ST. JOHNS RIVER STATE COLLEGE
FLORIDA SCHOOL OF THE ARTS

A public college supported by the State of Florida and affiliated with Clay, Putnam, and St. Johns counties

St. Johns River State College
DISTRICT BOARD OF TRUSTEES

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Palatka Campus
5001 St. Johns Avenue
Palatka, FL 32177
(386) 312-4200

St. Augustine Campus
2990 College Drive
St. Augustine, FL 32084
(904) 808-7400

St. Johns River State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.

This publication can be made available in a variety of formats to persons with disabilities.
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Welcome to St. Johns River State College, and congratulations on taking the first step toward building a better future for yourself, your family and your community! Earning a college education is one of the most important investments you can make in your future.

It is an exciting time to be part of the SJR State experience as we move forward with our transition to a "state" college - an identity that represents more than a change in name, but also our commitment to providing access and opportunity for all students striving to reach their highest potential.

Before you awaits a collegiate journey rich in student life and an academic environment equipped to foster your potential. Our long-standing reputation for academic excellence is evident throughout our district. For more than 50 years, SJR State has prepared students just like you to enter the university system, advance in their careers or enter the workforce as a trained professional.

We at SJR State recognize that you are beginning a new chapter in your life and that the foundation for a successful college career requires commitment and support. It is our pledge to recognize you as an individual, and we stand ready to assist you with academic advising, career services and college success workshops to help you stay focused and on track.

I invite you to join our impressive and diverse student body and benefit from our new programs, the latest technologies and an outstanding faculty. Whether you are returning to college to prepare for a new career or you are exploring your academic options for the first time, our priority is to prepare you for success.

I believe in this community; I believe in this College; and I believe in you.

Warmest regards,

Joe Pickens
Joe H. Pickens, J.D.
President
ACADEMIC CALENDAR

ST. JOHNS RIVER STATE COLLEGE

FALL TERM 2011
July 6 ................................ Registration for Fall Term classes begins (8:00 a.m. - 9:59 p.m.)
July 13............................. New student registration 8:00 a.m. (students attending/completing orientation)
August 11.......................... Registration fees due on or before 9:59 p.m.
August 15.......................... Open registration (state waivers & non-degree seeking)
August 15.......................... Faculty reports
August 21.......................... Last day for registration and fee payment without late fee penalty
August 22.......................... CLASSES BEGIN - Registration allowed w/fee penalty
August 23.......................... Last day for registration with fee penalty
August 26......................... Last day to schedule changes (Web closes at 9:59 p.m.)
August 26.......................... Last day to withdraw from classes with refund
September 5....................... Labor Day Holiday - College closed
September 10...................... Last day to apply for degree conferral
September 23...................... Last day to clear "I" grades from previous semester
October 22....................... Last day for payment of Veterans' deferred fees
November 8....................... Last day for student/instructor initiated course withdrawal with “W”
November 11..................... Veterans Day Holiday - College closed
November 23-26.............. Thanksgiving Holiday - College closes Nov. 22 at 10:00 p.m.
November 30...................... Last day to apply for degree conferral
December 6-12.................. Finals for evening classes
December 8-13.................. Finals for day classes
December 13................... Classes end (5:00 p.m.)
December 14.................. Final grades due (10:00 a.m.)
December 16................ Last day for faculty
December 19................... Christmas Holidays - College closed through January 3

SPRING TERM 2012
November 2........................ Registration for spring classes begins (8:00 a.m. - 9:59 p.m.)
November 10..................... New student registration 8:00 a.m. (students attending/completing orientation)
December 13...................... Registration Fees due on or before 9:59 p.m.
December 15...................... Open registration (state waivers & non-degree seeking)
January 4......................... Staff, Counselors and Advisors report
January 6......................... Faculty reports
January 8......................... Last day for registration and fee payment without late fee penalty
January 9......................... CLASSES BEGIN - Registration allowed with fee penalty
January 10....................... Last day for registration with fee penalty
January 13....................... Last day for schedule changes (Web closes at 9:59 p.m.)
January 13....................... Last day to withdraw from classes with refund
January 16...................... Martin Luther King, Jr. Day Holiday - College closed
January 21....................... Last day to clear admission records
February 16..................... Last day to clear "I" grades from previous semester
March 1............................ Last day to apply for degree conferral
March 1......................... Last day to order cap/gown for annual graduation
March 7......................... Last day for payment of Veterans' deferred fees
March 12-16..................... Spring vacation - College closed
March 21......................... Last day for student/instructor initiated course withdrawal with “W”
April 17-23..................... Finals for evening classes
April 19-24..................... Finals for day classes
April 27.......................... Classes end (5:00 p.m.)
April 30.......................... Final grades due (10:00 a.m.)
May 4.............................. Last day for faculty
May 4.............................. Annual graduation
SUMMER FULL TERM 2012

