certified fire fighter and basic fire science knowledge.  
 Emphasizes techniques that help a fire service instructor develop skills in curriculum development.

**#FFP 2111** 3 hrs., 3 crs.  
**Fire Chemistry**  
 Prerequisite: Basic fire science or law enforcement knowledge  
 This course is designed to show the arson investigator the different forms of matter and energy, common substances, and how they relate to fires. The chemical formulas of flammable and combustible substances, their bondings and separations, as well as the different chemical reactions related to fire and oxidation are covered. Particular emphasis is placed on the specific substance used by arsonists to ignite and accelerate burnings. NOTE: Part of HazMat Tech, Fire Investigator I, Fire Inspector II, and Fire Officer II.

**#FFP 2120** 3 hrs., 3 crs.  
**Building Construction for the Fire Service**  
 Prerequisite: Work experience as paid or volunteer firefighter.  
 The study of problems of building fires; structural fire elements; fire resistance; surface finishes; fire spread by windows, air conditioning, building elements, and nonstructural elements.

**#FFP 2212** 3 hrs., 3 crs.  
**Confined Space Rescue** \$50.00 lab fee  
 Students will collect and understand data, recognize and evaluate hazards, and utilize equipment necessary to safely perform a confined space rescue; study appropriate measures to ensure compliance with OSHA, NIOSH, and other applicable standards and regulations associated with confined spaces.

**#FFP 2214** 3 hrs., 3 crs.  
**Confined Space Rescue, Technician Level** \$50.00 lab fee  
 Prerequisite: FFP 2212/ FFP 2662, or a minimum of 24 hours of basic confined space rescue by an accredited agency.  
 Corequisite: Participants must sign liability waiver. Students will collect and understand data, recognize and evaluate hazards, and utilize equipment necessary to safely perform a confined space rescue; study appropriate measures to ensure compliance with OSHA, NIOSH, and other applicable standards and regulations associated with confined spaces.

**#FFP 2401 3 hrs., 3 crs.****Hazardous Materials I**

Basic principles involved in the recognition of materials which are hazardous because of combustibility, toxicity, reactivity, or other properties. A study of pyrophoric metals, hypergolics and cryogenics, and insecticides. Emphasis placed on ways in which hazardous materials can be recognized in the field, and study made of sources of special information relating to safe handling of the materials and extinguishment of fires in which they are involved.

**#FFP 2402 3 hrs., 3 crs.****Hazardous Materials II**

Prerequisite: FFP 2401 or FFP 2500.

Further study of the chemical and physical properties of various forms of matter and their possible interaction relating to storage, transportation, and handling. Includes flammable liquids, combustible solids, oxidizing corrosives, and radioactive materials.

**#FFP 2521 3 hrs., 3 crs.****Blueprint Reading and Plans Examination**

Preparation course of study for exam in blueprint reading and plans.

**#FFP 2670 3 hrs., 3 crs.****Ethical and Legal Issues for the Fire Service**

Prerequisite: Basic fire science knowledge.

A study of the entire spectrum of issues facing today's fire service leaders. Topics include: labor relations, human rights and diversity; conflicts of interest and frameworks for ethical decision making.

**#FFP 2700 3 hrs., 3 crs.****Fire Department Administration, Management, and Supervision**

Administrative, managerial, and supervisory principles that apply to the fire science. Intended for those seeking to participate in upper-level organizational activity such as budgeting, cost controls, goal-setting, manpower acquisition and distribution, and for those seeking to supervise fire company personnel with emphasis on leadership traits, training, planning, and company officer responsibilities.

**#FFP 2706 3 hrs., 3 crs.****Public Information Officer**

A study of what public relations is and how a fire department can utilize positive public relations to benefit the organization and the public. This course describes the functions of a public relations officer along with the responsibilities the position holds.

**#FFP 2720 3 hrs., 3 crs.****Company Officer**

Broad concepts of supervision and leadership; analysis of the kinds of effective leadership needed in the fire sciences; supervising in high stress conditions; use of case studies and individual goal-setting.

**#FFP 2740 3 hrs., 3 crs.****Fire Science Instructor Techniques**

Principles, procedures, and techniques of teaching with emphasis on methods of instruction, developing training outlines, use of visual aids, and testing procedures of fire science instructors.

**#FFP 2793 3 hrs., 3 crs.****Fire & Life Safety Educator I**

Prerequisite: Basic fire science knowledge

A study of the skills and knowledge needed to successfully perform as a Fire and Life Safety Educator as addressed in NFPA 1035. Topics include fire behavior, community assessment, injury prevention, and juvenile fire setting.

**#FFP 2810 3 hrs., 3 crs.****Firefighting Strategy & Tactics I**

A study of multiple company operations, logistics, strategy, use of mutual aid forces, and conflagration control. Intended for high-ranking officers who may be in command of major fires and other emergencies involving close coordination and maximum use of large amounts of manpower and equipment. Typical tactical situations and case histories will be given.

**#FFP 2811 3hrs., 3 crs.****Firefighting Tactics and Strategy II**

Prerequisites: Certified fire fighter, basic fire science knowledge, and FFP 1810 or FFP 2810.

A study of action plans, command and control, safety, building dynamics, sprinkler operations, fire company operations, and various types of fires. An advanced study intended for higher ranking officers using state or locally provided scenarios.

**FOREIGN LANGUAGES****See Spanish**

To enter a state university, students must meet foreign language requirements in one of the following ways:

- Two credits (years) of one foreign language or, for some institutions, American sign language in high school
- 8-10 semester hours credit of one foreign language or, for some institutions, American sign language in college.
- Satisfactory score on the CLEP examination.
- Satisfactory score on the MAPS Latin examination
- Demonstrated competency by examination in a foreign language other than those examinations identified above or, for some institutions, in American sign language, with the standards and methods for determining competence to be identified by the admitting university.

Students who plan to transfer to a state university but do not meet the foreign language requirements should complete the requirement at the community college. Students who meet one of the two criteria below may be admitted to a state university as an exception to the foreign language admissions requirement but must take 8-10 credits of one foreign language at the university or community college prior to graduation:

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

- A. Students who earned an Associate in Arts degree before September 1, 1989.
- B. Students who enrolled before August 1, 1989, in a program leading to an associate degree from a Florida community college and maintain continuous enrollment (one course each 12-month period beginning with the students' first enrollment and continuing until enrollment in a university).

### GEOGRAPHY

#### **GEO 1000** 3 hrs., 3 crs.

##### **Introduction to Geography**

This course examines the connection between human activities and earth processes and how these interact to create the patterns we observe on the earth's surface. Natural landscapes and conservation, cultural regions and population, urban geography, global economics and resource use, and political geography are also explored.

### HISTORY

#### **AMH 1073** 3 hrs., 3 crs.

##### **History of Gulf and Franklin Counties**

This course is a study of the history of the Gulf-Franklin area of the Florida Gulf Coast beginning with the prehistoric Native Americans to their removal in 1837; the European explorations, including Narvaez and DeSota; European settlements and abandonments; the Spanish mission system; the Forbes Purchase; the rise of Apalachicola and St. Joseph; the signing of Florida's first constitution; the collapse of St. Joseph; the Civil War; post-war condition; logging and fishing; the intracoastal waterway; the land boom/bust of the 20s; the Depression; the paper industry; the impact of World War I and World War II to the present.

#### **AMH 2010** 3 hrs., 3 crs.

##### **United States History I**

This course covers United States history to 1876 and emphasizes the European background, the Revolution, Articles of Confederation, Constitution, problems of the new republic, sectionalism, manifest destiny, slavery, War Between the States, Reconstruction.

#### **AMH 2020** 3 hrs., 3 crs.

##### **United States History II**

This course is a history of the United States from 1876 to the present day. The course includes the growth of big business, the Agrarian Revolt, Latin American Affairs, the Progressive Movement, the World Wars, and political economics and world affairs since World War II.

#### **AMH 2070** 3 hrs., 3 crs.

##### **Florida History**

This course is a history of the state of Florida and includes discovery, Spanish rule, acquisition by the U.S., statehood, the state's relationship to the Union, and contemporary economic and cultural development.

#### **AMH 2091** 3 hrs., 3 crs.

##### **Black History**

This course is a study of the Black Americans to include their background and their role in the economic, political, and cultural development of the United States.

#### **EUH 1000** 3 hrs., 3 crs.

##### **Western Civilization I**

This is a survey of western civilization stressing early development, diffusion of cultural institutions, and the emerging national monarchies to 1600. The subjects covered include Ancient Egypt, Mesopotamia, Greece, Rome, Byzantium, and Islam. Emphasis is placed on the Middle Ages, the Renaissance, the Protestant Reformation, and the Commercial Revolution.

#### **EUH 1001** 3 hrs., 3 crs.

##### **Western Civilization II**

This course examines modern Western institutions from 1600 to the present day including the Modern State System, the Scientific Revolution, the Enlightenment, the French Revolution, Napoleon, Reaction, the development of Nationalism, Democracy, and Socialism, Industrialism, Imperialism, the Russian Revolution, the World Wars, and the Contemporary World.

### HONORS

#### **IDH 1905** 2 hrs., 1 cr.

##### **Honors Research**

Prerequisite: Completion of one semester of Honors courses.

This course provides an opportunity to carry on a topic of special interest to the individual student. The student will initiate and conduct the research project in consultation with a designated faculty member.

#### **IDH 2931** 1 hr., 1 cr.

##### **Honors Symposium**

Centers around topics of current interest or special interest to students or instructor.

### HOSPITALITY

#### **HFT 1000** 3 hrs., 3 crs.

##### **Introduction to Hotel-Restaurant Management**

An introduction to the hotel-motel-restaurant business, departments, industry's responsibilities, business ethics, and opportunities for creative employment.

#### **#HFT 1210** 2 hrs., 2 crs.

##### **Hospitality Supervision**

Focuses on managing people from the supervisor's standpoint. Includes techniques for increasing productivity and controlling labor costs, time management, and managing change. Stresses effective communication and the responsibilities of a supervisor in a lodging or food service operation.

**#HFT 1300 3 hrs., 3 crs.****Executive Housekeeping**

A study of the broad scope of the housekeeper's position stressing employee training, record keeping, and executive responsibilities.

**#HFT 1410 3 hrs., 3 crs.****Front Office Procedures**

A study of human and public relations responsibilities of front office operation. Necessary principles of management, routines, reservations, and the trade accounting procedures are introduced.

**#HFT 1860 3 hrs., 3 crs.****Beverage Management**

A study of the three categories of alcoholic beverages: wine, beer, and spirits. Provides a strong foundation in beverage purchasing, receiving, storing, control, and sales needed by the professional beverage manager.

**#HFT 2223 3 hrs., 3 crs.****Training in the Hospitality Industry**

Covers all elements of training for a new or established hospitality operation and gives students the knowledge that will enable them to develop and maintain a competent staff.

**#HFT 2264C 6 hrs., 3 crs.****Banquet and Convention Management**

Prerequisites: FOS 2201, FSS 1202C.

Corequisite: FSS 2240L.

Introduction to the complete set of skills necessary to adequately perform as a hotel banquet manager and convention planner. Actual functions will be used to reinforce the general rules of table service as they apply to buffets and banquets.

**#HFT 2313 3 hrs., 3 crs.****Facilities Management**

Covers all major facility systems; features special contributions from leading experts, including the most current information on telecommunication systems, lodging and food service planning, design, and renovation.

**#HFT 2840C 8 hrs., 3 crs.****Dining Room Operations**

Prerequisites: FOS 2201, FSS 1202C.

Corequisite: FSS 2224L.

Types of dining room and beverage service techniques found in the hospitality industry.

**INSURANCE****#RMI 1650, 1651, 1652, 1653 13hrs., 13 crs.****200 Hour General Line Agent Qualification Course**

A four part course designed to prepare insurance representatives for licensing. Participants must register for all parts of this course to become eligible for the State examination.

**Part 1 - Property Insurance. 4 crs.**

Basic concepts of all insurance contracts plus an indepth study of property insurance contracts with attention to coverage, exclusions, and provisions.

**Part 2 - Automobile Insurance. 4 crs.**

Prerequisite: RMI 1650.

All aspects of automobile insurance, including Florida law requirements, personal auto, insurance contracts, and coverage available for commercial auto risks.

**Part 3 - General Liability and Work Compensation. 2 crs.**

Prerequisite: RMI 1651.

Comprehensive study of all liability insurance contracts with emphasis on commercial liability policies. Also, a study of Workers Compensation coverage and the laws pertaining to risk with employees.

**Part 4 - Multi-Peril Insurance. 3 crs.**

Prerequisite: RMI 1652.

Presentation of packaging all mono-line coverage for both commercial and personal lines. Includes the lesser used coverage, such as Ocean Marine, Aviation, Boiler and Machinery, and Health Insurance coverage. Presents crime coverage and principles of surety bonding.

**JOURNALISM/MASS COMMUNICATION****JOU 2400 2 hrs., 2 crs.****Newspaper Production with Desktop Publishing**

Development of skills in desktop publishing: gathering, writing, and evaluating news; copy editing; headline writing; and computer-aided layout using PageMaker. Practical application through production of the college newspaper. (May be taken four times for credit.)

**JOU 2440L 3 hrs., 2 crs.****Literary Magazine Production**

Development of skills in evaluating, copyreading, and editing poetry and prose; in evaluating art and photography; and in developing layout. Practical application through production of the college literary magazine. (May be taken four times for credit.)

**MMC 1000 3 hrs., 3 crs.****Survey of Mass Communication**

History of, current trends in, and principles of application in the mass media (radio, television, newspaper, books, magazines, films, and advertising).

**MMC 2100 3 hrs., 3 crs.****Writing for Mass Communication**

Prerequisite: ENC 1101 with a minimum grade of "C."

Techniques used in preparing copy for mass communications media. Development of fundamental skills used in writing for newspapers, magazines, radio, television, public relations, and advertising.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.



**LEGAL ASSISTING/PARALEGAL****PLA 1104 3 hrs., 3 crs.****Legal Writing and Research I**

Prerequisite: ENC 1101.

Introduction to legal research, including citation form, reading and finding case law, reading and finding statutes, legislative history, reading and finding constitutional law, finding administrative law, finding court rules, finding local rules, loose-leaf services, secondary references, computer research, and ethical considerations.

**PLA 1203 3 hrs., 3 crs.****Civil Practice and Procedure I**

The study of judicial systems and corresponding rules of civil procedure, including basic procedures involved in the preparation, litigation, and appeal of cases; preparation for and the taking of depositions; preparing complaints, answers, and interrogatories; and summarizing case details for trial.

**#PLA 1423 3 hrs., 3 crs.****Contract Law**

This course focuses on contracts, specifically the substantive and remedial aspects of business agreements, including offer, acceptance, consideration, third-party beneficiaries, assignments, Statute of Frauds, legality, performance, debtor and creditor relations, sales and secured transactions.

**#PLA 2114 3 hrs., 3 crs.****Legal Writing and Research II**

Prerequisite: PLA 1104.

Study of format and purpose of legal memorandum; study of form for legal citation and law office correspondence; preparation of legal instruments and documents; drafting intra-office memorandums; and ethical considerations.

**PLA 2190 3 hrs., 3 crs.****Legal Reasoning**

This course focuses on judgment and analytical thinking, including legal analysis, deductions, and categorization of facts and evidence; legal ethics and professional responsibility; and effective communications, including interviews and investigation of legal issues.

**#PLA 2223 3 hrs., 3 crs.****Civil Practice and Procedure II**

Prerequisite: PLA 1203.

In depth study of Florida rules of civil procedure. Florida Appellate rules, and Florida rules of summary procedure with emphasis on application to assist lawyers in commencement of lawsuit, discovery, settlement, trial, appeal, and collection of judgments.

**PLA 2308 3 hrs., 3 crs.****Criminal Procedure**

Study of development of criminal procedures and Constitutional safeguards, including rights to counsel, bail, search and seizure, arrest, identification, trial, and post-trial proceedings.

**#PLA 2433 3 hrs., 3 crs.****Corporations, Partnerships, and Agency Law**

This course examines the nature, formation, financial structure, management structure, and dissolution of corporations; the formation, operation, and dissolution of partnerships and limited liability companies; and the relationship of principal and agent with third parties.

**PLA 2600 3 hrs., 3 crs.****Wills, Trusts, and Probate**

The study of probate practices and procedures and the legal aspects of drafting wills, preparing guardianships and trusts, and administering estates.

**PLA 2610 3 hrs., 3 crs.****Real Property Law I**

Study of laws relating to common types of real estate transactions, including conveyances, deeds, contracts, and leases, with emphasis on the construction of each document.

**PLA 2800 3 hrs., 3 crs.****Family Law**

The law of family relations, including the study of divorce, separation, custody, adoption, and court procedures applicable to each.

**LITERATURE****AML 2010 3 hrs., 3 crs.****American Literature through the Civil War**

Prerequisite: ENC 1102 with minimum grade of "C." (Meets Area III Humanities requirement.)

Major writers, literary movements, forms, and themes of American literature from colonial times to the end of the Civil War. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**AML 2020 3 hrs., 3 crs.****American Literature: Reconstruction to Present**

Prerequisite: ENC 1102 with a minimum grade of "C." (Meets Area III Humanities requirement.)

Major writers, literary movements, forms, and themes of American literature from the Civil War to the present. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**AML 2600 3 hrs., 3 crs.****African-American Literature**

Prerequisite: ENC 1102 with a minimum grade of "C." (Meets Area III Humanities requirement.)

Major writers, literary movements, forms, and themes of African-American literature. Requirement of 6,000 words of writing and completion with a minimum grade of "C."

**ENG 2111** 3 hrs., 3 crs.**Literature and Film**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Examines works of literature and their film adaptations, comparing written and cinematic narrative forms, writing elements and film composition techniques, as well as the ways that psychological, sociological, political, philosophical, and theological ideas and issues are presented in these two art forms. Requirement of 6,000 words of writing and completion with a minimum grade of "C."

**ENL 2012** 3 hrs., 3 crs.**English Literature Through the Eighteenth Century**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Masterpieces, literary movements, forms, and themes of English literature from its beginning to the end of the eighteenth century. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**ENL 2022** 3 hrs., 3 crs.**English Literature: Romanticism to Present**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Masterpieces, literary movements, forms, and themes of English literature of the nineteenth and twentieth centuries. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2040** 3 hrs., 3 crs.**World Drama**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Major dramatists from ancient through the present. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2090** 3 hrs., 3 crs.**Contemporary Literature**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Major writers, works, and literary movements in the post-World War II era. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2110** 3 hrs., 3 crs.**World Literature: Ancient through Renaissance**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Masterpieces, literary movements, forms, and themes of world literature from the Ancient World through the Renaissance. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2120** 3 hrs., 3 crs.**World Literature: Enlightenment to Present**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Masterpieces, literary trends, forms and themes of world literature from the Renaissance to the present. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2380** 3 hrs., 3 crs.**Women in Literature**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Major themes, works, authors of literature by women spanning from ancient through the present. Requirements of 6,000 words of writing and completion of the course with a minimum grade of "C."

**LIT 2930** 3 hrs., 3 crs.**Special Topics in Literature**

Prerequisite: ENC 1101 with a minimum grade of "C."

Literature of selected genres, periods, places, and people as recommended by the instructor. Repeatable for credit based on change of topics. (An elective course that does not satisfy Area III Humanities requirement.)

**MANAGEMENT****MAN 2021** 3 hrs., 3 crs.**Principles of Management**

Fundamentals of management underlying the solutions of problems of organization and operation of business enterprises covering the management process of planning, organizing, directing, and controlling.

**#MNA 1100** 3 hrs., 3 crs.**Human Relations in Management**

An introductory course concerned with the nature, scope, and understanding of human interactions as they relate to management. Emphasis on theory and practice using conventional and laboratory methods.

**MARKETING****MAR 2011** 3 hrs., 3 crs.**Marketing**

Prerequisite: GEB 1011 or consent of instructor.

Functions and institutions involved in the marketing process; marketing of agricultural products, raw materials, and manufacturing goods; problems involved in the choice of channels of distribution; function and methods of operation of wholesalers, retailers, and other marketing agencies; producer and consumer cooperation; demand creation methods and problems; the pricing problem; and the consumer in our marketing system.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

**#MKA 2041 3 hrs., 3 crs.****Retail Merchandising**

Prerequisite: GEB 1011 or consent of instructor.

Principles and practices of store organization and operation with emphasis on buying, merchandising control policies, advertising, display, services, pricing, expenses and profits, and training and supervision of the retail sales force.

**#MKA 2042 3 hrs., 3 crs.****Retail Management**

Examination of the role of retailing in the marketing system. Attention to fundamentals for successful retail management. Emphasis on basic marketing principles and procedures, including merchandising, markup-markdown, pricing, stock turn, sales and stock planning, and profit. It also treats return on investment, inventory control, and up-to-date merchandise management methods.

**#MKA 2511 3 hrs., 3 crs.****Principles of Advertising**

Prerequisite: GEB 1011 or consent of instructor.

Theory and administration of advertising, including functions, research, distribution, displays, direct mail, newspapers, layout, illustration, typography, engraving, and printing.

**MATHEMATICS**

First-time and transfer students will be placed by their faculty adviser into one of the following sequences of mathematics courses according to the results of the Florida College Entry-Level Placement Test or their official transcript evaluation.

Suggested sequences of mathematics courses:

Students who are planning courses of study in nonscientific or nontechnical areas and who desire only to meet the six-hour credit course requirement for General Education should enroll in MGF 1106 and MGF 1107.

Students who plan to major in mathematics/science areas should pursue the following sequence: MAC 1105, MAC 1140, MAC 1114, MAC 2311, MAC 2312, and MAC 2313.

Students who plan to major in business areas requiring business calculus should pursue the following sequence: MAC 1105 and MAC 2233.

**College Preparatory Mathematics**

The following developmental courses are not intended to satisfy any part of the college-level mathematics requirements and do not count as part of the required hours for graduation. A minimum grade of "C" or a passing score on the Florida College Entry-Level Placement Test is required to progress to the next course.

**MAT 0002 4 hrs., 3 crs.****Pre-Algebra**

Pre-algebra is a course designed for students who need to strengthen their mathematical background. The course must be passed with a minimum grade of "C" and is not intended to satisfy general education requirements in mathematics or to count toward required hours for graduation. Calculators are not allowed in the course.

Topics included are basic operations of fractions, mixed numerals, decimals, integers, percent notation and applications, solving equations, exponential notation, order of operations, areas, volumes, ratio, and proportion. (Includes one hour per week in the Success Center or its equivalent.)

**MAT 0024 5 hrs., 4 crs.****Fundamentals of Algebra**

Prerequisite: Math placement test or minimum grade of "C" in MAT 0002.

Fundamentals of Algebra is designed for students with no algebraic background. The course must be passed with a minimum grade of "C" and is not intended to satisfy general education requirements in mathematics or to count toward required hours for graduation.

Topics included are mathematical symbols and expressions, development of number system, order of operations, properties of operations, operations with signed numbers, properties of equality and inequality, functions, first degree equations, absolute value, problem solving with one variable, exponents, polynomials, graphing linear equations in two variables, finding square roots, factoring, and applications of factoring.

**College-Level Mathematics  
Elective Credit****MAT 1033 3 hrs., 3 crs.****Intermediate Algebra**

Prerequisite: Math placement test or minimum grade of "C" in MAT 0024.

Intermediate Algebra receives college credit, but only elective credit, and cannot be used to satisfy the math requirements for the Associate in Arts degree. Topics included are factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, and applications of the above topics.

**College-Level Mathematics  
Math Courses**

The Associate in Arts degree requires that six credit hours of the following mathematics courses be completed with a minimum grade of "C." It is required that all prerequisite mathematics courses be completed with a minimum grade of "C" or that students earn a passing score on the Florida College Entry-Level Placement Test.

- MAC 1105** **College Algebra** **3 hrs., 3 crs.**  
 Prerequisite: Math placement test or minimum grade of "C" in MAT1033. A graphing calculator is required. Instructors will teach and provide assistance on the TI83P and the TI84P, so it is strongly recommended that the student acquire one of these two models.  
 Topics included are functions and functional notation, domains and ranges of functions, graphs of functions and relations, operations on functions. Several types of functions and their applications are studied such as quadratic functions, rational functions, absolute value functions, exponential and logarithmic functions. Systems of equations and systems of inequalities are presented.
- MAC 1114** **Plane Trigonometry** **3 hrs., 3 crs.**  
 Prerequisite: Math placement test or minimum grade of "C" in MAC 1105. A graphing calculator is required. Instructors will teach and provide assistance on the TI83P and the TI84P, so it is strongly recommended that the student acquire one of these two models.  
 Topics included are properties and graphs of trigonometric functions, properties and graphs of inverse trigonometric functions, trigonometric identities, conditional trigonometric equations, solutions of triangles, vector algebra, parametric equations, polar coordinates, and applications.
- MAC 1140** **Precalculus Algebra** **3 hrs., 3 crs.**  
 Prerequisite: Math placement test or minimum grade of "C" in MAC 1105. A graphing calculator is required. Instructors will teach and provide assistance on the TI83P and the TI84P, so it is strongly recommended that the student acquire one of these two models.  
 Topics included are properties and graphs of polynomial and rational functions, polynomial and rational inequalities, properties and graphs of exponential and logarithmic functions, piecewise defined functions, conic sections, matrices and determinants, sequences and series, mathematical induction, binomial theorem, and applications.
- MAC 2233** **Calculus for Business and Social Science I** **3 hrs., 3 crs.**  
 Prerequisite: Minimum grade of "C" in MAC 1105. A graphing calculator is required. Instructors will teach and provide assistance on the TI83P and the TI84P, so it is strongly recommended that the student acquire one of these two models.  
 Topics included are a review of algebraic preliminaries, rates of change and optimization methods, integration, and applications to business and social sciences.
- MAC 2311** **Calculus with Analytic Geometry I** **4 hrs., 4 crs.**  
 Prerequisite: Math placement test or minimum grade of "C" in MAC 1140 and MAC 1114.  
 Topics included are families of functions, parametric equations; limits and continuity; differentiation of logarithmic; exponential, trigonometric, and rational functions; related rates; Simpson's rule; hyperbolic functions, analysis of functions and their graphs; applications of the derivative; Newton's method; Rolle's Theorem; Mean-Value Theorem; and integration.
- MAC 2312** **Calculus with Analytic Geometry II** **4 hrs., 4 crs.**  
 Prerequisite: Minimum grade of "C" in MAC 2311.  
 Topics included are applications of integrals, principles of integral evaluation, L'Hospital's rule, parametric equations, improper integrals, mathematical modeling with differential equations, infinite series, and topics in analytical geometry.
- MAC 2313** **Calculus with Analytic Geometry III** **4 hrs., 4 crs.**  
 Prerequisite: Minimum grade of "C" in MAC 2312.  
 Topics included are three dimensional space, vectors, vector-valued functions, partial derivatives, and multiple integrals.
- MAD 2104** **Discrete Mathematics** **3 hrs., 3 crs.**  
 Prerequisite: Satisfactory score on math placement test or minimum grade of "C" in MAC 1140.  
 Topics included in this course are sets, functions and relations, combinatorics, propositional logic, graphs and trees, and applications. The course is designed so that the student can prove results applicable to the topics in computer science and software engineering.
- MAP 2302** **Differential Equations** **3 hrs., 3 crs.**  
 Prerequisite or Corequisite: MAC 2313 or consent of instructor.  
 Differential Equations is a study of the classification, solution, and application of ordinary differential equations. Solutions to differential equations are obtained by both the classical and Laplace Transform methods.
- MAS 2103** **Linear Algebra** **3 hrs., 3 crs.**  
 Prerequisite: Minimum grade of "C" in MAC 1140.  
 Linear Algebra is an introductory course which includes vectors, matrices, determinants, vector spaces, transformations, geometric, and other applications.
- MGF 1106** **Mathematics for Liberal Arts I** **3 hrs., 3 crs.**  
 Prerequisite: Satisfactory score on the math placement test or minimum grade of "C" in MAT 1033.  
 This course requires the student to be skilled in Intermediate Algebra, and so it is recommended that transfer students demonstrate an algebra placement score greater than or equal to 88 or a minimum grade of "C" in MAT 1033. Topics covered include sets, logic, geometry, combinatorics, probability, and elementary statistics.

**MGF 1107****3 hrs., 3 crs.****Mathematics for Liberal Arts II**

Prerequisite: Successful completion of MGF 1106 with a grade of "C" or higher. This course requires the student to be skilled in Intermediate Algebra, and so it is recommended that transfer students demonstrate an algebra placement score greater than or equal to 88. Topics covered include the history of numbers, number theory, graph theory, mathematical modeling, and transformation geometry.

**MTB 0373****1 hr., 1 cr.****Health Math I**

Prerequisite: Satisfactory score on math placement test.

Health Math I is a course designed for students who need to strengthen their basic mathematical background. This course must be passed with a minimum grade of "C" and is not intended to satisfy general education requirements in mathematics or to count toward required hours for graduation.

Topics included are basic operations of fractions, mixed numerals, decimals, integers, order of operations, ratio and proportion, and applications to various fields in the health care system.

**MTB 0374****2 hrs., 2 crs.****Health Math II**

Prerequisite: Satisfactory score on math placement test, minimum grade of "C" in MAT 0002, or minimum grade of "C" in MTB 0373.

Health Math II is a course designed for students completing a degree in a health-related field. This course must be passed with a minimum grade of "C" and is not intended to satisfy general education requirements in mathematics or to count toward required hours for graduation for an A.A. degree. Topics included are metric system, apothecary measurements, percentages, techniques of health-data analysis, medication administration, understanding medication orders, calculating dosages using ratio-proportion, calculations of oral and parenteral medications, insulin, pediatric dose calculations, I.V. calculations, and Heparin calculations.

**#MTB 1321****4 hrs., 3 crs.****Technical Algebra and Trigonometry I**

\$25.00 lab fee

Prerequisite: Satisfactory score on math placement test or minimum grade of "C" in MAT 0024.

Topics included are linear equations and inequalities, functions and graphs, right-angle trigonometry, factors and fractions, exponents and radicals, quadratic equations, systems of equations, and trigonometric functions of any angle.

**MTB 1322****4 hrs., 3 crs.****Technical Algebra and Trigonometry II**

\$25.00 lab fee

Prerequisite: Minimum grade of "C" in MTB 1321 or consent of instructor.

Topics included are solving higher degree equations, exponential and logarithmic functions, vectors and oblique triangles, graphs of the trigonometric functions, trigonometric equations and identities, and complex numbers. (The combination of MAC 1105 and MTB 1322 will not meet the six-hour math General Education requirement. An additional three hours in math will be required.)

**#QMB 1001****3 hrs., 3 crs.****College Business Mathematics**

Prerequisite: Math placement test or minimum grade of "C" in MAT 0024.

A study of the practical application of mathematics to business transactions and calculations, such as percentage, interest, discounts, markups, and commissions, pricing, payrolls, depreciation, and inventory turnover and costing. Emphasis is given to short methods of calculation and verification.

**QMB 2100****3 hrs., 3 crs.****Business and Economic Statistics**

Prerequisite: Minimum grade of "C" in MAT 1033 or a higher level mathematics course.

Topics include statistics in business decision-making; statistical data; averages, dispersion and skewness; probability; probability distributions; survey sampling; tests of significance parametric methods and nonparametric methods; simple linear regression and correlation.

**STA 2023****3 hrs., 3 crs.****Statistics**

Prerequisite: Satisfactory score on math placement test or a minimum grade of "C" in MAT 1033..

Topics include summarization of data, probability, probability distributions, normal distribution, sample mean and standard deviation, statistical estimation, testing hypotheses, chi-square distributions, linear correlation, and regression, and non-parametric statistics.

**MUSIC****MUL 2010****3 hrs., 3 crs.****Understanding Music**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

(Meets Area I Humanities requirement.)

Introduction to the world of music. Study of musical literature, styles, and forms; development of intelligent and sensitive listening ability; and increase of self enjoyment of music. American music, including jazz, as well as music of other cultures included.

<b>MUL 2110</b> <b>Survey of Music Literature</b> Prerequisites: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C," MUT 1112, MUT 1242, or permission of instructor. (Meets Area I Humanities requirement.) The analysis and study of music literature. Includes intensive listening and reading of musical scores. (Intended for music majors.)	<b>3 hrs., 3 crs.</b>	<b>MUN 2312</b> <b>Concert Chorale II</b> Prerequisites: MUN 2310, permission of instructor. The study and performance of works representative of a wide spectrum of choral literature. (Open to all college students. May be repeated up to two times for credit.)	<b>3 hrs., 1 cr.</b>
<b>MUN 1130</b> <b>Instrumental Ensemble</b> The rehearsal and performance of a variety of music from the instrumental repertoire. (May be repeated up to three times for credit.)	<b>3 hrs., 1 cr.</b>	<b>MUN 2710</b> <b>Jazz Ensemble</b> (Audition and instructor permissions required.) The study and performance of jazz and popular band literature. (May be repeated up to three times for credit. Open to all GCCC students.)	<b>3 hrs., 1 cr.</b>
<b>MUN 1340</b> <b>Singing Commodores</b> A show choir performance group. By audition only. Students are expected to participate for the entire academic year. (May be repeated up to three times for credit.)	<b>4 hrs., 1 cr.</b>	<b>MUO 1020</b> <b>Musical Productions</b> Performance or technical work in musicals, operas, oratorios, or revues. (May be repeated up to three times for credit.)	<b>1 hr., 1 cr.</b>
<b>MUN 1380</b> <b>Masterworks Chorale</b> A performance organization designed to meet the needs of students and community members interested in the performance of choral literature. (May be repeated up to three times for credit.)	<b>3 hrs., 1 cr.</b>	<b>MUS 2250</b> <b>Music Technology</b> The study of music technology, including midi sequencing, notation, CD ROMS, and the Internet.	<b>3 hrs., 3 crs.</b> \$15.00 lab fee
<b>MUN 2120</b> <b>Concert Band I</b> The study and performance of a wide variety of concert band literature. (Open to all college students. May be repeated up to two times for credit.)	<b>3 hrs., 1 cr.</b>	<b>MUT 1011</b> <b>Reading and Writing Music</b> A basic music theory class. Application of the fundamental materials of music theory. (Does not satisfy music major theory requirement.)	<b>3 hrs., 3 crs.</b>
<b>MUN 2121</b> <b>Concert Band II</b> Prerequisites: MUN 2120, permission of instructor. The study and performance of a wide variety of concert band literature. (Open to all college students. May be repeated up to two times for credit.)	<b>3 hrs., 1 cr.</b>	<b>MUT 1111</b> <b>Music Theory I</b> Corequisite: MUT 1241. A systematic study of the materials and structures of music. Study includes fundamentals, diatonic, chromatic, and twentieth-century concepts.	<b>3 hrs., 3 crs.</b>
<b>MUN 2210</b> <b>College Orchestra</b> The study and performance of orchestral literature. (By audition or permission of the instructor only. May be repeated up to 3 times for credit.)	<b>3 hrs., 1 cr.</b>	<b>MUT 1112</b> <b>Music Theory II</b> Prerequisite: MUT 1111 or permission of instructor. Corequisite: MUT 1242. A systematic study of the materials and structures of music. Study includes fundamentals, diatonic, chromatic, and twentieth-century concepts.	<b>3 hrs., 3 crs.</b>
<b>MUN 2310</b> <b>Concert Chorale I</b> The study and performance of works representative of a wide spectrum of choral literature. (Open to all college students. May be repeated up to two times for credit.)	<b>3 hrs., 1 cr.</b>	<b>MUT 1241</b> <b>Ear Training and Sight Singing I</b> Corequisite: MUT 1111. Development of ear training skills and sight singing.	<b>2 hrs., 1 cr.</b>
<b>MUN 2311</b> <b>Choral Ensemble</b> The rehearsal and performance of a variety of music from the choral repertoire, including a wide spectrum of material for groups of all sizes. (May be repeated up to three times for credit.)	<b>3 hrs., 1 cr.</b>	<b>MUT 1242</b> <b>Ear Training and Sight Singing II</b> Prerequisite: MUT 1241 or permission of instructor. Corequisite: MUT 1112. Development of ear training skills and sight singing.	<b>2 hrs., 1 cr.</b>

**MUT 2116 3 hrs., 3 crs.****Music Theory III**

Prerequisite: MUT 1112 or permission of instructor.  
Corequisite: MUT 2246.

A systematic study of the materials and structures of music. Study includes fundamentals, diatonic, chromatic, and twentieth-century concepts.

**MUT 2117 3 hrs., 3 crs.****Music Theory IV**

Prerequisite: MUT 2116 or permission of instructor.  
Corequisite: MUT 2247.

A systematic study of the materials and structures of music. Study includes fundamentals, diatonic, chromatic, and twentieth-century concepts.

**MUT 2246 2 hrs., 1 cr.****Ear Training and Sight Singing III**

Prerequisite: MUT 1242 or permission of instructor.  
Corequisite: MUT 2116.

Development of ear training skills and sight singing.

**MUT 2247 2 hrs., 1 cr.****Ear Training and Sight Singing IV**

Prerequisite: MUT 2246 or permission of instructor.  
Corequisite: MUT 2117.

Development of ear training skills and sight singing.

**Applied Music Prep 2 hrs., 2 crs.**

Applied Music Lab Fee: \$170.00 per course

Private lessons in principal instrument or voice for students preparing to enter freshman level of instruction. Placement determined by audition. May be repeated up to a maximum of 4 times for credit. Open to music and theatre majors only.