March 5 - May 10 ........ Registration for classes beginning: 5/9-6/29 and 5/9-8/9 (8:00 a.m. - 9:59 p.m.)
March 5 - June 28 ....... Registration for classes beginning: 6/27-8/9 (8:00 a.m. - 9:59 p.m.)
May 28 .................. Memorial Day Holiday - College closed
June 7 .................. Last day to clear "I" grades from previous semester
June 22 .................. Florida School of the Arts Graduation (7:00 p.m.)
June 29 .................. Last day to clear admissions records
July 4 .................. Independence Day Holiday observed - College closed
July 31 .................. Last day to apply for degree conferral
August 9 .............. End of Summer Term

SESSION 1 - CLASSES MAY 9 - JUNE 21

March 5 - May 10 ........ Registration (8:00 a.m. - 9:59 p.m.)
March 12 ................ New student registration 8:00 a.m. (students attending/completing orientation)
May 2 .................... Registration fees due on or before 9:59 p.m.
May 3 .................... Open registration (state waivers & non-degree seeking)
May 9 .................... Faculty reports
May 9 .................... CLASSES BEGIN
May 11 .................. Last day for schedule changes only (Web closes at 9:59 p.m.)
May 11 .................. Last day to withdraw from classes with refund
June 8 .................. Last day for payment of Veterans’ deferred fees
June 7 .................. Last day for student/instructor initiated course withdrawal with "W"
June 21 ............... Classes end (5:00 p.m.)
June 22 ................ Final grades due (10:00 a.m.)
June 22 ................ Last day for faculty

SESSION 2 - CLASSES MAY 9 - AUGUST 9

March 5 - May 10 ........ Registration (8:00 a.m. - 9:59 p.m.)
March 12 ................ New student registration 8:00 a.m. (students attending/completing orientation)
May 2 .................... Registration fees due on or before 9:59 p.m.
May 3 .................... Open registration (state waivers & non-degree seeking)
May 9 .................... Faculty reports
May 9 .................... CLASSES BEGIN
May 11 .................. Last day for schedule changes only (Web closes at 9:59 p.m.)
May 11 .................. Last day to withdraw from classes with refund
June 8 .................. Last day for payment of Veterans’ deferred fees
July 26 .................. Last day for student/instructor initiated course withdrawal with "W"
August 9 .............. Classes end (5:00 p.m.)
August 10 ............. Final grades due (10:00 a.m.)
August 10 ............. Last day for faculty

SESSION 3 - CLASSES JUNE 27 - AUGUST 9

March 5 - June 28 ........ Registration (8:00 a.m. - 9:59 p.m.)
March 12 ................ New student registration (students attending/completing orientation)
May 12 .................. New student registration (Session 3 Eligible only)
June 23 ................ Open registration (state waivers & non-degree seeking)
June 27 ................ Faculty reports
June 27 ................ CLASSES BEGIN
June 29 ................ Last day for schedule changes only (Web closes at 9:59 p.m.)
June 29 ................ Last day to withdraw from classes with refund (10:00 a.m.)
July 27 ................ Last day for payment of Veterans’ deferred fees
July 25 ................ Last day for student/instructor initiated course withdrawal with "W"
August 9 .............. Last day to clear “I” grades from previous semester
August 9 .............. Classes end (5:00 p.m.)
August 10 ............. Final grades due (10:00 a.m.)
August 10 ............. Last day for faculty
St. Johns River Junior College was established as a public institution in 1958 to serve the counties of Clay, Putnam, and St. Johns. It was one of several public junior colleges founded in accordance with legislation enacted by the 1957 session of the Florida Legislature.

Located in Palatka, the College was officially opened for organizational purposes on February 25, 1958. Dr. B. R. Tilley was appointed as the first president.

Classes for the 1958-59 school year were conducted in the educational buildings of First Baptist Church of Palatka, and 191 students began the fall semester of 1958. In its second year of operation, the College moved to its new campus of 96 acres. At the end of the second year, the College graduated its first class of 22 students.

In compliance with a legislative act, a District Board of Trustees was organized in 1968 as the governing body of the College. This board is composed of two members each from Clay and St. Johns counties and three members from Putnam County.

When Collier-Blocker Junior College in Palatka closed in 1964, the College absorbed its operation and began offering classes at that facility in the fall of 1964. At the end of Term II, 1965, all classes were moved to the main campus. The Collier-Blocker plant reverted to Putnam County.

In 1972 Dr. Robert L. McLendon, Jr., Vice President and Dean of Academic Affairs, was appointed president.

In August of 1976, the Florida School of the Arts began full operation as a part of St. Johns River Junior College with a charter class of 51 students. The first state-supported professional arts school for high school and college students in Florida, the school has continued to grow as its curriculum has expanded. The Florida School of the Arts serves the entire state of Florida.

In 1977, the College underwent two major changes. The official name became St. Johns River State College and SJR State opened its first branch campus in Orange Park, a community in northern Clay County. The Orange Park Campus is now located on College Drive in the Doctors Inlet area. Construction of permanent facilities on that site began in 1987, and the College began operating in the new facility in 1989. A student center and expanded learning resources center were constructed in 1997.

In July 1986, the College opened its second branch campus, this time in St. Augustine in the Fullerwood School, a site made available by the St. Johns County School Board. After operating for more than nine years in the Fullerwood building, the St. Augustine faculty, staff, and students moved in January 1996 to the newly constructed campus located on State Road 16.

In 1997, Senate Bill 1688 authorized all community colleges to offer Workforce Development programs to include Adult and Post Secondary Adult Vocational Programs. This opened the door to SJR State becoming a fully comprehensive community college. The inaugural programs in this area were started and 1999 to included the criminal justice programs of law enforcement and corrections as well as apprenticeship programs in carpentry, electrical, and heating and air conditioning.

The College opened the Thrasher-Horne Center for the Arts on the Orange Park Campus in 2004. This complex hosts traveling art exhibits, theatrical shows and community events and serves as a meeting site for business conferences and events.

In 2008, Joe H. Pickens, J.D. was appointed as the fourth president.

The College was granted approval to offer its first baccalaureate degrees in 2010 by the State Board of Education and the Southern Association of Colleges and Schools Commission on Colleges, moving the College from a Level I to a Level II accredited institution. Classes for two bachelor's degree programs - Early Childhood Education and Organizational Management - began in January 2011.

Following legislation to rename the Florida Community College System as the Florida College System, Florida Statutes then authorized colleges accredited to award four-year degrees to change their names to better reflect their progression. A public name change survey was conducted in 2010, prompting College Trustees to change the institution’s name to St. Johns River State College. A new College logo and Viking icon were unveiled when the College officially transitioned to SJR State in January 2011.

The College continues its comprehensive educational role by expanding its offerings in academic, workforce development and adult education areas, as well as continuing and community education, to better serve area residents.

**MISSION STATEMENT**

St. Johns River State College provides students with equal access to a broad spectrum of educational and cultural opportunities while encouraging the pursuit of academic excellence and scholarly achievement through high quality instruction. The College creates and continuously improves affordable, accessible and effective learning opportunities, support services, and resources for the educational needs of the diverse population it serves.