MVB 1011C	Applied Trumpet Prep
MVB 1012C	Applied French Horn Prep
MVB 1013C	Applied Trombone Prep
MVB 1014C	Applied Baritone Prep
MVB 1015	Applied Tuba Prep
MVK 1011C	Applied Piano Prep
MVP 1011	Applied Percussion Prep
MVS 1011	Applied Violin Prep
MVS 1012C	Applied Viola Prep
MVS 1013C	Applied Cello Prep
MVS 1014C	Applied Double Brass Prep
MVS 1016C	Applied Guitar Prep
MVV 1011C	Applied Voice Prep
MVV 1012	Applied Musical Theatre Voice Prep
MVW 1011	Applied Flute Prep
MVW 1012	Applied Oboe Prep
MVW 1013	Applied Clarinet Prep
MVW 1014	Applied Bassoon Prep
MVW 1015	Applied Saxophone Prep

**Applied Music 2 hrs., 2 crs.**

Applied Music Lab Fee: \$170.00 per course

Private lessons in principal instrument or voice. May be repeated up to a maximum of 4 times for credit. Open to music and theatre majors only. Placement determined by audition.

MVB 1311, 2321	Applied Trumpet
MVB 1312, 2322	Applied French Horn
MVB 1313, 2323	Applied Trombone
MVB 1314, 2324	Applied Baritone
MVB 1315, 2325	Applied Tuba
MVK 1311, 2321	Applied Piano
MVP 1311, 2321	Applied Percussion
MVS 1311, 2321	Applied Violin
MVS 1312, 2322	Applied Viola
MVS 1313, 2323	Applied Cello
MVS 1314, 2324	Applied Double Bass
MVS 1316, 2326	Applied Guitar
MVV 1311, 2321	Applied Voice
MVV 1312, 2322	Applied Musical Theatre Voice
MVW 1311, 2321	Applied Flute
MVW 1312, 2322	Applied Oboe
MVW 1313, 2323	Applied Clarinet
MVW 1314, 2324	Applied Bassoon
MVW 1315, 2325	Applied Saxophone

**MVK 1111 2 hrs., 1 cr.****Class Piano I**

\$8.00 lab fee

Beginning class instruction in piano techniques and keyboard harmony. (May be repeated once for credit.)

**MVK 2121 2 hrs., 1 cr.****Class Piano II**

\$8.00 lab fee

Prerequisite: MVK 1111.

Intermediate class instruction in piano techniques and keyboard harmony. (May be repeated once for credit.)

**MVV 1111 2 hrs., 1 cr.****Class Voice**

Fundamentals of voice production, beginning level.

**NURSING****#HSC 1641 3 hrs., 3 crs.****Law and Ethics for Health Care**

This course introduces the student to a variety of legal and ethical issues which may apply to health science professionals. Included is an introduction to law and ethics, working in a health care profession, law and courts, professional liability, medical records and informed consent, workplace legalities (sexual harassment, disabilities, etc.), bioethics and social issues, and death and dying. Case studies are cited to illustrate points and students will consider the relevance to their particular health care specialty. Students are provided with web sites for additional research into topics of interest within their own discipline.

- #HSC 2702** **30 hrs., 2 crs.**  
**Management for Health Care Providers**  
 Prerequisite: Currently enrolled in a Health Sciences Program or a licensed healthcare provider.  
 Directed towards assisting health careers students to understand the responsibilities of a leader/manager in health and how best to meet these responsibilities. Addresses principles of leadership and management, management theory, health care managements, employee and time management, conflict resolution, computerization of health care, and legal concerns in management.
- #NUR 1005C** **2 hrs., 1 cr.**  
**LPN-ADN Transition** **\$11.00 lab fee**  
 Prerequisites: BSC 2085, BSC 2085L.  
 Designed to orient the LPN-ADN student to the nursing program and to facilitate the transition from the role of Licensed Practical Nurse to Associate Degree Nurse and ultimately, registered nurse. Includes program philosophy, framework and outcomes, roles and functions of the R.N., utilization of the nursing process and selected aspects of patient assessment. Evaluation of selected clinical skills, management, and pharmacology math also included.
- #NUR 1022C** **4 hrs., 3 crs.**  
**Foundations of Nursing Practice** **\$44.00 lab fee**  
 Prerequisites: BSC 2085, BSC 2085L.  
 Introduction to the health care system, the nursing role, conceptual model of the curriculum and the nursing process. Theories of Maslow and Erikson presented as a basis for assessment of needs focusing on normal parameters. Includes a study of medical terminology, communication skills, pharmacology math, health teaching, and introductory nursing management. Concurrent campus lab experiences provided for the development of psychomotor skills.
- #NUR 1142** **2 hrs., 2 crs.**  
**Introduction to Pharmacology**  
 Prerequisite: BSC 2085. Prior completion of BSC 2086, MCB 2004, and knowledge of medical terminology is also helpful. Health care professionals and individuals with biology background may be eligible with consent of instructor.  
 This is an introductory survey course addressing broad drug groups and classifications. Topics include pharmacokinetics, pharmacodynamics, drug preparations, interactions, adverse and side effects, legal aspects, and application of the nursing process to the pharmacological plan of care.
- #NUR 1210C** **6 hrs., 4 crs.**  
**Nursing Care of the Adult I** **\$13.00 lab fee**  
 Prerequisite: NUR 1022C.  
 This course covers utilization of the nursing process with applications to the adult experiencing alterations in the health state. Content addresses the surgical experience, alterations in protective functions, oncology, death and dying, sexuality, comfort, rest, activity, and mobility. Introductory nursing management principles are applied in the clinical setting. Concurrent campus and clinical lab experiences are provided.
- #NUR 1212C** **9 hrs., 5 crs.**  
**Nursing Care of the Adult II** **\$10.00 lab fee**  
 Prerequisites: NUR 1210C, BSC 2086, BSC 2086L, NUR 1142, DEP 2004, HUN 1201.  
 Utilization of the nursing process with application to the adult experiencing alterations in the health state. Addresses alterations in sensory-perceptual functions, nutrition, elimination, gastrointestinal, and fluids & electrolytes. Concurrent campus and clinical lab experiences are provided.
- #NUR 1260C** **7 hrs., 5 crs.**  
**Gerontological Nursing** **\$6.00 lab fee**  
 Prerequisites: NUR 1210C, BSC 2086, BSC 2086L, NUR 1142, DEP 2004, HUN 1201.  
 Introduction to the nursing care of aging persons. Includes a study of the characteristics of the older population, aging theories, issues in aging and characteristics of normal aging. This course also focuses on the unique knowledge and skill utilized in applying the nursing process to older adults and selected illnesses. Concurrent clinical experience is provided in long-term care and community care agencies.
- #NUR 2241C** **13 hrs., 8 crs.**  
**Nursing Care of the Adult III** **\$16.00 lab fee**  
 Prerequisites: NUR 2420C, NUR 2310C, NUR 2520C, MCB 2004, MCB 2004L.  
 Prerequisite or Corequisite: ENC 1101, PSY 2012, Humanities elective.  
 Utilization of the nursing process with applications to the adult experiencing more alternations in the health state. This course emphasizes alterations in metabolism, elimination (renal), and oxygenation/safety. Included is a study of the intensive care experience and emergency nursing. Concurrent campus and clinical labs are provided.
- #NUR 2293** **45 hrs., 3 crs.**  
**Perioperative Nursing Theory**  
 Prerequisites: NUR 1022C, NUR 1210C, or current Florida registered nurse license.  
 This course is designed to introduce the registered nurse or nursing student to perioperative nursing with a focus on the interoperative component. This course includes an introduction to surgical technique. There is an additional cooperative clinical/lab component that is available under cooperative education for hands on experience in the surgical setting.
- #NUR 2310C** **6 hrs., 4 crs.**  
**Nursing Care of the Child** **\$12.00 lab fee**  
 Prerequisites: NUR 1211C, NUR 1260C, SYG 2000.  
 Nursing care of the children and their families in an acute care hospital environment, the home, ambulatory and community settings. Emphasis is placed on the application of normal growth and development principles as well as the child's needs appropriate for selected health problems. A variety of clinical rotation experiences are provided which assist the student in applying theoretical knowledge to clinical situations in the pediatric setting. Specific exercises and opportunities emphasize critical thinking, communication, cultural considerations, growth and development, assessment, legal and ethical considerations, and management principles.



**#NUR 2420C** **6 hrs., 4 crs.**  
**Maternal-Infant Nursing** \$25.00 lab fee  
 Prerequisites: NUR 1211C, NUR 1260C, SYG 2000.  
 This course focuses on the application of the nursing process to the childbearing family. Content includes reproductive anatomy and physiology, conception and fetal development, pregnancy, pregnancy at risk, the birth process, the postpartum period, the normal newborn, the newborn with selected risks, and methods of fertility control. Legal and ethical concepts are considered, along with selected principles of nursing leadership/ management. Concurrent campus and clinical lab experiences are provided.

**#NUR 2520C** **6 hrs., 4 crs.**  
**Psychiatric Mental Health Nursing** \$4.00 lab fee  
 Prerequisites: NUR 1211C, NUR 1260C, SYG 2000.  
 Utilization of the nursing process with applications to the individual experiencing biopsychosocial alterations in the health state. Emphasis is placed on the use of the therapeutic interpersonal process in meeting client's needs. Management of the therapeutic milieu and time related issues are also addressed. Includes an overview of mental health nursing and care of the persons with disrupted coping patterns and altered thought processes. Concurrent campus and clinical lab experiences are provided in institutional and community-based practice settings.

**#NUR 2930** **1 hr., 1 cr.**  
**Selected Topics in Nursing I**  
 Prerequisite: Permission of instructor.  
 Individualized study of selected aspects in nursing.

**#NUR 2932** **2 hrs., 2 crs.**  
**Selected Topics in Nursing II**  
 Prerequisite: Permission of instructor.  
 A more indepth individualized study of selected aspects of nursing.

**#NUR 2945C** **5 hrs., 3 crs.**  
**Nursing Practicum** \$45.00 lab fee  
 Prerequisites: NUR 2222C.  
 Clinical application and analysis of selected nursing situations. Completion of comprehensive nursing exam. Clinical lab component consists of preceptorship experience to assist in role transition from student to graduate nurse. Students may be assigned clinical labs on shifts other than day shifts.

#### NURSING ASSISTANT

**=HCP 0001** **90 contact hrs., 3 vocational crs.**  
**Health Careers Core** \$15.00 lab fee  
 An introduction to health care delivery system. Basic safety measures, communication, techniques, and employability skills, CPR and AIDS are covered. This course is one of two courses that meet the requirement for the Certified Nursing Assistance certificate.

**=HCP 0120C** **75 contact hrs., 2.5 vocational crs.**  
**Basic Nursing Care** \$22.00 lab fee  
 Prerequisite: HCP 0001.  
 Contents include classroom and laboratory experiences relating to communication, nursing procedures, and organized patient care, including restorative with emphasis on the geriatrics. This course is one of two courses that meet the requirement for the Certified Nursing Assistance certificate.

#### NUTRITION

**HUN 1201** **3 hrs., 3 crs.**  
**Principles of Nutrition**  
 Principles and problems of nutrition with emphasis on the principal nutrients in foods and their utilization by the body as well as determining and meeting food needs for optimum health at different stages of the life span.

#### OFFICE ADMINISTRATION

**#OST 1061** **3 hrs., 3 crs.**  
**Introduction to Office Management** \$12.00 lab fee  
 (Offered fall semester only)  
 Prerequisite: Satisfactory English scores on the Florida College Entry-Level Placement Test or completion of ENC 0021 with a minimum grade of "C" and satisfactory reading scores on the Florida College Entry-Level Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." This course is designed to prepare the student to efficiently perform essential skills needed in the office environment and to develop an understanding of everyday office routines. Topics include prioritizing work and time management, handling mail and electronic communications, making travel and conference arrangements, developing basic grammar and proofreading skills, cultivating ethics and professionalism in the office, refining telephone skills, and other appropriate topics.

**OST 1101** **3 hrs., 3 crs.**  
**Keyboarding & Document Processing I** \$12.00 lab fee  
 A study of the QWERTY keyboard, the mechanics of the typewriter/microcomputer, reports, business letters, and forms.

**OST 1102** **3 hrs., 3 crs.**  
**Keyboarding & Document Processing II** \$12.00 lab fee  
 (Offered spring semester only)  
 Prerequisite: OST 1101 or pretest by instructor.  
 A continuation of OST 1101.

**#OST 1257** **2 hrs., 2 crs.**  
**Medical Terminology Workshop** \$8.00 lab fee  
 Study of medical terminology, including prefixes, suffixes, pronunciation, definition, and usage.

**#OST 1355** **3 hrs., 3 crs.**  
**Records Management** \$8.00 lab fee

Prerequisites: OST 1101 and CGS 1570 or consent of instructor.

(Offered fall semester only)

This course is designed to develop an understanding of the principles and practices in effective records management. The importance of using correct filing procedures and processes in the storing of records is emphasized. The ARMA filing rules will be emphasized throughout the course.

The use of Microsoft Access database software and other alternatives to file storage and retrieval will be an integral part of the course.

**#OST 1461** **3 hrs., 3 crs.**  
**Computerized Medical Office Management**

\$12.00 lab fee

Prerequisites: OST 1101, OST 1257, CGS 1570.

Lectures and laboratory experiences on the most popular medical office management software program in use. Students are trained in maintaining patient files, storing treatment information, matching codes with treatment procedures, diagnoses and charges, and in medical insurance claims and procedures.

**#OST 1611** **3 hrs., 3 crs.**  
**Medical Machine Transcription** \$12.00 lab fee

Prerequisites: OST 1711 or OST 1856, and OST 1257 or consent of instructor.

Transcribing of medical-related materials of various forms and formats.

**OST 1711** **3 hrs., 3 crs.**  
**Word Processing with WordPerfect** \$12.00 lab fee

Prerequisites: OST 1101 and CGS 1570 or consent of instructor.

Develops skills necessary to utilize commercial word processing software WordPerfect to effectively handle word processing needs. Topics include text insertion and deletion, storage and retrieval, formatting, printing, and other topics appropriate to the software of equipment used.

**OST 1856** **3 hrs., 3 crs.**  
**Word Processing with Microsoft Word for Windows** \$12.00 lab fee

(Offered fall semester only)

Prerequisites: OST 1101 and CGS 1570. The student must know the QWERTY keyboard by touch before entering this course.

This course develops skills necessary to utilize commercial word processing software for microcomputers, Microsoft Word 97 for Windows (or current windows version), to effectively handle the word processing needs for personal and small business use.

**#OST 2335** **3 hrs., 3 crs.**  
**Business Communications** \$12.00 lab fee

Prerequisites: OST 1101, ENC 1101 with a minimum grade of "C" or satisfactory score on the Gulf Coast Community College English placement test.

This course focuses on the general principles of effective communications and applies them to specific types of writing: the business letter and the memorandum. Students study the mechanics of writing and methods of writing effectively. Current grammar usage is addressed.

**#OST 2601** **3 hrs., 3 crs.**  
**Machine Transcription** \$12.00 lab fee

Prerequisites: OST 1711 or OST 1856, and satisfactory English scores on the Florida College Entry-Level Placement Test or completion of ENC 0021 with a minimum grade of "C" and satisfactory reading scores on the Florida College Entry-Level Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C" or consent of instructor.

This course provides training in machine transcription skills. Speed, accuracy, neatness, and mailable copy are emphasized on the various documents that are transcribed. Language arts skills and decision-making are developed in this course.

**#OST 2811** **3 hrs., 3 crs.**  
**Desktop Publishing with Microsoft Publisher**

\$12.00 lab fee

(Offered spring semester only)

Prerequisites: CGS 1570, OST 1711 or OST 1856, or consent of instructor.

A hands-on approach to desktop publishing for the office using Microsoft Publisher. The student will learn the skills required to create professional quality newsletters, flyers, brochures, business cards, and more using pre-designed templates as well as original layouts to customize content and create publications.

## PHILOSOPHY

**PHH 2060** **3 hrs., 3 crs.**  
**Introduction to Classical Philosophy**

Prerequisite: ENC 1101 with a minimum grade of "C." (Meets Area II Humanities requirement.)

This course is an introduction to the aims and methods of philosophy through a survey of Western thought from the ancient through the medieval world. The course deals with major philosophical problems as treated in the works of such philosophers as Plato, Aristotle, Augustine, and Aquinas. The course requires 6,000 words of writing and completion with a grade of "C" or better.

**PHI 2002** 3 hrs., 3 crs.  
**Introduction to Modern and Contemporary  
 Philosophy**

Prerequisite: ENC 1101 with a minimum grade of "C."  
 (Meets Area II Humanities requirement.)

This course is an introduction to aims and methods of philosophy through a survey of Western thought from the modern to the contemporary world. The course deals with major philosophical problems treated in the works of such philosophers as Descartes, Locke, Hume, Kant, Hegel, Nietzsche, Dewey, Sartre, and Russell. The course requires 6,000 words of writing and completion with a grade of "C" or better.

**PHI 2600** 3 hrs., 3 crs.  
**Ethics**

Prerequisite: ENC 1101 with a minimum grade of "C."  
 (Meets Area II Humanities requirement.)

This course is a critical evaluation of the major theories of moral values. Throughout the course, emphasis is on the application of theory to contemporary ethical problems. The course requires 6,000 words of writing and completion with a grade of "C" or better.

**PHOTOGRAPHY**

**PGY 2801C** 6 hrs., 3 crs.  
**Digital Photography I** \$52.00 lab fee

Basic photographic composition and photographic skills; operation of the digital camera; techniques of computer manipulation; printing; and history and criticism of photography approaches as they relate to personal expression. (First priority will be given to students whose program requires photography.)

**PGY 2802C** 6 hrs., 3 crs.  
**Digital Photography II** \$52.00 lab fee

Intermediate photographic composition and photographic skills; intermediate and advanced techniques of computer manipulation; printing; and history and criticism of photography approaches as they relate to personal expression. (First priority will be given to students whose program requires photography.)

**PHYSICAL SCIENCES**

**AST 1002** 3 hrs., 3 crs.  
**Descriptive Astronomy**

A study of the earth-moon system, the celestial sphere, the solar system, the sun, stars, galaxies, the universe, and astronomical instruments. Mathematical procedures not stressed.

**ESC 2000** 3 hrs., 3 crs.  
**Earth and Space Science Survey**

An introductory course that consists of four units that emphasize broad coverage of the basic topics and principles in geology, oceanography, astronomy, and meteorology. The course is intended to meet the need of Pre-Elementary Teacher Education majors as well as general education requirements.

**ESC 2000L** 2 hrs., 1 cr.  
**Earth and Space Science Survey Laboratory** \$30.00 lab fee

Corequisite: PSC 2371 or consent of instructor.

Consists of mineral and rock identification and classification; map interpretation; measurement of weather factors, and observational astronomy. The following courses will also meet the physical science general education requirements:

CHM 1040 Introductory Chemistry  
 CHM 1045 General Chemistry  
 PHY 1020 Introductory Physics  
 PHY 2048 University Physics I  
 PHY 2053 College Physics I

**EVR 1001** 3 hrs., 3 crs.  
**Introduction to Environmental Science**

Introduction to the study of major environmental problems and issues confronting modern society. Topics include ecosystem structure and function; population patterns and dynamics; pollution of the air, water, and land; and resource management. This course satisfies general education requirements for the physical sciences.