The College fulfills its mission through offering:
1. Transferable freshman and sophomore courses in the arts and sciences, as well as other disciplines, leading to the Associate in Arts degree;
2. Career and technical programs leading to the Associate in Science degree, the Associate in Applied Science degree, or college credit (technical) certificates;
3. Upper level courses leading to the awarding of baccalaureate degrees as authorized by the State Board of Education;
4. Intensive training and course work in the visual and performing arts for students of exceptional talent or promise;
5. Vocational programs for students who seek skilled or semi-skilled employment;
6. Programs for students who need to improve their basic academic skills or prepare for the General Educational Development examination;
7. Delivery of educational services in innovative and efficient ways to assist students whose opportunity for educational attainment is limited by place or time;
8. Support services which assist students in achieving academic success;
9. Partnerships with four-year institutions enabling students to earn baccalaureate degrees while remaining within the service district;
10. Assistance with economic development efforts by offering workforce development programs designed to meet local, regional, and statewide needs;
11. Continuing workforce education and training for business and industry;
12. Community enrichment and lifelong learning opportunities for the residents of the service district.

NOTICE OF NON-DISCRIMINATION

St. Johns River State College does not discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, or disability in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Annette W. Barrineau, Equity Officer/VP for Administrative Affairs, 5001 St. Johns Avenue, Palatka, Florida, 32177, 386-312-4072, annettebarrineau@SJRstate.edu.

IDENTIFICATION AND NOTIFICATION OF COORDINATORS

It is the policy of St. Johns River State College not to discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, or disability in its educational programs, activities, admissions policies and practices, or employment policies. Inquiries regarding compliance with laws relating to non-discrimination having to do with students may be directed to:

Gilbert L. Evans, Jr., Ph.D., J.D.
Vice President for Student Affairs/Assistant General Counsel
St. Johns River State College
Student Services Building, Room V227
5001 St. Johns Ave., Palatka, FL 32177
(386) 312-4127

and all other inquiries may be directed to:

Annette W. Barrineau, M.B.A.
Vice President for Administrative Affairs
St. Johns River State College
Administration Building, Room A145
5001 St. Johns Ave. Palatka, FL 32177
(386) 312-4072

or to the Atlanta Regional Office for Civil Rights (for U.S. EDOE): 404-562-6350.

The Vice President for Administrative Affairs is designated as the Equal Opportunity Employment Officer at St. Johns River State College.

GENERAL COLLEGE POLICY

The College reserves the right to change any of its policies, courses, regulations, and calendar of events without notice when it is considered in the best interest of the College.

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security Number (SSN). St. Johns River State College collects and uses your SSN for the following purposes in performance of the College’s duties and responsibilities. To protect your identity, SJR State will secure your SSN from unauthorized access, strictly prohibits the release of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique ID number is used for all associated employment and educational purposes at SJR State.

Employees

Human Resources

Your SSN is used for legitimate business purposes for completing and processing the following:

• Federal I-9 (Department of Homeland Security), 8U.S.C.A.§132.4a
• Federal W4, W2, 1099 (Internal Revenue Service), 26 U.S.C.A.§6109
• Federal Social Security Taxes (FICA), Title 26 of the United States Code
• Distributing Federal W2 (Internal Revenue Service)
• Unemployment Reports (FL Dept of Revenue), Florida Statute 443
• Florida Retirement Contribution Reports (FL Division of Retirement)
• Worker's Comp Claims (FCCRMC and Department of Labor), Florida Statute 440
• Direct Deposit Files
• New Hire Information Report (FL Department of Revenue), 119.071(5)(a)6.b.,E.S.
• 403b Contribution Reports
• Group health, life and dental coverage enrollment
• Supplemental insurance and deduction reports
• Work study work assignments
• Background checks – necessary for accurate identification for screening through the Florida Department of Law Enforcement (FDLE)
• FICA Alternative Plan Participation for Part-time Employees (Bencor)
• Special Pay Plan Participation for Qualified, Full-time Retiring Employees (Bencor)

Providing your Social Security Number is a condition of employment at SJR State.

Students

Admissions

Federal legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student SSN’s to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the College for this purpose, but the IRS is then authorized to fine
In addition to the federal reporting requirements, the public school system in Florida uses SSN’s as a student identifier (Section 1008.386, F.S.). In a seamless K-20 system, it is beneficial for post-secondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All admissions applications, Affidavits Regarding Home Schooling for Admission to Post Secondary Educational Institution, Former High School or College Transcript Request Forms, Letters of Intent for Athletic Scholarships, Continuing Workforce Education (PSAV) Registration/Application Forms, and the Adult Education Registration/Application Forms will request the student’s SSN.