**EVR 1001L** 3 hrs., 1 cr.  
**Introduction to Environmental Science Laboratory** \$30.00 lab fee

Prerequisite or Corequisite: EVR 1001.

Laboratory activities will focus on resource management issues. Student will learn how to design experiments, conduct field work, college and analyze data, and prepare scientific reports. (Recommended for students majoring in science or secondary science education.)

**GLY 1010** 3 hrs., 3 crs.  
**Physical Geology**

Physical properties, identification, and origin of minerals. Classification of rocks, physical processes that shape the earth; gradation, deposition, vulcanism, glaciation, weathering, rock deformation, mountain building and metamorphism. Geologic maps.

**GLY 1010L** 2 hrs., 1 cr.  
**Physical Geology Laboratory** \$30.00 lab fee

Prerequisite or Corequisite: GLY 1010.

Exercises in the identification of common rocks and minerals, interpretation of topographic maps and aerial photographs, methods of geological illustration.

**ISC 1004C** 4 hrs., 4 crs.  
**Interdisciplinary Science** \$30.00 lab fee

This course is intended to simplify science and emphasize the interconnectedness among the science subdisciplines of physical science, chemistry, earth, and biological science that has evolved over the past two centuries. The course provides a basic overview of how science works on the same set of fundamental principles that will provide a basic foundation of scientific literacy for the non-science majors, particularly elementary education majors.

**MET 1010** 3 hrs., 3 crs.**Introductory Meteorology**

A study of the observation and distribution of weather variables, atmospheric motion, precipitation, and topics in modern weather science.

**OCE 1001** 3 hrs., 3 crs.**Fundamentals of Oceanography**

A study of the ocean basins, the ocean floor, seawater, water masses, circulation, tides, waves, sediment, and topics in modern ocean science.

**PSC 2341** 3 hrs., 3 crs.**Physical Science Survey**

A survey of selected topics in physics and chemistry. Simple mathematical manipulations with whole numbers are used.

**PSC 2341L** 2 hrs., 1 cr.**Physical Science Survey Laboratory**

\$21.00 lab fee

Corequisite: PSC 2341 or consent of instructor.

Selected laboratory experience emphasizing basic scientific principles through the use of simple equipment. Designed for Pre-Elementary Teacher Education majors.

**PHYSICAL THERAPIST ASSISTANT****#PHT 1000** 3 hrs., 3 crs.**Introduction to Physical Therapy**

Prerequisite: Acceptance into PTA program.

Introduction to the history, present practice, and future trends of the profession. Introduction to team concept in health care, including the role and responsibilities of the physical therapist assistant. Examination of legal and ethical issues related to the practice of physical therapy. Patient's rights and responsibilities; confidentiality of patient information; discussion of structure and services of the American Physical Therapy Association. Reimbursement systems and fiscal considerations of providers and consumers of physical therapy services. Quality assurance and assessment in the delivery of physical therapy.

**#PHT 1102** 1 hr., 1 cr.**Applied Anatomy for PTAs**

Prerequisites: BSC 2085, BSC 2085L.

A course for PTA students that reviews musculoskeletal, neuromuscular, and basic anatomical concepts and discusses their application to physical therapy procedures.

**#PHT 1124** 3 hrs., 3 crs.**Functional Human Motion**

Prerequisites: BSC 2085, BSC 2085L.

Study of basic kinesiological and biomechanical principles and their application to human movement. Includes analysis of normal movement patterns, posture, and gait. Examination of concepts of coordinated muscle function and neuromotor control. Surface anatomy and palpation.

**#PHT 1124L** 4 hrs., 2 crs.**Functional Human Motion Lab**

Corequisite: PHT 1124.

A laboratory course offering practice in the application of principles presented in PHT 1124 in movement, posture, and gait analysis and measurement. Focus on the development of sound application of kinesiological and biomechanical concepts to human movement and on the development of keen and effective visual and manual observational skills, surface anatomy, and palpation.

**#PHT 1131** 1 hr., 1 cr.**Assessment, Measurement, and Documentation**

Prerequisite: OST 1257.

Introduction to medical record keeping. Documentation skills, including SOAP notes, narrative notes, and computerized documentation systems. Reading and interpreting a physical therapy evaluation. Concepts of measurement, assessment, and recording of flexibility, strength, function, balance, endurance, pain, neurological deficit and sensation, segmental length, girth and volume.

**#PHT 1131L** 4 hrs., 2 crs.**Assessment, Measurement, and Documentation Lab**

Corequisite: PHT 1131.

A laboratory course designed to practice principles presented in PHT 1131. Reading and interpreting medical records and examination of a variety of evaluation and assessment forms. Practice in documentation skills, goniometry, muscle testing, neurological and sensory testing, coordination, and functional assessment.

**#PHT 1200** 2 hrs., 2 crs.**Basic Skills in Patient Care**

Corequisite: PHT 1000.

Introduction to basic patient care skills; moving, lifting, and transferring patients; patient positioning and draping; preparation of treatment area; medical asepsis and infection control; body mechanics; wheelchair operation and adjustment; identification of architectural barriers; safety issues in patient care and transport; fitting and application of selected adaptive devices; introduction to activities of daily living; bed mobility skills; vital signs, range of motion, and wound care in physical therapy.

**#PHT 1200L** 4 hrs., 2 crs.**Basic Skills in Patient Care Lab**

\$33.00 lab fee

Corequisite: PHT 1200

A laboratory course designed for practice in the basic patient care skills presented in PHT 1200. The focus is on the development of safe and competent patient and equipment handling skills.

**#PHT 1220** 2 hrs., 2 crs.**Introduction to Therapeutic Exercise**

Prerequisites: PHT 1200, PHT 1200L.

Corequisites: PHT 1124, PHT 1124L.

Introduction to the types and effects of exercise. Rationale for and functional basis of exercises and techniques employed for therapeutic reasons. Use and maintenance of a variety of exercise equipment. Exploration of the concepts of lifespan fitness and wellness.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

- #PHT 1220L** **Therapeutic Exercise Lab** **4 hrs., 2 crs.**  
 \$4.00 lab fee  
 Corequisite: PHT 1220.  
 A laboratory course designed to develop skill in the application of the concepts and techniques of exercise therapy presented in PHT 1220. Hands-on experience with a variety of exercise equipment and practice in performing, assisting, and teaching of therapeutic exercises.
- #PHT 2211** **Therapeutic Modalities** **2 hrs., 2 crs.**  
 Prerequisites: PHT 1220, PHT 1220L.  
 Study of the physical principles, physiological effects, indications, contraindications, and rationales in the use of therapeutic heat, cold, light, water, pressure, traction, electricity, and massage in the treatment of specific clinical symptoms. Wound care with modalities. Use, maintenance, and safety inspection of equipment. Disinfection and sterilization of materials and equipment and infection control.
- #PHT 2211L** **Therapeutic Modalities Lab** **4 hrs., 2 crs.**  
 \$14.00 lab fee  
 Corequisite: PHT 2211.  
 A laboratory course designed to develop competencies in the application of therapeutic modalities discussed in PHT 2211. Positioning, draping, and safety precautions in the use of all modalities will be a strong focus.
- #PHT 2224** **Therapeutic Interventions I: Medical/Surgical Disabilities** **2 hrs., 2 crs.**  
 Prerequisites: PHT 1220, PHT 1220L, PHT 1131, PHT 1131L.  
 Exploration of basic pathological processes in body systems and their clinical signs and symptoms in physical disabilities associated with selected medical/surgical conditions. Relationships between pathological conditions and their prognosis and treatment. Pharmacological aspects of treatment with implications for physical therapy treatment.
- #PHT 2224L** **Therapeutic Interventions I Lab** **2 hrs., 1 cr.**  
 Corequisite: PHT 2224.  
 Laboratory course designed to develop skill in the application of concepts presented in PHT 2224. Practice in performing, assisting, teaching, and documenting therapeutic exercises and treatment techniques for selected medical/surgical disabilities.
- #PHT 2225** **Therapeutic Interventions II: Orthopedic Disabilities** **3 hrs., 3 crs.**  
 Prerequisites: PHT 2224, PHT 2224L.  
 Exploration of basic pathological processes in body systems and their clinical signs and symptoms in physical disabilities associated with selected orthopedic disabilities. Relationships between pathological conditions and their prognosis and treatment. Pharmacological aspects of treatment with implications for physical therapy treatment.
- #PHT 2225L** **Therapeutic Interventions II Lab** **4 hrs., 2 crs.**  
 Corequisite: PHT 2225.  
 This is a laboratory course designed to develop skill in the application of concepts presented in PHT 2225. Practice in performing therapeutic exercises and treatment techniques for selected orthopedic disabilities.
- #PHT 2226** **Therapeutic Interventions III: Neurological Disabilities** **3 hrs., 3 crs.**  
 Prerequisites: PHT 2224, PHT 2224L.  
 Exploration of basic pathological processes in body systems and their clinical signs and symptoms in physical disabilities associated with selected neurological conditions. Relationships between pathological conditions and their prognosis and treatment. Pharmacological aspects of treatment with implications for physical therapy treatment.
- #PHT 2226L** **Therapeutic Interventions III Lab** **4 hrs., 2 cr.**  
 Corequisite: PHT 2226.  
 This is a laboratory course designed to develop skill in the application of concepts presented in PHT 2226. Practice in performing, assisting, teaching, and documenting therapeutic exercises and treatment techniques for selected neurological disabilities.
- #PHT 2801** **PTA Clinical Practice I** **12 hrs., 3 crs.**  
 \$25.00 lab fee  
 Prerequisites: PHT 2226, 2226L, PHT 2211, 2211L. Students are assigned to an agency providing physical therapy services for an introductory (full-time, 40 hours/week for 4 1/2 weeks) experience in the application of skills learned in the classroom to patients in the clinical setting. Students implement PT treatments and perform specific clinical tasks under the close supervision of a physical therapist. This is an introductory experience and emphasis is on developing ease in the moving and handling of patients; confidence in communicating and interacting with staff, patients, and their families; sharpened powers of observation; and an understanding of the role of the physical therapist assistant. A Patient Care Study is completed along with pertinent literature review.
- #PHT 2810** **PTA Clinical Practice II** **40 hrs., 5 crs.**  
 Prerequisite: PHT 2801. Corequisite: PHT 2931.  
 An intermediate level, full-time clinical placement (40 hours/week for 7 weeks) designed to be an in-depth experience in the delivery of physical therapy services to patients in a clinical setting. It is a supervised experience in the application of academically acquired knowledge. Problem-solving techniques are employed in the interpretation and execution of patient care plans. An in-depth patient care study will be completed, and students will prepare and give an in-service to the facility staff.

**#PHT 2820 40 hrs., 5 crs.****PTA Clinical Practice III**

Prerequisite: PHT 2810. Corequisite: PHT 2931.

This course is an advanced level, full-time clinical placement (40 hours/week for 7 weeks) designed to be an in-depth experience in the delivery of physical therapy services to patients in a clinical setting. Although a supervised experience in the application of academically and clinically acquired knowledge, emphasis will be on the students' developing more autonomy in patient care and more independence in involvement with the entire scope of physical therapy services from clerical to patient scheduling and treatment to department maintenance.

Also of emphasis will be a continuation of the development of critical thinking, problem-solving, and communication/-teaching skills. An indepth patient care study will be completed and a quality assurance study will be conducted.

**#PHT 2931 2 hrs., 2 crs.****Seminar**

Corequisites: PHT 2810, PHT 2820.

This course is designed to broaden the scope of the student's understanding of clinical practice. Relationship of clinical research to clinical practice. Reading and review of professional literature in physical therapy or related fields. Conduction and presentation of patient care studies. Responsibilities for continuing education and professional development and quality assurance. Licensure issues. Job skills such as resumes and interview techniques. Reviewing for final competency exam and licensing exam preparation. Presentation of in-service and quality assurance projects. Final comprehensive exam.

**PHYSICS****PHY 1007 3 hrs., 3 crs.****Physics for the Health Related Technologies**

Prerequisite: MAT 1033 or higher.

This is not a general education course. It is designed for a person with no physics background and planning on entering a health related program. It covers units, mechanics as applied to the human body, energy, waves, optics, and atoms.

**PHY 1023 3 hrs., 3 crs.****Survey of General Physics**

Prerequisite: MAC 1140.

Prerequisite or Corequisite: MAC 1114.

A conceptual approach to physics with emphasis on problem solving. This course is designed for students who plan to take PHY 2048 and have had no previous physics course.

**PHY 2048 4 hrs., 4 crs.****University Physics I**

Prerequisites: MAC 2311 and PHY 1023.

Prerequisite or Corequisite: MAC 2312.

Corequisite: PHY 2048L

A study of mechanics and simple harmonic motion at the calculus level with engineering applications.

**PHY 2048L 3 hrs., 1 cr.****University Physics I Laboratory**

\$30.00 lab fee

Corequisite: PHY 2048 or consent of instructor.

Investigation of lecture-related materials with an emphasis on the relationship of theoretical concepts to realistic measurements.

**PHY 2049 4 hrs., 4 crs.****University Physics II**

Prerequisite: PHY 2048. Corequisite: PHY 2049L.

A continuation of PHY 2048 involving selected topics from sound, thermodynamics, optics, electricity, and magnetism.

**PHY 2049L 3 hrs., 1 cr.****University Physics II Laboratory**

\$30.00 lab fee

Corequisite: PHY 2049 or consent of instructor.

A continuation of PHY 2048L.

**PHY 2053 3 hrs., 3 crs.****College Physics I**

Prerequisite or Corequisite: MAC 1140.

Prerequisite: MAC 1114. Corequisite: PHY 2053L.

Selected topics from mechanics and thermodynamics. Application is towards nonengineering fields.

**PHY 2053L 2 hrs., 1 cr.****College Physics I Laboratory**

\$30.00 lab fee

Corequisite: PHY 2053 or consent of instructor.

Laboratory work involves investigation of lecture-related materials and alternative approaches to problem solving.

**PHY 2054 3 hrs., 3 crs.****College Physics II**

Prerequisite: PHY 2053. Corequisite: PHY 2054L.

A continuation of PHY 2053 involving selected topics from mechanics, wave motion, sound, optics, electricity, magnetism, and atomic physics.

**PHY 2054L 2 hrs., 1 cr.****College Physics II Laboratory**

\$30.00 lab fee

Corequisite: PHY 2054 or consent of instructor.

A continuation of PHY 2053L.

**POLITICAL SCIENCE****CPO 2002 3 hrs., 3 crs.****Comparative Government**

This course is a comparison of the major forms of government (Presidential, Parliamentary, and Totalitarian) using a study of appropriate countries' political systems. Throughout the study, these governments will be compared to the American method of government.

**INR 2002 3 hrs., 3 crs.****International Relations**

This course provides an introduction to the nature of international relations, analysis of trends and international movements (nationalism, imperialism, militarism), armaments and developments in international organizations (governmental and nongovernmental). Principles and practices in foreign policy in the world today as well as historically will be examined.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

**POS 2041****3 hrs., 3 crs.****American National Government**

A comprehensive examination of the theory, practice, ideals, and realities of government and politics in the United States. Major areas of study include behavior and participation, the legislative process, the presidency, the judicial process, and the administrative state.

**POS 2112****3 hrs., 3 crs.****State and Local Government**

The course is a study of state and local forms of government. Throughout the course, the government of Florida is used as an example of activities and patterns of state government. The responsibilities of local government at the county and city levels are explored during the course.

**POS 2600****3 hrs., 3 crs.****American Constitutional Law**

This is a survey course in constitutional law. The course increases knowledge in the internal operation of the United States Supreme Court, the viability of the Constitution as both a symbolic force and a charter for the operation of our government, and awareness of the major Constitutional issues that have been presented to the court. The court focuses on the U.S. Supreme Court, and the Constitutional aspect of the court's workload.

**PRACTICAL NURSING**

**Students who are CNAs and provide transcripts receive credit for HCP 0001 and HCP 0120C and may receive advanced placement in the LPN program.**

**=HCP 0001      90 contact hrs., 3 vocational crs.****Health Careers Core**

\$15.00 lab fee

An introduction to the health care delivery system. Basic safety measures, communication, techniques, employability skills and AIDS content are covered.

**=HCP 0120C      75 contact hrs., 2.5 vocational crs.****Basic Nursing Care**

\$22.00 lab fee

Prerequisite: HCP 0001

Contents include classroom and laboratory experiences relating to communication, nursing procedures, and organized patient care, including restorative with emphasis on the geriatrics.

**=HSC 0530      15 contact hrs., .5 vocational crs.****Medical Terminology**

Prerequisite: PRN 0022.

A study of medical terminology, including prefixes, suffixes, and word roots with emphasis on spelling, pronunciation, definition, and usage.

**=MTB 0372****30 contact hrs., 1 vocational cr.****Applied Math**

Prerequisite: HSC 0530.

This course enables the student to write and understand the symbols and numbers used in the measurement of medication, to convert units of measurement within the systems of measurement from one system to another, and to calculate amounts of medication to give a client from the medication on hand.

**=PRN 0000C****270 contact hrs., 9 vocational crs.****Fundamentals of Nursing Care**

\$22.00 lab fee

Prerequisite: HCP 0120C.

This is a basic knowledge and skills course designed to orient the student to the Practical Nursing occupation. The course encompasses the nursing principles and the role of the practical nurse in assisting the professional nurse with the five basic steps of gathering information, identifying problems, formulating tentative solutions, planning action or intervention, and evaluating. The role of the practical nurse in the assessment phase will also be defined.

**=PRN 0020****15 contact hrs., .5 vocational crs.****Life Span**

Prerequisite: PRN 0030C.

This course provides learning experiences in normal human growth and development from birth to death. It provides the basis for the student to improve behavioral aspects of nurse/client relationships and to better understand the physical and behavioral problems of clients. Emphasis has been placed on the influences that promote normal growth and development.

**=PRN 0022****60 contact hrs., 2 vocational crs.****Structure and Function**

Prerequisite: PRN 0000C.

This course covers normal structure and function and provides the student with a basic foundation on which to build subsequent learning involving human structure and function normalities and abnormalities. Medical terminology for each system is integrated throughout the course.

**=PRN 0030C****45 contact hrs., 1.5 vocational crs.****Introduction to Pharmacology/Medication****Administration**

\$14.00 lab fee

Prerequisite: MTB 0372.

This course is designed to provide the practical nursing student with a basic background of drugs, including their actions, dosages, and side effects. Prototypes for each classification will be discussed.

**=PRN 0100C****120 contact hrs., 4 vocational crs.****Maternal/Newborn Nursing**

\$30.00 lab fee

Prerequisite: PRN 0383C.

This course is designed to assist the student in understanding the needs of the expectant mother, infant, and family from the beginning of pregnancy through the child-bearing period. The focus of this course is on the promotion and maintenance of health. Emphasis will be placed on the impact to normal family life.