**Financial Aid**

A student’s SSN is required for the following financial aid purposes: The United States Department of Education’s (USDOE) Free Application for Federal Student Aid (FASFA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program, and is required on all loan applications for use by the lender/servicer/guarantor. Forms for processing and reporting financial aid include:

- Federal Work Study
- Worksheets A,B,& C
- Financial Aid Consortium Agreement
- Authorization for Use of Federal Title IV Funds
- Appeal for Reinstatement of Financial Aid

SJR State collects a student’s SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.

If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience or Bright Futures, the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement Web site for reporting purposes.

**Library**

Student, faculty and staff SSN’s will be used in the libraries’ patron database (LINCC) for online login authentication, patron verification, and the elimination of duplicate records.

**Workforce Programs**

These programs, funded through the Agency for Workforce Innovation (AWI), use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based programs, AWI requires that all participants and their program related activities be recorded in the Florida state system (Section 1008.39 F.S.).
### Appendix I

**State and Federal Statutes and Regulations**

**That Mandate or Authorize the Use of Social Security Numbers**

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CAMPUS

PALATKA CAMPUS
5001 St. Johns Avenue, Palatka, FL 32177
(386) 312-4200

The 93-acre Palatka Campus is located in the west section of Palatka, near the junction of State Highways 19 and 20. Campus buildings include the main administration building, a student services building that houses the student center and bookstore, a science-technical complex, and learning resources center. Laboratories and specially equipped classrooms are provided for science, mathematics, physical education, social science, data processing, and business education. Facilities also include a gymnasium, tennis courts, handball courts, a baseball diamond, and a softball field.

Florida School of the Arts, Florida’s first state-supported arts school, was established in 1974 on the Palatka Campus and specializes in preparing students for successful careers in the fine and performing arts. The fine arts complex includes a 640-seat auditorium and two art galleries.

ORANGE PARK CAMPUS
283 College Drive, Orange Park, FL 32065
(904) 276-6800

The Orange Park Campus, located on College Drive in Orange Park, consists of 96 acres containing general purpose classrooms, a teaching auditorium, business education laboratories, library, science laboratories, computer laboratories, and a student center. The student center includes a food service outlet, student activity area, counselor offices, bookstore, testing facility, and a community room.

The Orange Park Campus is the location of the Thrasher-Horne Center for the Arts. This $24 million performing and visual arts, and conference center opened in 2004 and hosts traveling art exhibits, theatrical shows and community events. The center includes a 1,750 seat main performance hall, a 202 seat studio theater and two art galleries. The conference center serves as a meeting site for business conferences and events.

In 2008, the College opened the Health-Sciences Building on the Orange Park Campus. This two-story 32,000 square foot facility provides nursing students with a state-of-the-art environment designed to simulate a hospital. The facility also accommodates classrooms and laboratories for anatomy and physiology and microbiology. Furthermore, this is the first Green Globes Certified building in the Florida College System. This facility is a model of energy efficiency and has been constructed using state-of-the-art sustainable methods and materials.

OPEN CAMPUS
Administration Building, A166
Palatka Campus
5001 St. Johns Avenue, Palatka, FL 32177
(386) 312-4211

The Open Campus, located in the administration building of the Palatka Campus, is not a physical campus; however, its programs extend the College into the community through a variety of credit and non-credit training programs reaching beyond the traditional offerings of the College:

- Baccalaureate and Graduate Degree opportunities,
- Childcare,
- Continuing Education,
- Distance Learning,
- Dual Enrollment,
- Evening/Weekend/Off-campus courses,
- Educator Preparation Institute, and
- Military Educational Opportunities.

ST. AUGUSTINE CAMPUS
2990 College Drive, St. Augustine, FL 32084
(904) 808-7400

The St. Augustine Campus, located on State Road 16, is the newest of the three campuses. First occupied in January 1996, the campus includes covered walkways that link all buildings, man-made lakes, classrooms, a science building, a library that includes computer laboratories, a student services building, and an administration building.

The St. Augustine Campus is the location of the Workforce Training facility. The Higgins-Solomon Criminal Justice Center opened in 2003. The new facility houses the criminal justice and radiologic technology programs. The center includes defensive tactics and medical first responder laboratories. In addition, classrooms and a multi-purpose room are wired for and utilize the latest state-of-the-art instructional systems.

In 2011, the College opened the Health-Sciences building on the St. Augustine Campus. This two-story 32,000 square foot facility provides allied health students with an environment designed to simulate a hospital. The facility also accommodates classrooms and laboratories for anatomy and physiology and microbiology. Furthermore, this is the first Green Globes Certified building in the Florida College System. This facility is a model of energy efficiency and has been constructed using state-of-the-art sustainable methods and materials.

ST. JOHNS RIVER STATE COLLEGE FOUNDATION
The purpose of the St. Johns River State College Foundation, Inc. is to encourage, solicit, receive, and administer gifts and bequests of real and personal property of all kinds and funds for scientific, educational and charitable purposes, all for the advancement of SJR State and its objectives. The Foundation is a 501(c)3, not-for-profit corporation.

Various scholarships are offered by the Foundation. Scholarship applications are taken and awards are made in the spring and fall of each year. For more information about scholarships, contact the SJR State Foundation office at (386) 312-4100 or visit our Web site at: SJRstate.edu.

COLLEGE WEB SITE
SJR State's Web site has invaluable information about the College. Future students and their parents can learn about college programs and the steps for applying for admission. They may also apply for admission online. Current students and the general public can keep informed about ongoing and future events. There is also contact information for faculty and staff as well as a current listing of all open positions for employment.

Other resources for students include links to our online library
and the College catalog. Additionally, students can find out about the requirements for workforce programs and test dates for admission to those programs.

Students may register online and access their information through the College’s Web portal, My SJRstate. The portal provides access to class schedules, unofficial transcripts, financial information, e-mail, grades, and more from one secure, customized location.

**LIBRARY AND LEARNING RESOURCE CENTERS**

The three College libraries offer a wide variety of services and resources. Each campus library provides a comfortable atmosphere designed to serve the reading, reference and research needs of its students and faculty. The libraries support all areas of the curriculum with diverse print and non-print materials and online databases. A staff of friendly, professional librarians and support staff is always available to assist students, faculty and community patrons.

The print resources of the libraries include a combined book collection in excess of 65,000 print volumes and 29,500 e-books. Other print resources include approximately 378 subscriptions to current magazines, journals and newspapers and a retrospective journal collection of 5,600 bound volumes. The non-print collection features videos, digital video discs, compact discs, and audio books. All of the collections are readily accessible through the open stack system. The libraries use the Library of Congress Classification System.

Among the services offered by the libraries are reference and research assistance, information literacy instruction, inter-library loans, circulation and reserves. We provide access to materials and services to distance learners and remote users via mail, fax, telephone, and e-mail. Remote access to library resources and services is available via the library Web page at SJRstate.edu/libraries.

The collection is accessible by using the Library Information Network for Cooperative Content (LINCC). This online catalog provides access to not only the College’s collection, but to those colleges within the Florida College System and state university libraries as well. LINCC also features numerous online databases, providing full-text coverage of thousands of journals from all disciplines. Access to LINCC’s catalog is available in the library or remotely via the Internet.

The libraries are compliant with the standards established in the Americans with Disabilities Act. Every effort has been made to make the three libraries barrier free to persons with disabilities. Through the use of assistive technologies, all print and online materials are accessible to visually-impaired persons.

Each library provides facilities and equipment for audio-visual viewing and listening.

**COMPUTER LABORATORIES**

The libraries’ open computer labs are designated for scholarly activities related to student instruction and research. Access is limited to currently enrolled students and college personnel. Appropriate identification must be provided upon entering the open lab, and users must obey posted usage guidelines.
ADMISSIONS

ST. JOHNS RIVER STATE COLLEGE

ADMISSION POLICY
St. Johns River State College is an “open door” institution. Applicants for admission are considered on the basis of their qualifications without regard to age, color, disability, marital status, national origin, race, religion, or sex.

State law establishes certain minimum requirements for admission to college credit academic courses. These requirements ensure, as far as possible, that students will be successful in their academic work. After testing and counseling, the College may require a student to be enrolled in college preparatory courses.