**=PRN 0110C                      90 contact hrs., 3 vocational crs.**

**Pediatric Nursing**

Prerequisite: PRN 0100C.

This course is designed to assist the student in understanding the needs of the ill and hospitalized pediatric client and to understand the needs of children as they grow and develop. The focus of this course is on the promotion and maintenance of health in the ill pediatric client.

**=PRN 0381C                      210 contact hrs., 7 vocational crs.**

**Medical-Surgical Nursing I**

\$11.00 lab fee

Prerequisite: PRN 0440.

This course introduces medical and surgical nursing as specialties. The focus is on the adult client who is experiencing disturbances of body supportive structures, threats to adequate respiration, insults to cardiovascular integrity, disturbances of sexual structure or reproductive function, and problems resulting from endocrine imbalances.

**=PRN 0383C                      300 hrs., 10 vocational crs.**

**Medical-Surgical Nursing II**

Prerequisite: PRN 0381C.

This course continues with the nursing care of the adult client. The focus is on adults who are experiencing disorders of the cognitive, sensory, or psychomotor function; disturbances of ingestion, digestion, absorption, and elimination; and common problems involving disfigurement.

**=PRN 0400                      15 contact hrs., .5 vocational crs.**

**Mental Health Concepts**

Prerequisite: PRN 0100C.

This course focuses on interpersonal relationships. It is designed to orient the student to mental health concepts and the practical nursing occupation and to increase the student's awareness of the importance of the interrelationship of physical and emotional needs of the client.

**=PRN 0440                      15 contact hrs., 5 vocational crs.**

**Community Health Concepts**

Prerequisite: PRN 0400.

The community health concepts within this course provide an introduction to community health issues. The nursing process provides a framework for understanding the common health problems within the community and the illnesses that bring the client to the hospital or health care agency. The care of a client in a hospice setting will also be introduced.

**PSYCHOLOGY**

**CLP 1001    3 hrs., 3 crs.**

**Human Relations**

This course presents the student as the focal point of psychological investigation. During the course, students are helped to face themselves and assume responsibility for their behavior. Students are guided through relationships with peers, self, authority, and society. The course provides an opportunity for students to explore goals and self improvement through qualitative personal improvement projects.

**DEP 2000    3 hrs., 3 crs.**

**The Psychology of Childhood and Youth**

This course provides an approach to the study of children through an investigation of scientific facts which explain the characteristic maturation and development of human behavior. The course examines the role of home and family life in child development and the psychology of the gifted child.

**DEP 2004    3 hrs., 3 crs.**

**Developmental Psychology**

This course is a chronological study of the total human being that observes the various aspects of development taking place at different times in the person's life.

**PSY 1212    3 hrs., 3 crs.**

**General Psychology**

This course is a study of the general field of psychology and is designed to provide an understanding of human behavior by studying the adaptation of the individual to his physical and social environment.

**RADIO/TELEVISION BROADCASTING**

**RTV 1000    3 hrs., 3 crs.**

**Electronic Media Survey**

A broad overview of the history, programming theory, law, and salient regulations that have affected and shaped the relationship of the electronic media and American society. Mediated examples strengthen class discussions and study that range from the telegraph to cutting-edge technology.

**RTV 1240    3 hrs., 3 crs.**

**Basic Audio Production**

Basic production techniques and business concepts found in today's radio world. Students will develop, plan, and perform promotional announcements, on-air checks, and digital editing assignments resulting in possible air work on WKGC-AM/FM, the college's two public radio stations.

**RTV 1241    3 hrs., 3 crs.**

**Basic Video Production**

Prerequisite: RTV 1240

Technique and aesthetic training of numerous video elements through a series of in-class assignments and out-of-class projects. Students will produce, direct, script, shoot, and edit work that mirrors real-world business and commercial production considerations.

**RTV 1941    3 hrs., 3 crs.**

**Radio Practicum**

Prerequisite: RTV 1240

Familiarization with all equipment and basic operation of WKGC radio with emphasis on program production in news, performance, and public affairs. One-on-one instruction and supervision.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.



**RTV 1942****3 hrs., 3 crs.****Video Practicum**

Hands-on instruction utilizing television production equipment, camera operation, directing techniques, camera presence, video tape editing, and program production with be featured.

**RTV 2100****3 hrs., 3 crs.****Electronic Media Writing**

Prerequisite: ENC 1102.

Development of fundamental skills used in both radio and television journalism. A clear, concise, and active writing style will be emphasized along with incorporating sound elements and newsmaker interviews.

**#RTV 2242****3 hrs., 3 crs.****Advanced Video Production**

\$25.00 lab fee

Prerequisite: RTV 1241.

Complex and varied production methods will be used to develop multiple video spots and program shots. Graphic and artistic considerations, computer animation, and non-linear editing systems will be introduced to help prepare students for future technological advances in the industry.

**#RTV 2249****3 hrs., 3 crs.****Advanced Audio Production**

Prerequisite: RTV 1240.

Complex program-length shows and features will be planned, performed, and edited covering a variety of radio formats and audio needs. Special emphasis will also be placed on developing each student's portfolio for future employment or acceptance into a four-year academic program.

**RTV 2272****3 hrs., 3 crs.****Media Programming and Promotions**

Overview of strategies and concepts behind modern American media management will be offered. Students will learn relevant programming philosophies, options, and promotional campaigns associated with radio, television, cable, and the internet here and around the world.

**RTV 2300L****1 hr., 1 cr.****Broadcast News Lab**

Prerequisite: RTV 2100 or MMC 2100, RTV 1240

Practical writing and production experience with actual local news stories and interviews for use on the college's public radio outlets. Deadlines, style variations, and sound considerations will be emphasized and utilized.

**RTV 2460****3 hrs., 3 crs.****Electronic Media Practicum**

Prerequisites: RTV 1240, RTV 1241, ENC 1102.

Study or project related opportunities in the local or national electronic media meant to give real-world work experience to the aspiring broadcast professional.

**RADIOGRAPHY****#RTE 1000C****4 hrs., 3 crs.****Introduction to Diagnostic Imaging**

\$49.00 lab fee

Students are taught the basic concepts of the health care system, ethics, professionalism, and patient care applied to all age groups. Introduction to fundamentals of radiologic technology, the equipment required to generate x-rays, nature and behavior of radiation, basic radiation protection, and medical terminology are included in the focus of this class. In addition, students participate in laboratory exercises introducing the safe operation of radiographic equipment, application of proper body mechanics for lifting and moving patients, standard precautions, equipment, and techniques involved in patient monitoring.

**#RTE 1418C****5 hrs., 4 crs.****Principles of Radiographic Exposure**

\$49.00 lab fee

Prerequisite: RTE 1000C.

Technical factors of image quality including theory and application of exposure factors, intensifying screen, radiographic film, sensitometry, filtration, beam limitation, and grids will be introduced and discussed through lecture and labs. In addition, examination of patient characteristics influencing technique selection, formulation of exposure systems, and automatic exposure control devices will be covered.

**#RTE 1503C****4 hrs., 3 crs.****Radiographic Procedures and Positioning I**

\$49.00 lab fee

This class includes a review of medical terminology, basic nursing procedures, and radiographic contrast media and their administration. Basic anatomy and radiographic positioning of the human body in examination of the chest, abdomen, and upper extremities are thoroughly covered. Trauma radiography is introduced along with the application of radiographic equipment and technical exposure factors for the exams presented.

**#RTE 1513C****5 hrs., 3 crs.****Radiographic Procedures and Positioning II**

\$49.00 lab fee

Prerequisite: RTE 1503C.

The student will demonstrate in a laboratory setting basic anatomy, terminology, and radiographic positioning of the human body as it relates to radiographic examinations of the spine, ribs, and sternum. Discussion includes trauma radiography along with the application of radiographic equipment and technical exposure factors for the exams presented.

**#RTE 1523C****5 hrs., 2 crs.****Radiographic Procedures and Positioning III**

\$49.00 lab fee

Prerequisite: RTE 1513C.

The student will demonstrate in a laboratory setting basic anatomy, terminology, and radiographic positioning of the human body as it relates to radiographic examinations of the skull and facial bones. Trauma radiography along with the applications of radiographic equipment and technical exposure factors for the exams presented will be discussed.

<b>#RTE 1613</b> <b>Diagnostic Imaging Physics</b> Prerequisite: RTE 1418C. The fundamentals of atomic structure, magnetism, electricity, and radiation physics as they relate to the principles of x-ray production will be presented.	<b>3 hrs., 3 crs.</b>	<b>#RTE 2563</b> <b>Special Procedures</b> Prerequisites: RTE 2762. Basic anatomy, terminology, and radiographic positioning of the human body in examination of vascular, biliary, lymphatic, respiratory, and reproductive system will be discussed. Special attention is directed to invasive and interventional procedures and necessary accessory equipment. The use of alternate imaging modalities to demonstrate each system is discussed.	<b>5 hrs., 3 crs.</b>
<b>#RTE 1804</b> <b>Clinical Education I</b> Corequisites: RTE 1000C, current certification in cardiopulmonary resuscitation, Hepatitis B vaccine or waiver, physical exam report on file in program office. Observation and application of health care principles will be the focus of this clinical rotation. The student will spend time orienting to the medical facility, learning to understand the departmental process and procedures, and becoming familiar with the flow of the radiology department.	<b>8.5 hrs., 2 crs.</b> \$38.00 lab fee	<b>#RTE 2762</b> <b>Sectional Anatomy/Pathology I</b> Prerequisites: BSC 2085, BSC 2085L, BSC 2086, BSC 2086L. Identification of normal and abnormal anatomic structures of the skull, neck, thorax, and musculoskeletal system by the use of various imaging modalities will be the focus of this class.	<b>2 hrs., 2 crs.</b>
<b>#RTE 1814</b> <b>Clinical Education II</b> Prerequisite: RTE 1804. Observation and application of the primary healthcare principles will be the focus of this clinical rotation. The student will begin to apply the radiographic principles and skills taught in RTE 1503C.	<b>16 hrs., 3 crs.</b> \$13.00 lab fee	<b>#RTE 2772</b> <b>Sectional Anatomy/Pathology II</b> Prerequisite: RTE 2762. Identification of normal and abnormal anatomic structures of the abdomen and male and female pelvis and the central nervous systems by the use of various imaging modalities will be the focus of this class.	<b>2 hrs., 2 crs.</b>
<b>#RTE 1824</b> <b>Clinical Education III</b> Prerequisites: RTE 1814. Observation and application of the primary of healthcare principles will be the focus of this clinical rotation. The student will continue to build on the radiographic principles and skills taught in RTE 1503C and RTE 1513C. In addition, the student will begin applying the principles taught in RTE 1523C.	<b>21 hrs., 3 crs.</b> \$13.00 lab fee	<b>#RTE 2834</b> <b>Clinical Education IV</b> Prerequisites: RTE 1824. Observation and application of primary healthcare principles is the focus of this clinical rotation. The student will continue to build on the radiographic principles and skills taught in RTE 1503C and RTE 1513C. In addition, the student will begin applying the principles taught in RTE 1523C.	<b>4 hrs., 4 crs.</b> \$38.00 lab fee
<b>#RTE 2385</b> <b>Radiobiology</b> Prerequisite: RTE 1000C. The student will receive instruction on the effects of ionizing radiation on organisms with an emphasis on changes at the cellular level. Incidences of cancer induction related to exposure to ionizing radiation will also be discussed. In addition, the student will learn the procedures for radiation detection and how this relates to radiography.	<b>3 hrs., 3 crs.</b>	<b>#RTE 2844</b> <b>Clinical Education V</b> Prerequisite: RTE 2834. Observation and application of primary healthcare principles will be the focus of this clinical rotation. The student will continue to build on the radiographic principles and skills taught in RTE 1503C, RTE 1513C, and RTE 1523C. In addition, the student will continue clinical rotations into the surgical suite and portable radiography.	<b>4 hrs., 4 crs.</b> \$13.00 lab fee
<b>#RTE 2473C</b> <b>Radiographic Quality Assurance</b> Prerequisite: RTE 1418C. The student will receive instruction and hands-on practice in basic equipment tests to ensure consistent and proper performance of radiographic equipment. The rationale of a quality assurance program will be discussed with a focus on quality control evaluation and documentation.	<b>5 hrs., 3 crs.</b> \$49.00 lab fee	<b>#RTE 2854</b> <b>Clinical Education VI</b> Prerequisite: RTE 2844. Application of principles and performance of radiographic procedures will be the focus of this clinical rotation. Students will demonstrate a mastery of the basic skills necessary to perform a variety of radiographic procedures. Students will also, on a rotational basis, begin clinical observation of advanced modalities to include CT, MRI, US, Special Procedures, Nuclear Medicine, and the Cardiac Catheterization Lab.	<b>20 hrs., 4 crs.</b> \$13.00 lab fee

**#RTE 2905 2 hrs., 2 crs.****Directed Study in Diagnostic Imaging**

Prerequisites: RTE 1000C, RTE 2385.

The student will conduct an individualized study of many of the various aspects of Radiologic Technology, to include, patient care, radiation protection, equipment operation and maintenance, image production and evaluation, and overall radiographic procedure.

**#RTE 2933 1 hr., 1 cr.****Radiologic Science Seminar**

The student will study current topics in diagnostic imaging and how the skills taught in the program relate to these issues.

There will be a special emphasis on developing basic professional communication skills.

Advanced Technical Certificate in  
Magnetic Resonance Imaging

**#RTE 2575 3 hrs., 3 crs.****Introduction to MRI**

Prerequisite: ARRT or N.M.T.C.B. Certified and approval of program faculty.

This course is designed to provide the student with an introduction to the field of magnetic resonance imaging. This introductory course will include an overview of the history and development of MRI, fundamental principles, equipment, terminology, patient screening and safety, contraindications, image formation, acquisition, and production.

**#RTE 2576 3 hrs., 3 crs.****MRI Physics**

Prerequisite: RTE 2575.

This course is designed to develop an understanding of MR image acquisition and the hardware used in the acquisition of images. The course provides information in the use and manipulation of the hardware and technical parameters used in the generation of images. Included are a review of safety and special applications such as advanced imaging techniques. This information is useful to enable the student to maximize MR image quality by understanding the fundamentals of MR imaging.

Topics discussed will include coil availability and selection, consideration of scan sequences, specific choices in protocols such as slice thickness, phase direction, and flow compensation, pulse sequencing, image parameters, and quality assurance.

**#RTE 2577L 180 hrs., 3 crs.****Clinical MRI Education I**

\$21.00 lab fee

Prerequisite: ARRT Certified and approval of program faculty.

This course will allow the student the opportunity to apply the skills necessary for patient and personnel safety, the opportunity to practice skills necessary to obtain high quality MR images regarding the central nervous system, head and neck region, and musculoskeletal system, to objectively alter protocols based on patient anatomy and pathology or physical condition, and to identify image quality and equipment problems and to make appropriate corrections. Clinical education is conducted at a clinical facility after or in conjunction with didactic instruction. Activities include demonstration and observation, after which the student assists

in performing the activity. When a satisfactory degree of proficiency is apparent, the student will be allowed to perform the activity under direct supervision. When both the student and instructor are satisfied with the student's proficiency, the student will proceed with performing studies under indirect supervision to gain experience and expertise in MR imaging. This course is presented with a progression in competency levels in the form of clinical performance objectives and competency exams. The student will have access to the facilities, personnel, examinations and educational materials to competently achieve the course objectives.

**RTE 2578L**

**180 hrs., 3 crs.**

**Clinical MRI Education II**

Prerequisite: RTE 2577.

This course will allow the student the opportunity to apply the skills necessary for patient and personnel safety, the opportunity to practice skills necessary to obtain high quality MR images regarding the cardiovascular, thorax, abdomen, and pelvis, to objectively alter protocols based on patient anatomy and pathology or physical condition, and to identify image quality and equipment problems and to make appropriate corrections. Clinical education is conducted at a clinical facility after or in conjunction with didactic instruction. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student will be allowed to perform the activity under direct supervision. When both the student and instructor are satisfied with the student's proficiency, the student will proceed with performing studies under indirect supervision to gain experience and expertise in MR imaging. This course is presented with a progression in competency levels in the form of clinical performance objectives and competency exams. The student will have access to the facilities, personnel, examinations and educational materials to competently achieve the course objectives.

**RTE 2760**

**3hrs., 3 crs.**

**MRI Sectional Anatomy & Pathology I**

Prerequisite: ARRT Certified & approval of program faculty.

This is the first of two courses that provide a study of human anatomy as seen in axial, sagittal, coronal and oblique (as required) planes. Bony, muscular, vascular, organs and soft tissues of the following anatomical regions are studied: central nervous system (brain and spine), structures of the head and neck, and musculoskeletal systems. Focus will cover the common pathologies found in magnetic resonance imaging and their appearance with various imaging protocols. Case studies and images of pathologies will be used to reinforce content and application of material. The knowledge of the disease processes and their signal characteristics on different imaging sequences is studied when relevant for demonstration of anatomy in specific regions. The study of normal anatomy and normal variations and its appearance in planes enables the student to better recognize abnormal conditions and thus make associated changes in imaging requirements to adequately demonstrate the patient's anatomy and pathology. Students learn to recognize the need for additional sequences, changes in protocols, and the need for contrast studies based upon the recognition of pathological changes.

## College-Level Reading

**RTE 2771** 3 hrs., 3 crs.**MRI Sectional Anatomy and Pathology II**

Prerequisite: RTE 2760.

This second course in sectional anatomy and pathology is a continuing study of human anatomy as seen in axial, sagittal, and coronal planes. Bony, muscular, vascular, organs, of the following anatomical regions are studied: cardiovascular, thorax, abdomen, and pelvic area/systems. Focus will cover the common pathologies found in magnetic resonance imaging and the appearance with various imaging protocols. Case studies and images of pathologies will be used to reinforce content and application of material. The knowledge of the disease processes and their signal characteristics on different imaging sequences is studied when relevant for demonstration of anatomy in specific regions. The study of normal anatomy and normal variations and its appearance in planes enables the student to better recognize abnormal conditions and thus make associated changes in imaging requirements to adequately demonstrate the patient's anatomy and pathology. Students learn to recognize the need for additional sequences, changes in protocols, and the need for contrast studies based upon the recognition of pathological changes.

**READING****College Preparatory Reading**

The following are developmental courses not intended to satisfy any part of the college-level reading requirements and do not count as part of the required hours for graduation. A minimum grade of "C" is required to progress to the next course.

**REA 0001** 4 hrs., 3 crs.**Reading Skills I**

The first level of an intensive improvement program designed to upgrade each student's level of reading comprehension. Required of students who score below the prescribed state levels on the Gulf Coast Community College placement test. Must be passed with a minimum grade of "C." (A developmental course that does not satisfy General Education requirements or count toward required hours for graduation.)

**REA 0002** 4 hrs., 3 crs.**Reading Skills II**

Prerequisite: Satisfactory score on the Gulf Coast Community College placement test or completion of REA 0001 with a minimum grade of "C."