ADMISSION CLASSIFICATION

COLLEGE CREDIT
A.A. Degree
A.S. Degree
B.S./B.A.S. Degree
College Credit Certificate

Limited Access Programs:
• Dual Enrollment
• Educator Preparation Institute (Institutional Credit)
• Florida School of the Arts
• Health Information Management
• Nursing
• Radiologic Technology
• Respiratory Care

NON CREDIT
Vocational Certificates (PSA V)
• Nursing Assistant
• Phlebotomy

Limited Access Programs:
• Corrections Basic Recruit
• Crossover Programs
• Law Enforcement

Apprenticeship Programs
Adult Education
Child Care Training
Continuing Education

COLLEGE CREDIT

BACHELOR OF SCIENCE DEGREE
BACHELOR OF APPLIED SCIENCE DEGREE

To be admitted to a B.S. or B.A.S. program, an applicant must have completed the following:

■ Application to SJR State baccalaureate program
■ Completion of an earned associate degree
■ Completion of prerequisite courses/degrees

Please see the specific baccalaureate program for exact admission requirements.

ASSOCIATE IN ARTS DEGREE
ASSOCIATE IN SCIENCE DEGREE
COLLEGE CREDIT CERTIFICATE

To be admitted as a degree/college credit certificate-seeking student, an applicant must meet the following requirements:

■ submit a completed application and fee;
■ provide copies of official ACT, SAT or a College placement test score. (if results are more than two years old a retest is required); and
■ provide proof of previous education:
  ■ a standard high school diploma with an official transcript; or
  ■ a high school diploma through any State Department of Education based on performance on the General Education Development (GED) test, provided the test was administered in English with an official transcript; or
  ■ a home education program meeting the requirements of F.S. 1002.41.

Transfer Students -
*In addition to the requirements that apply to Associate in Arts Degree, A.S. Degree, College Credit Certificate, and Bachelor's Degree, transfer students must also:
  ■ be in good academic standing from the previously attended college or university. Students on academic probation can enroll, but students who are suspended or dismissed are required to submit a petition requesting permission to enroll; and
  ■ provide official transcripts and catalog course descriptions from all colleges attended to the Admissions and Records Office.

*Students who have earned an associate and/or bachelor's degree or higher from a regionally accredited institution may be exempt from providing official proof of high school completion.

International Students - F1 (student) visa applicants
In addition to the requirements that apply to Associate in Arts Degree, A.S. Degree and College Credit Certificate, international students must also comply with the following:

■ all transcripts must be in English and evaluated by one of the National Association of Credential Evaluation Services, Inc. Agencies; and
■ proof that the high school certificate or diploma is equivalent to a standard Florida high school diploma or GED; and
■ proof of proficiency in oral and written English as demonstrated by a score of 500 or above on the paper pencil version of the TOEFL, or 173 or above on the computerized version, or 61 or above on the Internet based version; and
■ a financial statement (applicants are required by law to have sufficient funds for living expenses, tuition, and fees for a minimum of one year. These funds must be available when the student registers for courses each term. Financial aid is not available through the college); and
■ a physician's statement of health; and
be admitted to a limited access A.A., A.S. or A.A.S. degree program an applicant must meet aforementioned requirements and the requirements listed in the specific programs:

1. Dual Enrollment

An admission status that allows a superior high school student who has demonstrated exceptional academic achievement, emotional stability, and social maturity to attend SJR State prior to high school graduation.

A student may enroll in college credit courses creditable toward an associate degree, a baccalaureate degree, or a certificate, and a high school diploma. Credits earned at SJR State must be applicable to both a college degree or certificate and high school graduation requirements. A student must have advanced approval from the high school to apply college credits toward high school graduation. Any public school student so enrolled is exempt from the payment of registration, matriculation, books, laboratory fees, and testing fees.

Eligible home education students will be provided the opportunity to participate in dual enrollment programs offered by the College as defined in Florida Statutes 1007.27 and 1007.271. A home education student must provide proof of enrollment in a home education program pursuant to s.1002.41, Florida Statutes. Home school and private school students are responsible for books, materials, and transportation unless provided for otherwise.