The second level of an intensive improvement course designed to upgrade each student's level of critical reading and thinking skills. Must be passed with a minimum grade of "C." (A developmental course that does not satisfy General Education requirements or count toward required hours for graduation.)

**REA 1930** 3 hrs., 3 crs.**Special Topics in Reading**

Prerequisite: Satisfactory English score on the Florida College Entry-Level Placement Test or completion of REA 0001 with a minimum grade of "C." This course may be used as an alternative to REA 0002 as a prerequisite for ENC 1101. In order to meet the reading prerequisite for ENC 1101 or any other college level course requiring a reading prerequisite, students who are substituting REA 1930 for REA 0002 must take and pass the REA 0002 exit exam and pass the course with a "C" or place into college reading by means of the CPT. This course may be used as a college-level elective. A course that focuses on developing and refining reading skills primarily through reading and responding to full-length, thematically related works.

**REA 2205** 3 hrs., 3 crs.**College-Level Reading Techniques**

Prerequisite: Eligibility for ENC 1101.

Techniques of increasing reading speed, expanding vocabulary, and heightening comprehension level. Designed for students who wish to improve their college-level reading skills. Qualifies as an elective course in the A.A. degree program and as an English requirement in some A.S. degree programs.

**REAL ESTATE****#REE 1040** 4 hrs., 4 crs.**Real Estate Principles, Practices, and Law**

(Required by the Real Estate Commission for eligibility to take the salesman's exam.) A study of the accepted principles and practices in real estate. field. The nature of the business, real estate ownership, contracts, titles, deeds, costs and mortgages instruments discussed for an overall view of present practices. A presentation of real property ownership and the principal commercial and financial transactions involved. Includes real estate law.

**#REE 2041** 5 hrs., 5 crs.**Real Estate Broker**

Prerequisite: Approval by the Real Estate Commission.

(Required by the Real Estate Commission for eligibility to take the broker's exam.) A study of brokerage, advertising, selling, property insurance, real estate instruments, liens, leases, property management, plan reading, city planning and zoning.

**#REE 2081** 1 hr., 1 cr.**License Renewal**

Prerequisite: Hold real estate salesman's or broker's license. New and updated information to real estate personnel. Meets license renewal requirements.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
 \* Minimum grade of "C" required.  
 = PSAV course.

**#REE 2085 3 hrs., 3 crs.****Post-Licensure Course for Salesmen**

Prerequisite: Real Estate Salesman registered after January 1, 1989.

Real estate finance, appraising, property management, and the economics of real estate. (Meets license renewal requirements.)

**#REE 2180 5 hrs., 5 crs.****FREAB Licensed Residential Appraisal Course I**

A thorough coverage of the residential appraisal process. Includes uniform standards of professional appraisal practices, an introduction to property, bundling of property rights, interest in property of others, transfer of property interests, deeds, real estate contracts, mortgage contracts, lending, and underwriting, introduction to market analysis, appraisal mathematics, preliminary analysis, site and improvement analysis, comparable-sales analysis, cost-depreciation analysis, appraisals of attached and manufactured housing, and appraisal reports. (Successful completion is necessary to obtain certification as a Registered/Licensed Appraiser in Florida.)

**#REE 2302 2 hrs., 2 crs.****FREC Post-Licensing Broker's Course II**

Prerequisite: Hold current Florida Real Estate Broker's license.

Provides new and updated information on investment and finance. (Brokers licensed after January 1, 1989, must successfully complete the course to renew broker's license.)

**RELIGION****REL 2000 3 hrs., 3 crs.****Introduction to Religion**

Prerequisite: ENC 1101 with a minimum grade of "C." (Meets Area II Humanities Requirement.)

Introduction to the academic study of religion. The student will investigate a wide range of religious phenomena from the major world religious traditions. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**REL 2121 3 hrs., 3 crs.****Introduction to Religion in America**

Prerequisite: ENC 1101 with a minimum grade of "C." (Meets Area II Humanities Requirement.)

This course is an historical inquiry into the ideological origins and social context of American religious life. Emphasis is placed upon the rich diversity of American religious life through an examination of American originals (e.g., native Americans, Mormons, Christian Scientists, Seventh-Day Adventists), imported religions (e.g., Protestantism, Catholicism, Islam, Judaism, Buddhism), and pop culture religion. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**REL 2210 3 hrs., 3 crs.****Introduction to the Hebrew Bible/Old Testament**

Prerequisite: ENC 1101 with a minimum grade of "C." (Meets Area II Humanities Requirement.)

A study of the history of the Hebrew people in a connected narrative and a general treatment of the background, purpose, and meaning of books in the Old Testament. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**REL 2240 3 hrs., 3 crs.****Introduction to New Testament**

Prerequisite: ENC 1101 with a minimum grade of "C." (Meets Area II Humanities Requirement.)

A study of the background of the New Testament world, the life and teachings of Jesus, the expansion of Christianity by early missionaries, and an overview of important Christian teachings. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**REL 2300 3 hrs., 3 crs.****Religions of the World**

Prerequisite: ENC 1101 with a minimum grade of "C." (Meets Area II Humanities Requirement.)

A study of primitive and the living religions of Hinduism, Jainism, Sikhism, Buddhism, Confucianism, Taoism, Judaism, Shinto, Zoroastrianism, Islam, and Christianity. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**RESPIRATORY CARE****#RET 1004 1 hr., 1 cr.****Introduction to Science I**

An introduction to basic mathematics and physics as they relate to the health profession. Provides theories, principles, and laws of these sciences.

**#RET 1005 1 hr., 1 cr.****Respiratory Microbiology**

A review of microbiology as it relates to the profession of respiratory care. Infection control procedures and blood borne disease will be discussed.

**#RET 1024C 8 hrs., 6 crs.****Respiratory Care I**

\$45.00 lab fee

Topics include setting objectives of patient care, theory and procedure for handling of compressed gases, humidity, O<sub>2</sub>, and IS. Laboratory and related clinical experiences will be part of this unit.

**#RET 1264C 19 hrs., 9 crs.****Respiratory Care II**

\$65.00 lab fee

A lecture, laboratory, and clinical course covering theory, procedures, and equipment of respiratory care. Topics include CPT, HHN therapy, IPPB airway control, and blood gas analysis.

<b>#RET 1295</b> 1 hr., 1 cr. <b>Clinical Respiratory Medicine I</b> A comprehensive survey of common pulmonary diseases including etiology, detection, treatment, prognosis of each disease category, and patient evaluation.	<b>#RET 1936</b> 1 hr., 1 cr. <b>Selected Topics Seminar VII</b> This course will introduce the new and constantly changing concepts in respiratory care.
<b>#RET 1350</b> 1 hr., 1 cr. <b>Pulmonary Pharmacology I</b> The route and methods of drug administration; effects and mechanisms of drugs; absorption and excretion of drugs; classification and description of drugs commonly used in respiratory therapy.	<b>#RET 2234</b> 1 hr., 1 cr. <b>Critical Thinking in Respiratory Care</b> This course examines critical thinking, assessment, and evaluation techniques necessary in the development of respiratory care plans and therapist driven protocols.
<b>#RET 1483</b> 2 hrs., 2 crs. <b>Pulmonary Assessment I</b> Patient assessment course covering information gathering, physical exams, chest x-rays, breath sounds, ABG and PFT evaluations.	<b>#RET 2280C</b> 12 hrs., 7 crs. <b>Respiratory Care IV</b> \$65.00 lab fee This course covers advanced modalities of ventilation related to critical care. Topics include hemodynamic monitoring, capnography, calorimetry, impedance pneumography, and ventilation waveforms.
<b>#RET 1485</b> 2 hrs., 2 crs. <b>Pulmonary Physiology</b> An introductory course covering the function of the respiratory system including ventilatory mechanics, gas transport, acid base physiology, neural/chemical regulation of breathing, ventilation perfusion relationships, and cardiac anatomy.	<b>#RET 2292</b> 1 hr., 1 cr. <b>Clinical Respiratory Medicine II</b> Physician lectures related to care of patient with more complex respiratory diseases sometimes requiring mechanical ventilation and invasive monitoring techniques.
<b>#RET 1930</b> 1 hr., 1 cr. <b>Selected Topics Seminar I</b> Provides fundamental understanding of the origin, purpose, indications for use, and contraindications of hyperbaric medicine.	<b>#RET 2297</b> 1 hr., 1 cr. <b>Pulmonary Assessment II</b> Lectures are provided focusing on hemodynamics, infectious diseases, blood disorders, and the management of the adult respiratory distress syndrome and near-drowning victims. Students present case studies to the physician on related topics of interest.
<b>#RET 1931</b> 1 hr., 1 cr. <b>Selected Topics Seminar II</b> Covers various sleep disorders identified in the Sleep Disorders Lab, a study of these disorders as well as lead placement, scoring, and options to treatment.	<b>#RET 2534C</b> 11 hrs., 5 crs. <b>Respiratory Care V</b> \$100.00 lab fee This course will cover fetal, neonatal, and infant development, assessment, and mechanical ventilation. Students will obtain neonatal Resuscitation Program (NRP) certification. Concepts in adult cardiopulmonary rehabilitation will also be covered.
<b>#RET 1932</b> 1 hr., 1 cr. <b>Selected Topics Seminar III</b> Basic ECG evaluation and interpretation of arrhythmias will be covered along with 12-lead ECG machine set up and operation.	<b>#RET 2616</b> 1 hr., 1 cr. <b>Management</b> Topics included in this course are the concepts of planning, organizing, and coordinating a department in a health care setting. Motivation, hiring, counseling, communication, and other concepts of employee management will be covered.
<b>#RET 1933</b> 1 hr., 1 cr. <b>Selected Topics Seminar IV</b> Introduction to venipuncture by laboratory and didactic instruction. Specialty areas may be covered for specific health professions.	<b>#RET 2878C</b> 16 hrs., 5 crs. <b>Respiratory Care III</b> \$30.00 lab fee A lecture, lab, and clinical course covering basic concepts in adult mechanical ventilation.
<b>#RET 1934</b> 1 hr., 1 cr. <b>Selected Topics Seminar V</b> This course will prepare the student to obtain Advanced Cardiac Life Support (ACLS) certification.	
<b>#RET 1935</b> 1 hr., 1 cr. <b>Selected Topics Seminar VI</b> This course will cover the theory, procedures, and selected clinical practice of pulmonary function testing.	

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.  
\* Minimum grade of "C" required.  
= PSAV course.

**SIGN LANGUAGE****#SPA 1620 2 hrs., 2 crs.****Introduction to Sign Language Systems I**

Current sign systems used throughout the United States, including ASL, Signed English, Signing Exact English, and PSE. Traces the history of sign language and fosters a greater appreciation and understanding of the hearing impaired and their culture. Introductory receptive and expressive sign language skills, including a working knowledge of 500 signs (alphabet, colors, numbers, food, emergency signs, etc.)

**#SPA 1622 2 hrs., 2 crs.****Introduction to Sign Language Systems II**

Prerequisite: SPA 1620.

A continuation of concepts introduced in SPA 1620 with expansion of signing vocabulary by 300 new signs. Achievement of receptive and expressive skills with 80 percent accuracy.

**SOCIOLOGY****SOW 2020 3 hrs., 3 crs.****Introduction to Social Work**

This course is an introduction to an analysis of the relationship of social problems and their determinants to clients, social welfare institutions, services, policies, and social service delivery systems.

**SYG 2000 3 hrs., 3 crs.****Principles of Sociology**

This course provides an introduction to basic structure of human society through the study and analysis of group life, the characteristics and variability of culture, the development of the individual's relationships to other individuals and groups.

**SYG 2010 3 hrs., 3 crs.****Social Problems**

Prerequisite: SYG 2000.

The course challenges the students to consider the practical implications, interpretation, and theoretical perception of social problems. It also enables students to gain an understanding of their own backgrounds and opinions about the social forces that shape the problems. Students will also be challenged to consider the factors that have shaped their own views of those problems as they live them.

**SYG 2430 3 hrs., 3 crs.****Marriage and Family Living**

This course is an analysis of courtship, mate selection, engagement, marriage, and child rearing, with emphasis on the contemporary American family.

**SONOGRAPHY****#SON 1100C 5 hrs., 4 crs.****Principles and Protocols of Sonography Imaging**

\$40.00 lab fee

Prerequisite: Approval of faculty.

This course is designed to introduce the entry-level student to the fundamentals of diagnostic medical Sonography (DMS).

The course will focus on the following topics as they relate to DMS: procedures and protocol; patient care; clerical duties; ethics; legal issues in health care; and professional (DMS) communications. Additionally, this course will interlink with the other courses in the DMS curriculum during both the didactic and clinical components of the program.

**#SON 1111 3 hrs., 3 crs.****Abdominal Sonography I**

Prerequisite: SON 1100C, SON 1170.

Corequisites: SON 1211, SON 1214, SON 1804, SON 1121.

This course is designed to correlate the sonographic anatomy, physiology, and pathology of the following organs/systems: muscles; major vasculature; liver, biliary system; and pancreas. The course will emphasize the sonographic features and characteristics of normal anatomy as well as the pathologies that might affect each organ. The course will also integrate clinical and diagnostic procedures, which are common to and specific to each organ.

**#SON 1112 3 hrs., 3 crs.****Abdominal Sonography II**

Prerequisite: SON 1111.

Corequisites: SON 1212, SON 1215, SON 1814, SON 1122.

This course is a continuance of Abdominal Sonography I, and is designed to correlate the sonographic anatomy, physiology, and pathology of the following organs/systems: urinary system; adrenal glands; spleen; lymphatic system; retro-peritoneum; male pelvis and scrotum; breast; neck and thyroid; and superficial structures. The course will emphasize the sonographic features and characteristics of normal anatomy as well as the pathologies that might affect each organ. The course will also integrate clinical and diagnostic procedures, which are common to and specific to each organ.

**#SON 1121 3 hrs., 3 crs.****OB/GYN Sonography I**

Prerequisite: SON 1100C, SON 1170.

Corequisites: SON 1211, SON 1214, SON 1804, SON 1111.

This course is designed to give the Sonography student an understanding of the anatomy, physiology, and pathology of the gravid and non-gravid female pelvis in both normal and abnormal appearances. The student will be introduced to the first trimester of pregnancy including its related anatomy, physiology, and possible pathology and/or complications. Embryology, early fetal development, sonographic identification and imaging of the embryo and fetus, trans-abdominal and trans-vaginal scanning techniques will be covered.

- #SON 1122** 3 hrs., 3 crs.  
**OB/GYN Sonography II**  
 Prerequisite: SON 1121.  
 Corequisites: SON 1212, SON 1215, SSON 1814, SON 1112.  
 This course is a continuation of OB/GYN Sonography I and is designed to give the student detailed instruction as to the role of Sonography during the second and third trimesters of pregnancy. Fetal development, physiology, all major anomalies, and maternal complications directly related to the second and third trimesters of pregnancy will be covered in detail.
- #SON 1144** 3 hrs., 3 crs.  
**Superficial Structures**  
 Prerequisite: SON 1112.  
 Corequisite: SON 1824.  
 The course will emphasize the sonographic features and characteristics of normal anatomy as well as the pathologies that might affect each organ. The course will also integrate clinical and diagnostic procedures of the male pelvis and scrotum; breasts; neck and thyroid; and superficial structures, which are common and specific to each organ.
- #SON 1170** 3 hrs., 3 crs.  
**Sonography of the Circulatory System**  
 Prerequisite: Permission of instructor.  
 Corequisite: SON 1100C.  
 An introduction to the hemodynamics of the circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures.
- #SON 1211** 2 hrs., 2 crs.  
**Medical Sonography Physics I**  
 Prerequisites: SON 1100C, SON 1170.  
 Corequisites: SON 1111, SON 1214, SON 1804, SON 1121.  
 This course is designed to present the Sonography student with detailed explanations of sound physics and instrumentations. The theory of physics principles and their practical applications, principles of instrumentation, and the practical clinical applications are presented. Additionally, the associated lab through demonstrations will correlate the theory to clinical practice.
- #SON 1212** 2 hrs., 2 crs.  
**Sonography Physics II**  
 Prerequisite: SON 1211.  
 Corequisites: SON 1112, SON 1215, SON 1814, SON 1122.  
 A continuation of the study of the properties of diagnostic ultrasound stressing the operation of diagnostic equipment, the display systems, biological effects and quality assurance methods. Current development in ultrasound are reviewed, discussed, and evaluated.
- #SON 1214** 3 hrs., 3 crs.  
**Practical Aspects of Sonography I**  
 A study of the principles of diagnostic ultrasound and practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the operation of diagnostic ultrasound equipment and routine images obtained.
- #SON 1215** 3 hrs., 3 crs.  
**Practical Aspects of Sonography II**  
 Prerequisite: SON 1214.  
 Corequisites: SON 1212, SON 1112, SON 1814, SON 1122.  
 A study of the principles of diagnostic ultrasound and practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the operation of diagnostic ultrasound equipment and routine images obtained.
- #SON 1804** 240 hrs., 3 crs.  
**Clinical Education I**  
 Prerequisite: 1100C, SON 1170.  
 Corequisites: SON 1211, SON 1111, SON 1214, SON 1121.  
 This course introduces the patient/sonographic role in a simulated clinical environment. It is designed to subject the students to clinical situations as they become familiar with the role and responsibilities of a sonographer. The course will have the students visiting the clinical facilities on a limited basis.
- #SON 1814** 240 hrs., 3 crs.  
**Clinical Education II**  
 Prerequisite: SON 1804.  
 Corequisites: SON 1212, SON 1112, SON 1215, SON 1122.  
 This course applies the principles learned in Abdominal & OB/GYN I to actual clinical rotations. The student will receive sonographic instruction in the following ways: by performing a variety of sonographic examinations: initiation of affiliate protocols; appropriate operation of equipment; providing patient care; exam documentation; and evaluation by the clinical instructor.
- #SON 1824** 384 hrs., 4 crs.  
**Clinical Education III**  
 Prerequisite: SON 1814.  
 Corequisite: SON 1144.  
 This course is a continuation of Abdominal & OB/GYN II. A goal of this final clinical course of the curriculum is to have the students strive to perform under indirect supervision while exercising independent judgment relative to the entirety of the sonographic examinations being performed. The students must meet their exiting clinical competencies.
- SPANISH**
- #SPN 1000** 3 hrs., 3 crs.  
**Basic Spanish Conversation I**  
 Introduction to Spanish sound system and conversational emphasis on practical applications in daily personal and business life. Culture based. (Does not fulfill any part of the college-transfer sequence and does not provide General Education elective credit.)



## #SPN 1050

5 hrs., 5 crs.

**Basic Spanish for Business**

Introduction to basic Spanish for persons with commercial interests. Emphasis will be in conversational and business language with limited grammatical structure pertaining to reading and writing in business Spanish. Introduction to common etiquette of Spanish-speaking countries and the process of making business travel arrangements. (Does not fulfill any part of the two-year college transfer sequence and does not provide General Education elective credit.)

## SPN 1120

4 hrs., 4 crs.

**First-Year Spanish I**

Prerequisite: Eligibility for ENC 1101.

Elements of Spanish grammar, simple conversational exercises, readings, composition, and cultural insights. Use of visual and auditory aids.

## SPN 1121

4 hrs., 4 crs.

**First-Year Spanish II**

Prerequisite: SPN 1120.

Continuation of SPN 1120.

## SPN 2200

4 hrs., 4 crs.

**Second-Year Spanish I**

Prerequisites: ENC 1101 and SPN 1121 or equivalent. (Meets Area II Humanities Requirement.)

Readings dealing with Spanish culture and civilization, grammar review, and oral practice. Use of visual and auditory aids. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

## SPN 2201

3 hrs., 3 crs.

**Second-Year Spanish II**

Prerequisite: SPN 2200 or consent of instructor.

Continuation of SPN 2200 with emphasis on conversation with authentic cultural materials. Authentic listening, reading, and viewing materials based on everyday culture and civilization of people from Spain and Hispanic America, basic grammar review, intermediate-level grammar, and development of listening, reading, writing, and speaking skills in the intermediate level.

**SPEECH**

## SPC 1420

3 hrs., 3 crs.

**Group Discussion**

Theory and practice in the process and dynamics of group discussion. Emphasis on techniques for the problem-solving or decision-making group.

## SPC 1600

3 hrs., 3 crs.

**Introduction to Public Speaking**

Prerequisite: Eligibility for ENC 1101.

Verbal elements of public speaking (purpose, organization, development, style, and methods of presentation of the message and relationship of the message to specific audiences) and nonverbal elements of public speaking (body action, voice, and general bearing). Designed to meet practical needs of the general student.

**STUDENT LIFE SKILLS**

## SLS 1201

3 hrs., 3 crs.

**Personal Development**

Acceptable Corequisites: ENC 0021, MAT 0002, MAT 0024, REA 0001, REA 0002, REA 1930.

The course is aimed toward improving self-esteem of the student. Motivation, interpersonal relationships, study skills, basic academic skill level, and future potential of the individual are examined. (A student cannot receive credit for SLS 1300 or SLS 1302 and SLS 1201). This course is highly recommended for students who test into two or more developmental courses.

## SLS 1225

1 hr., 1 cr.

**Human Potential Seminar**

Students will explore the process of goal setting by becoming familiar with common goal theories and motivational theories and applying them to the development of a specific academic plan. This course is highly recommended for students who test into two or more developmental courses.

## SLS 1300

1 hr., 1 cr.

**Life and Career Planning I**

Designed to help students set realistic life goals and determine occupational interests. (A student cannot receive credit for SLS 1300 or SLS 1302 and SLS 1201.)

## SLS 1301

3 hrs., 3 crs.

**College and Career Management**

Emphasis is placed on academic, personal, and interpersonal skills that will equip the student with the skills necessary to succeed in college and the creation of a sense of career importance. This course is highly recommended for students who test into two or more developmental courses.

## SLS 1302

2 hrs., 2 crs.

**Life and Career Planning II**

A continuation of SLS 1300 and includes values clarification and career and job planning. (A student cannot receive credit for SLS 1300 or SLS 1302 and SLS 1201.) This course is highly recommended for students who test into two or more developmental courses.

## #SLS 1350

2 hrs., 2 crs.

**Employability Skills I**

Pre-job training to help students set realistic job goals and to steer them into educational programs appropriate for their aptitudes and interests. Emphasis is on values clarification, setting life goals, determining occupational interests, time structuring, and developing proper work attitudes. This course is highly recommended for students who test into two or more developmental courses.

**SLS 2264****3 hrs., 3 crs.****Leadership Development Seminar**

This course encourages participants to develop their leadership potential by discovering the style that works best with their personal strengths and beliefs. The student will build skills for communication, conflict resolution, positive motivation, team building, and decision making. Community service is a required component to this course to expand the students understanding of citizenship and to provide a platform for expanding their newly acquired leadership skills.

**SURGICAL TECHNOLOGY****=HSC 0005****45 hrs., 1.5vc.****Orientation to Health Sciences**

Corequisite: HSC 0005L.

The purpose of this course is to introduce the student to the health care delivery system and provide an overview of the role and responsibility of members of the health care team. Common illnesses are discussed with a focus on prevention of disease and promotion of wellness. Systems of measurement, interpersonal skills, legal/ethical issues, basic medical terminology, infection control, and the personal characteristics of the successful health care professional are included. Also included are the basic concepts of patient care skills, which are common to all health occupations. Topics include patient and professional communication, proper patient identification, and monitoring of patient status.

**=HSC 0005L****15 hrs., 0.5 vc.****Orientation to Health Sciences Lab**

\$45.00 lab fee

Corequisite: HSC 0005.

Lab to accompany HSC 0005, Orientation to Health Sciences.

**=STS 0003****90 hrs., 3 vc.****Introduction to Surgical Technology**

Prerequisite: HSC 0005.

Corequisite: STS 0003L.

This course introduces the student to the discipline of surgical technique. Introduction to the program and facilities, mental health/personal hygiene, professional ethics, the design of the surgical suite, the health care team, legal issues in patient care, affirmative impact statement, asepsis/infection control, instrument cleaning methods for prevention of infection, sterilization methods for prevention of infection, chemical disinfection, and environmental sanitation.

**=STS 0003L****60 hrs., 2 vc.****Introduction to Surgical Technology Lab/Clinical**

\$48.00 lab fee

Prerequisite: HSC 0005.

Corequisite: STS 0003.

Lab and clinical practicum to accompany STS 0003, Introduction to Surgical Technology.

**=STS 0120****30 hrs., 1 vc.****Surgical Specialties I**

Prerequisite: STS 0155 and STS 0155L.

Corequisite: STS 0120L.

This course is designed to prepare students for surgical procedures including review of anatomy regarding eye, ear, nose, and throat surgery, diagnostic procedures and relevant equipment, supplies, and techniques. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

**=STS 0120L****15 hrs., 0.5 vc.****Surgical Specialties I Lab**

\$60.00 lab fee

Prerequisites: STS 0155 and STS 0155L.

Corequisite: STS 0120.

Lab to accompany STS 0120, Surgical Specialties I.

**=STS 0121****30 hrs., 1 vc.****Surgical Specialties II**

Prerequisite: STS 0120 and STS 0120L.

Corequisite: STS 01221L.

Course is designed to prepare students for surgical procedures including review of anatomy, relevant equipment, supplies, and techniques regarding maxillary/mandibular surgery, oral surgery, genito-urinary surgery, gynecological surgery, orthopedic surgery, neurosurgery, cardiovascular surgery, and general surgery. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

**=STS 0121L****15 hrs., 0.5 vc.****Surgical Specialties II Lab**

\$61.00 lab fee

Prerequisite: STS 0120 and STS 0120L.

Corequisite: STS 01221.

Lab to accompany STS 0121, Surgical Specialties II.

**=STS 0122****30 hrs., 1 vc.****Surgical Specialties III**

Prerequisite: STS 0121 and STS 0121L.

Corequisite: STS 0122L.

Course is designed to prepare students for surgical procedures including review of anatomy, relevant equipment, supplies, and techniques regarding thoracic surgery, emergency room activities, plastic surgery, and pediatric surgery. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists. Course also prepares students for employment in the surgical technologist field.

**=STS 0122L****15 hrs., 0.5 vc.****Surgical Specialties III**

\$60.00 lab fee

Prerequisites: STS 0121 and STS 0122L.

Corequisites: STS 0122.

Lab to accompany STS 0122, Surgical Specialties III.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

**=STS 0155** 105 hrs., 3.5 vc.**Surgical Techniques and Procedures**

Prerequisite: STS 0003 and STS 0003L.

Corequisite: STS 0155L.

Course is designed to introduce students to aseptic technique, infection control practices, duties of the circulator role, duties of the scrub role, suture material/wound closure, surgical needles, staples, instruments, wound healing and homeostasis, drains, dressings, incisions, and relevant terminology, pharmacology, and anesthesia principles to the duties of surgical procedure.

**=STS 0155L** 135 hrs., 4.5 vc.**Surgical Techniques and Procedures Lab/Clinical**

\$60.00 lab fee

Prerequisites: STS 0003 and STS 003L.

Corequisite: STS 0155.

Lab and clinical practicum to accompany course STS 0155, Surgical Techniques and Procedures.

**=STS 0255L** 180 hrs., 6 vc.**Surgical Procedures Clinical I**

Prerequisite: STS 0155 and STS 0155L.

Course is designed to prepare students for surgical procedures including the role of the scrub person including assisting team members to gown/glove, draping the sterile field, medical weights and measures/medicines/dosages, instrument identification and preparation, draping the patient, adhering to aseptic technique, sterilizing, chemical disinfection, preparing supplies and special equipment, passing instruments, supplies, and sutures to the surgeon, cutting sutures, holding retractors, cardiopulmonary resuscitation, instrument, sponge, and sharps count, administrative tasks and preparing operating room tables and lights. The role of circulator will include surgical preparation of the patient, positioning, and assisting in the administration of blood, plasma, transfusions, and injections. This course prepares students to meet the "standard" category regarding level of performance. Depth of coverage and case completion requirements will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

**=STS 0256L** 180 hrs., 6 vc.**Surgical Procedures Clinical II**

Prerequisite: STS 0255L.

This course is designed to prepare students for performing preoperative, intra-operative, and postoperative surgical procedures including the role of the scrub person regarding safety practices, work attitudes, professional ethics and legal requirements, reporting, documentation of work areas. Course prepares students to meet the "standard" category regarding level of performance. Depth of coverage and case completion requirements will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

**=STS 0257L** 190 hrs., 6.5 vc.**Surgical Procedures Clinical III**

Prerequisite: STS 0256L.

Course is designed to prepare students for performing preoperative, intraoperative, and postoperative surgical procedures. Course prepares students to meet "standard" category regarding level of performance. Depth of coverage and case completion requirements will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

**=STS 0803** 45 hrs., 1.5vc.**Pharmacology & Anesthesia**

Prerequisites: HSC 0005.

Corequisite: STS 0803L.

Course is designed to introduce students to most commonly used pharmacological agents in surgery, pre-post-, and intraoperatively, stressing identification, handling, and usage.

**=STS 0803L** 15 hrs., 0.5 vc**Pharmacology & Anesthesia Lab**

\$24.00 lab fee

Prerequisite: HSC 0005.

Corequisite: STS 0803.

Lab to accompany STS 0803, Pharmacology and Anesthesia.

**=STS 0804** 60 hrs., 2 vc.**Basic Microbiology**

This course covers the characteristics and activities of microorganisms. It surveys the various microbial groups, especially the bacteria, viruses, and fungi, with emphasis on pathogenic forms. Bacterial growth, metabolism, and genetics are discussed in some detail. Theories and methods of destruction, removal, and inhibition of microorganisms in the environment are studied, as well as how the human body's natural defenses act to protect us against pathogenic microorganisms, principles of wound healing, and how chemotherapeutic agents assist in this task. Various significant aspects of several infectious diseases that occur in humans are also covered.

**SURVEYING****SUR 2101** 3 hrs., 3 crs.**Surveying and Measurements**

Prerequisites: EGS 1110C, MTB 1322, or MAC 1114.

Includes distance measurements; theory and practice of leveling; angles and bearings; principles and use of transits, theodolites, EDMs and laser equipment; curves; stadia; topographic surveying; property surveying, and construction surveying.

**SUR 2101L** 3 hrs., 1 cr.**Surveying and Measurements Laboratory**

Corequisite: SUR 2101.

\$10.00 lab fee

Laboratory and field assignments coordinated with SUR 2101.

**#SUR 2533C****3 hrs., 3 crs.****Introduction to Global Positioning Systems**

Provides students with the basic theory of Geographic Information System (GIS) and Global Positioning System (GPS) to solve practical engineering problems using the orbital Satellite Navigation System.

**THEATRE****THE 1925****3 hrs., 1 cr.****Play Production**

Participation in theatrical productions with work in preparation and performance, including both acting and technical fields. (May be repeated up to three times for credit.)

**THE 2000****3 hrs., 3 crs.****Understanding Theatre**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

(Meets Area I Humanities Requirements)

Introduction to theatre with stress on the performer-audience relationship. Theatrical styles, dramatic structure, technical design, acting techniques, and criticism studied within a framework of aesthetic exchange between the actors and their audience.

**THE 2071****3 hrs., 3 crs.****Survey of Film**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." (Meets Area I Humanities requirement).

An introduction to the film industry. Covers silent cinema, the Hollywood studio era, contemporary world cinema. These topics are treated by exploring the aesthetic aspects of film and by examining its economics and sociology.

**THE 2305****3 hr., 3 cr.****Script Analysis**

Prerequisites: THE 2000, TPP 2110

An introduction to dramatic structure and methods of script analysis as a preparation for writing, directing, designing, performing and criticizing plays.

**TPA 1290****1 hr., 1 cr.****Technical Lab**

Practical experience in the operation of stage equipment.

**TPA 2000****3 hrs., 3 crs.****Theatre Design Basics**

Prerequisite: THE 2000.

Basic design skills for scenic, lighting, and costume design using color, grayscale, textures, and symmetry to create a strong stage presence.

**TPA 2200****Stagecraft****3 hrs., 3 crs.**

\$12.00 lab fee

This course serves as an introduction to the technical aspects of theatre. It will provide a basic understanding of tools and their operation in set construction along with providing opportunities to apply that knowledge. In addition, this course will cover other backstage topics such as paint, rigging, and electrics.

**TPP 1500****3 hrs., 3 crs.****Movement Techniques for the Theatre**

In-depth study of inner resources: Believable action through developing imagination, observation, concentration, sense recall, emotional response as preparation for stage movements, crosses, gesturing, body positions, motivation and stage business. Practical application of movement studies will be made through class use of scenes from plays or one-act plays.

**TPP 1700****3 hrs., 3 crs.****Voice Techniques for the Theatre**

In-depth study of improving voice techniques, oral reading, retelling stories, interpreting lines and memorization. Application of techniques will be made through reading poetry, scenes and scripts for commercials, television, and radio. Voice for the theatre and amplified voice techniques are included.

**TPP 2110****3 hrs., 3 crs.****Acting I**

Study of the acting process, including basic acting techniques, preparation, improvisation, role-playing, text analysis, and character development with emphasis on a truthful and honest approach.

**TPP 2111****3 hrs., 3 crs.****Acting II**

Prerequisite: TPP 2110 or consent of instructor.

Advanced study of characterization through the use of effective preparation, the review of essential acting techniques, and the application of these in monologues, scenes, and audition pieces.

**TPP 2250****3 hrs., 3 crs.****Introduction to Musical Theatre**

Study of musical theatre analysis, creation, and performance applied through the study of voice, dance, and acting.

**TPP 2300****3 hrs., 3 crs.****Directing I**

Prerequisites: THE 2000 and TPP 2110 or permission of instructor.

Introduction to the fundamental principles and techniques of play direction to include script selection and analysis, casting, composition, picturization, blocking, interpretation, and staging of plays.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV course.

**WATER/WASTEWATER TECHNOLOGY****=EVS 0110** **60 hrs., 2 vocational crs.****Introduction to Water and Wastewater Technology**

This course is a required course (Level D) that is a prerequisite to EVS 0333 Wastewater Treatment Plant Operations Level C. Professions related to water technology, scientific concepts, safety, regulations, basic hydraulics, disinfection, and sampling techniques are studied in this course.

**=EVS 0333** **115 hrs., 4 vocational crs.****Wastewater Treatment Plant Operations, Level C**

Prerequisite: EVS 0110.

Basic principles of wastewater treatment, sampling techniques and interpreting results, collection systems, treatment train, treatment process control, equipment inspection, and regulations are studied in this course.

**WELLNESS AND PHYSICAL EDUCATION**

*No more than two physical education activity courses may be counted toward the 60 hours for graduation.*

**HLP 1081** **3 hrs., 2 crs.**  
**Wellness** **\$4.00 lab fee**

This course is designed and organized so that students of all ages, interests, physical conditions, and activity levels will become more knowledgeable of appropriate wellness and lifestyle choices. Topics covered will include but not be limited to wellness, health, flexibility and strength, cardiovascular endurance, nutrition, weight control, stress, drug and alcohol use, and related issues. There will be a lifetime recreation or lifetime fitness activity component as a part of each class. This course will count as an academic elective.

**HLP 2084** **2.5 hrs., 2 crs.****Advanced Exercise Prescription**

Prerequisite: Permission of Instructor

Corequisite: HLP 2084L

This course is designed to bridge the gap between clinical exercise related coursework and the practical application of sound health and fitness programming. Students will learn how to properly screen and evaluate clients for safe participation in an exercise program, design and implement exercise prescriptions for multiple populations and goal attainment, and apply the principles of exercise in a personal training environment. A Personal Training Certification is available through the National Council of Strength and Fitness upon successful completion of the course.

**HLP 2084L** **2.5 hrs., 1 cr.****Advanced Exercise Prescription Lab****\$7.00 lab fee**

Prerequisite: Permission of Instructor

Corequisite: HLP 2084

This course is taken in conjunction with HLP 2084 and is necessary for practicing and mastering exercise testing and physical skills associated with HLP 2084.

**HSC 1403C** **3 hrs., 3 crs.**  
**First Aid, Personal Safety, and Basic Life Support Techniques** **\$12.00 lab fee**

A study of standards and accepted principles of first aid. Discussion and laboratory practice in dressings and bandages, wounds and their care, artificial respiration and cardiopulmonary resuscitation, poisons, fractures, burns, and transportation of the injured. This course will count as an academic elective.

**HSC 2100** **3 hrs., 3 crs.**  
**Personal and Community Health**

This course is designed to improve the quality of health, and to explore crucial health issues. This course encourages a more knowledgeable and proactive stance towards maintaining good health. This course will count as an academic elective.

**PEL 1214** **2 hrs., 1 cr.**  
**Intercollegiate Softball Workshop**

An activity course designed to serve varsity women's softball team members.

**PEL 1219** **2 hrs., 1 cr.**  
**Intercollegiate Baseball Workshop**

An activity course designed to serve varsity baseball team members.

**PEL 1324** **2 hrs., 1 cr.**  
**Intercollegiate Volleyball Workshop**

An activity course designed to serve the varsity women's volleyball team members.

**PEL 1621** **2 hrs., 1 cr.**  
**Theory and Practice of Basketball** **\$2.00 lab fee**

This course is designed for students to gain a working knowledge of rules, theory, and strategy of the sport of basketball through lecture, video, and on court demonstration and practice.

**PEL 1624** **2 hrs., 1 cr.**  
**Intercollegiate Basketball Workshop**

An activity course designed to serve varsity basketball team members.

**PEM 1116** **2 hrs., 1 cr.**  
**Lifetime Fitness** **\$2.00 lab fee**

This course is designed to improve or maintain strength and fitness levels through cross training. Activities such as weight training, land aerobics, water aerobics, walking and jogging are included. Emphasis is on fitness and proper exercise techniques.

**PEM 1131** **2 hrs., 1 cr.**  
**Weight Training** **\$2.00 lab fee**

This course is designed to improve or maintain strength and fitness levels through weight training. Emphasis is on fitness and proper use of weight equipment.

**PEM 1953** 2 hrs., 1 cr.**Cheerleading Workshop**

Prerequisite: Consent of instructor.

Practice of fundamentals and techniques of cheerleading.

**PEM 2171** 2 hrs., 1 cr.**Aerobics**

\$2.00 lab fee

This course is designed to improve cardiovascular fitness through dance and exercise.

**PEN 1171** 2 hrs., 1 cr.**Water Aerobics**

\$5.00 lab fee

This course is designed and organized so students can maintain and/or improve their health and fitness. Instruction in water exercises will contribute to the strength, flexibility, and cardiovascular endurance of the student. NOTE: Swimming skills are not a prerequisite.

**PEN 1172** 2 hrs., 1 cr.**Fitness Swim**

\$5.00 lab fee

Prerequisite: PEN 1121 or complete basic water skills test the first day of class.

This course is a noncompetitive but structured lap-swim program combined with stroke analysis and training techniques. The course is designed so students can maintain and/or improve their health and fitness.

**PEN 2114** 4 hrs., 2 crs.**Lifeguard Training**

\$7.00 lab fee

Prerequisite: Student must pass a basic water skills test the first class meeting.

This course is designed to help students understand the lifeguard/ employer relationships. The course provides explanations, demonstrations, practice, and review of the rescue skills essential for lifeguards. Fitness swimming will also be included as a component of this course. Upon successful completion, students will be eligible for Red Cross course completion cards in Lifeguard Training, Community First Aid and Safety, CPR for the Professional Rescuer, and Preventing Disease Transmission.

**PEN 2136** 6 hrs., 3 crs.**Basic Skin and SCUBA Diving**

\$125.00 lab fee

(The lab fee covers buoyancy compensator, regulator, tank rental, and air fills. Students must provide mask, fins, snorkel, dive gloves, and boat dives.)

Prerequisite: Student must pass a basic water skills test the first class meeting.

This course provides an orientation and introduction to physics of diving; anatomy; barotrauma, decompression sickness and decompression tables; general diving and scuba operation and maintenance; diving first aid and CPR; dive planning, environment and marine life.

**PEO 1932** 2 hrs., 1 cr.**Adapted Aquatics**

\$5.00 lab fee

This course is designed to help students with disabilities formulate concepts of safe practice when in an aquatic environment; learn and improve their physical aquatic skills relative to survival, efficient propulsion, and noncontact rescue; and provide an opportunity to improve or maintain physical fitness. NOTE: Swimming skills are not a prerequisite.

**PEO 2003** 3 hrs., 3 crs.**Sports Officiating**

This course is designed to provide students with a working knowledge of sports officiating through the use of lecture, videos, and practical experience. Interpretation of rules from a selection of sport activities will be included. This course will count as an academic elective.

**PET 2622** 3 hrs., 3 crs.**Care and Prevention of Athletic**

\$12.00 lab fee

**Injuries**

This course is designed to provide students with the knowledge and understanding of the principles and techniques involved in the prevention and care of athletic injuries.

**WOMEN'S STUDIES****WST 2010** 3 hrs., 3 crs.**Introduction to Women's Studies: Women and Their Communities**

This course introduces students to the study of major issues relevant to the female experience in Western Civilization and to the significance of gender in society. Students will be exposed to the major feminist theories that have shaped scholarship and lives. Emphasis will be placed upon the ways in which women have responded to the challenge of community.

# Applies only to A.S. degree, A.A.S. degree, and certificate programs.

\* Minimum grade of "C" required.

= PSAV 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 33 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 a 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 courses are referred to as "course equivalency profiles."

### Example of Course Identifier

<b>Prefix</b>	<b>Level Code (first digit)</b>	<b>Century Digit (second digit)</b>	<b>Decade Digit (third digit)</b>	<b>Unit Digit (fourth digit)</b>	<b>Lab Code</b>
<b>SYG</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	
<b>Sociology, General</b>	<b>Freshman level at this institution</b>	<b>Entry-Level General Sociology</b>	<b>Survey Course</b>	<b>Social Problems</b>	<b>No laboratory component in this course</b>

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (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 the 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 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 complete 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 the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

### **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 to identify the course.

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

Section 1007.24(7), Florida Statutes, states:

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

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

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

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution
- G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course

College preparatory and vocational preparatory course 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 Dr. Jeffry Stevenson, Dean of Workforce Development, at Gulf Coast Community College or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 2050427.

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**Wise, Stephen C. (1998)**  
**Assistant Coordinator of Health Sciences Admissions**  
 B.S., Troy State University

**Wolfe, Gregory C. (1991)**  
**Chair of Wellness & Athletics**  
 A.A., Gulf Coast Community College  
 B.S., Florida State University  
 M.S., Florida State University

**Wood, Danella (2000)**  
**Assistant Coordinator of Workforce Development**  
 A.A., Gulf Coast Community College  
 B.S., University of West Florida

**Woodham, Patti D. (1998)**  
**Associate Professor of English**  
 B.A., University of Alabama  
 M.A., University of Alabama

**Woolson, Carolin (2004)**  
**Assistant Professor of Philosophy and Religion**  
 B.A., San Diego State University  
 M.A., State University of New York, Binghamton

**Zacchio, Tony J. (2001)**  
**Manager II**  
 A.A., Gulf Coast Community College  
 B.S., University of Florida

#### EMERITUS

**Baugh, Anna Marie (1970-1998)**  
**Professor Emeritus**  
 B.S., Florida State University  
 M.S., Nova University

**Burch, Ivie R. (1966-1991)**  
**Professor Emeritus**  
 B.S., Florida A & M University  
 M.Ed., Florida A & M University

**Campbell, Letha J. (1977-1998)**  
**Professor Emeritus**  
 A.A., Rosenwald Junior College  
 B.S., Florida A&M University  
 M.E., Florida A & M University

**Daugherty II, George I. (1987-2001)**  
**Professor Emeritus**  
 M.S., University of Texas  
 D.D.S., Marquette University

**Etheridge-Barkely, Sandra Y. (1967-2003)**  
**Professor Emeritus**  
 B.S., Limestone College  
 M.A.T., Duke University  
 Ph.D., Florida State University

**Gibson, Daurice K. (1973-2003)**  
**Professor Emeritus**  
 A.A., Gulf Coast Community College  
 B.S., Florida State University  
 M.Ed., Auburn University

**Hair, Norman J. (1958-1993)**  
**Professor Emeritus**  
 B.S., Troy State College  
 M.M., University of Montevallo

**Henry, Cordell V. (1967-1994)**  
**Professor Emeritus**  
 B.S., East Central Oklahoma State College  
 M.N.S., State University of South Dakota

**Higgins, Margaret Ann (1965-1998)****Professor Emeritus**

A.A., Jones Junior College  
 B.A., Mississippi College  
 M.R.E., Southwestern Baptist  
 Theological Seminary  
 M.S., University of Southern Mississippi  
 Ed.D., Florida State University

**Jones, Robert C. (1969-2003)****Professor Emeritus**

B.A., University of Northern Iowa  
 M.A., Colorado State College

**McFatter, Janice (1966-2003)****Professor Emeritus**

B.S.E., Henderson State Teachers  
 College  
 M.A., University of Arkansas

**Miller, Leon (1969-1999)****Counselor Emeritus**

B.A., Wiley College

**Preston, Sandra E. (1970-2004)****Professor, French**

B.A., University of Florida  
 M.A., University of Florida  
 Ph.D., Florida State University

**Richards, Ann V. (1977-1998)****Professor Emeritus**

B.S., Georgia State University  
 M.A., University of West Florida

**Sale, William Frederick (1967-2003)****Professor Emeritus**

A.A., Tyler, Texas Junior College  
 B.A., North Texas State University  
 B.D., Southwestern Baptist Theological  
 Seminary  
 Th.M., Southwestern Baptist  
 Theological Seminary  
 M.Div., Southwestern Baptist  
 Theological Seminary

**Syfrett, Ann S. (1969-2003)****Professor Emeritus**

B.S.N., University of Florida  
 M.N., University of Florida

**Whitlock, Pamela L. (1973-2004)****Dean, Lifelong Learning**

A.A., Gulf Coast Community College  
 B.A., University of West Florida  
 M.Ed., Middle Tennessee State  
 University

**Wright, Robert E. (1981-2003)****Professor Emeritus**

A.A.S., Community College of the Air  
 Force  
 A.S., Gulf Coast Community College  
 B.S., Florida State University

## CAREER SERVICE PERSONNEL

**Akins, Debra B. (2000)**

Data Analyst

**Aplin, Nancy K. (2002)**

Senior Clerk Typist

**Ash, Candy S. (1998)**

Administrative Secretary

**Bailey, Ellax L. (1990)**

Custodian

**Barker, Mary E. (1985)**

Executive Secretary

**Barker, Willie L. (1991)**

Lead Custodian

**Bennett, Dorrie E. (Beth) (1990)**

Executive Secretary

**Bishop, Megan (2005)**

Administrative Secretary

**Boswell, Christopher S. (1999)**

Groundskeeper

**Brannon, Toby J. (1986)**

Administrative Secretary

**Brown, Angela M. (2002)**

Distance Education Assistant

**Brown, Darby H. (2000)**

Administrative Secretary

**Brown, Gerald A. (2002)**

Facilities Maintenance

**Brown, Harold (2000)**

Custodian

**Broxson, Glenda P. (1996)**

Secretary

**Bruner, Kevin A. (2004)**

Lead Network Support Technician

**Buckner, Thomas L. (2003)**

Intake Orientation Assistant

**Burkett, Brenda S. (1999)**

Secretary, Gulf/Franklin Center

**Cain, Larry L. (2002)**

Facilities Maintenance, Remote Campus

**Cannon, Lori A. (2004)**

Administrative Assistant

**Carter, Curtis J. (1986)**

WKGC

**Caruso, Carol P. (2001)**

Switchboard Operator

**Cassini, Tamara M. (2000)**

Administrative Secretary

**Cato, Linda B. (2003)**

Enrollment Services

**Chambers, Johnette T. (1998)**

Program Assistant

**Chan, Gerard D. (1992)**

Bookstore Manager

**Chappelle, Geraldine (1999)**

Administrative Assistant

**Cherry, Lenwood (1989)**

Custodian

**Childers, Peggy K. (1977)**

Executive Secretary

**Collins, George J. (1989)**

Custodian

**Cook, Richard A. (1999)**

Computer Operator

**Costa, Don A. (1987)**

Groundskeeper

**Courtney, Janice E. (1990)**

Bookstore

**Crawford, Wallace M. (1977)**

WKGC

**Cullen, Thomas E. (1999)**

Custodian

**D'Aoust, Mary H. (2005)**

Program Assistant

**DeLos Santos, Caty (1997)**

Food Services

**Devlbiss, James (1997)**

Printer

**Doherty, Daniel (2003)**

Custodial Supervisor

**Driesbach, Lynn M. (1974)**

Enrollment Services

**Duhon, Daniel W. (2005)**

Lab Technician

**Dutton, James T. (2003)**

Groundskeeper

**Everett, Tyrone (2005)**

Custodian

**Fletcher, Maevesta "Jae" (2005)**

Secretary

**Fralick, Robin B. (2004)**

Computer Lab Technician



---

<b>Freeman, Lonnie C. (1994)</b> Custodian	<b>Jones, Edwin L.(2005)</b> Maintenance, Remote Campus	<b>Miller, Wilma L. (1989)</b> Senior Bookkeeper
<b>Garcia, James R. (2005)</b> Custodian	<b>Kelly, Elizabeth A. (2002)</b> Executive Secretary	<b>Millett, Wayne C. (1976)</b> Receiving & Inventory Clerk
<b>Gilbert, Barbara A. (1992)</b> Administrative Secretary	<b>Keesler, Pamela S. (1996)</b> Receptionist	<b>Mineer, Debra L. (1999)</b> Receptionist
<b>Gillespie, Tommy L. (2002)</b> Custodian	<b>Kight, Christina L. (1998)</b> Senior Clerk Typist	<b>Mitchell, Cindy L. (2003)</b> Senior Library Assistant
<b>Gilmore, Mary S. (1986)</b> Food Services	<b>Kinney, Robert R. (2000)</b> Board Operator, WKGC	<b>Mitchell, Marcia J. (2001)</b> Administrative Secretary
<b>Givens, Lee F. (2005)</b> Custodian	<b>Krampota, Tom J. (1992)</b> Custodian	<b>Morgan, Michael A. (2002)</b> Maintenance Mechanic II
<b>Good, Brenda L. (1994)</b> Bookkeeper	<b>Krutchek, Kimberly A. (2002)</b> Senior Library Assistant	<b>Moschella, Verna-Lou (2005)</b> Technical Lab Assistant
<b>Griffith, Janice L. (2000)</b> Financial Aid Assistant	<b>Kuczenski, Jacqueline L. (1984)</b> Administrative Secretary	<b>Murphy, Dolores N. (1976)</b> Executive Secretary
<b>Hall, Glynn B.</b> Computer Technician	<b>LaCasse, Colette (1999)</b> Administrative Assistant	<b>Newberry, Robin (2005)</b> Program Assistant
<b>Head, Connie S. (2003)</b> Senior Library Assistant	<b>Lamberson, John M. (2000)</b> Administrative Assistant	<b>Owens, Carol (2005)</b> Intake Orientation Assistant
<b>Heltman, Jerry F. (1999)</b> Maintenance	<b>Lewis, Linda D. (2005)</b> Senior Clerk Typist	<b>Packard, Linda G. (2002)</b> Custodian
<b>Hesketh, Ann P. (Pat) (2000)</b> Administrative Secretary	<b>Lindman, Lisa I. (2001)</b> Administrative Secretary	<b>Palmieri, Charles J. (2005)</b> Lead Network/Telecommunications Technician
<b>Hewitt, Kathryn L. (1996)</b> Administrative Secretary	<b>Lindsey, James E. (1982)</b> Maintenance	<b>Paris, Suzanne B. (2005)</b> Records/Credentialing Assistant
<b>Hillard, Randal J. (1999)</b> Computer Maintenance Technician	<b>Long, James R. (1985)</b> Maintenance	<b>Phillips, Janice L. (1974)</b> Senior Library Assistant
<b>Hughes, Bobby E. (2000)</b> Financial Aid Assistant	<b>Long, Kelley R. (2001)</b> Intake Orientation Assistant	<b>Pittman, Edgar L. (1979)</b> Lead Groundskeeper
<b>Hughes, Thomas (2005)</b> Media Services Assistant	<b>Long, Margaret A. (1990)</b> Enrollment Services and Research	<b>Porter, James A. (1974)</b> Maintenance
<b>Ingram, Gregory (2004)</b> Groundskeeper	<b>Lowder, Latangela F. (2001)</b> Auxillary Service Worker III	<b>Ramsey, Sheila A. (2002)</b> Senior Clerk Typist, Financial Aid
<b>Ivey, Sandra L. (1984)</b> Postal Operations Assistant	<b>McClinton, Horace (1999)</b> Custodian	<b>Rice, Ronald W. (2001)</b> Facilities Maintenance, Remote Campus
<b>Jackson-Griggs, Louise (2000)</b> Auxiliary Services	<b>McCorvey, Michael (1976)</b> Custodian	<b>Riley, Cleveland (2002)</b> Facilities Maintenance, Remote Campus
<b>Jenkins, Hilary A. (1996)</b> Maintenance	<b>McCoy, Margie Y. (1985)</b> Membership Associate, WKGC	<b>Riley, Josephine (1997)</b> Custodian
<b>Johnson, Janice E. (2004)</b> Testing Assistant	<b>McNear, Latoria O. (1998)</b> Custodian	<b>Rissmann, Mark A. (1999)</b> Groundskeeper
<b>Jones, Carin H. (2000)</b> Administrative Secretary	<b>Menchion, Pattie (1982)</b> Senior Cashier	<b>Robertson, Katherine H. (1997)</b> Administrative Secretary
<b>Jones, Christopher S. (2003)</b> Network Assistant	<b>Merritt, Robin A. (2003)</b> Senior Employment Representative	<b>Robinett, James (2005)</b> Administrative Secretary

---

**Robinson, Chester J. (1990)**  
Groundskeeper

**Robinson, Derek A. (1998)**  
Custodian

**Rogers, Catherine (2005)**  
Senior Clerk Typist

**Roldan, Helen M. (1995)**  
Assistant Bookstore Manager

**Sapp, Beverly A. (2002)**  
Administrative Secretary

**Shoffer, Dawn M. (2003)**  
Enrollment Services

**Slendorn, Patricia E. (1991)**  
Food Services

**Smith, Susanne P. (2000)**  
Executive Secretary

**Soderquist, Margaret A (1976)**  
Senior Bookkeeper

**Spencer, Scott T. (2003)**  
Administrative Secretary

**Stanley, Susan D. (2001)**  
Senior Clerk Typist

**Stauffer, Patricia S. (1991)**  
Administrative Assistant

**Steele, Kimberly (2004)**  
Senior Clerk Typist

**Steele, Michelle (2003)**  
Administrative Secretary

**Stephens, Willie J. (1977)**  
Custodian

**Stichka, Vonda J. (Jill) (2004)**  
Executive Secretary

**Striplin, Roy B. (2000)**  
Groundskeeper

**Takahashi, George H. (1994)**  
Maintenance Mechanic

**Taylor, Brenda K. (1998)**  
Administrative Secretary

**Taylor, Robin C. (2005)**  
Groundskeeper

**Taylor, Shirley H. (1992)**  
Administrative Secretary

**Terryn, Dorothy A. (Dottie) (1986)**  
Senior Bookkeeper

**Thomasson, Barbara (1994)**  
Administrative Secretary

**Thompson, Ronald (2003)**  
Wellness and Athletics

**Ruggieri, Mark J. (2005)**  
Custodian

**Tucker, Peggy A. (2005)**  
Secretary

**Varner, Arnold C. (1990)**  
Maintenance

**Varnum, Jerry (1996)**  
Computer Operator/Programmer

**Vaughn, Jackie A. (1994)**  
Secretary

**Vista, Tito N. (1998)**  
Maintenance Mechanic II

**Walding, Shannon M. (2003)**  
Secretary

**Walker, Shirley A. (1998)**  
Custodian

**Ware, Jesse L. (1987)**  
Print Shop Manager

**Warren, Morrissa A. (2005)**  
Enrollment Services

**Watson, Ronney L. (1982)**  
Grounds Supervisor

**Whitaker, Sylvia G. (2001)**  
Teacher's Aide

**White, John A. (2001)**  
Producer/News Reporter

**White, Willie H. (1990)**  
Custodian

**Whitehead, Carlos V. (1990)**  
Facilities Management Supervisor

**Wilkes, Eileen S. (1986)**  
Secretary to the President

**Willbanks, Charlotte M. (1993)**  
Purchasing Assistant

**Williams, LaShavia D. (2005)**  
Secretary

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