Dually enrolled students must:

a. be seeking a college credit certificate, an approved career certificate (vocational or non-credit), a college credit Associate in Science degree or a college credit Associate in Arts degree;

b. have and maintain a minimum unweighted 3.0 cumulative GPA for enrollment or an unweighted 2.0 cumulative GPA for enrollment in a career certificate (vocational or non-credit) programs; and

c. be classified as a senior (have accumulated a minimum of 18 credits in grades 9, 10, and 11), be classified as a junior (have accumulated a minimum of 12 credits in grades 9 and 10) or be otherwise designated for participation in Dual Enrollment, and have demonstrated academic, social, and emotional maturity to ensure success in college level study; and

d. complete a dual enrollment application for admission (students will be required to submit an updated SJR State application for admission once they have graduated from high school); and

e. not make below a “C” (including a “W” grade) in any dual enrollment course. Students not maintaining this standard are subject to dismissal from the dual enrollment program; and

f. provide results of American College Test (ACT) or the Scholastic Aptitude Test (SAT) or the Florida College Entry Level Placement Test (CPT) to the office of Open Campus. Students who intend to enroll in English or mathematics must receive qualifying test scores (see high school counselors).

g. Exceptions to these requirements must be approved jointly by the school principal and the Vice President for Open Campus and Program Innovation.

Early Admissions (college credit)

An admission status, which is a form of dual enrollment, that allows a secondary student to enroll full-time in courses that are creditable toward the high school diploma and the associate degree. The early admission program is limited to students who have completed a minimum of six semesters of full-time secondary enrollment, including studies undertaken in the ninth grade, and who meet all other admission criteria required of dual enrollment students. Public school early admission students are exempt from payment of registration, matriculation, books, and laboratory fees.

College Credit Certificates and Vocational or Non Credit Certificates

Any course creditable toward college credit certificates, select career (vocational or non-credit) certificates or Associate in Science degree as outlined in the college catalog is an eligible course.

All admission requirements are the same as are stated in Dual Enrollment except that dual enrollment students pursuing a college credit certificate or an Associate in Science degree as outlined in the College catalog must have their high school counselor certify on the dual enrollment application form by using the four digit program code that the student is actually pursuing a college credit certificate, or an Associate in Science degree as outlined in the College catalog.

2. Florida School of the Arts

Admission to Florida School of the Arts A.A. and A.S. degree programs is based on audition/portfolio review and an interview. Under special circumstances, Florida School of the Arts may allow submission of slides or video in lieu of an on-site audition/portfolio review. However, final acceptance is contingent upon an interview with the area faculty and the Dean.

The following MUST be submitted:

- application to FloArts (no fee);
- application to SJR State (fee applied upon acceptance);
- resume;
- current transcript;
- (2) letters of recommendation from:
  1.) someone familiar with the candidate’s artistic abilities
  2.) candidate’s most recent teacher in his/her discipline;
- audition/portfolio.

Students must also be admitted to St. Johns River State College and are responsible for compliance with all College policies and procedures. Upon graduation from high school, the student must also send an official transcript in order to complete the admissions file.

All applications, recommendations, transcripts and test scores should be sent directly to the Florida School of the Arts.
3. Health Information Management
The Health Information Management program is a limited access program. To apply for admission, a student must have completed all of the following:
- application process to SJR State;
- application to Health Information Management program;
- satisfactory scores on all college placement tests or completion of all college preparatory courses; and
- completion of the ten prerequisite courses with a “C” or better prior to the program application deadline.

4. Nursing
The ASN program is a limited access program. To apply for admission into the nursing program, a student must have completed all of the following:
- application process to SJR State;
- application to nursing program;
- satisfactory scores on college placement tests or completion of all college preparatory courses;
- passage of nursing entrance test (HESI assessment exam);
- completion of the nine prerequisite courses with a “C” or better prior to the program application deadline; and
- complete Principles of General Chemistry/Lab or General Chemistry/Lab with a grade of “C” or better.

Student selection is objective and based on a point system. Please see the nursing section of this catalog on page 103.

5. Radiologic Technology
The Radiologic Technology program is a limited access program. To be eligible to apply for admission into the program, students must have successfully completed all of the following prior to the program application deadline:
- application process to SJR State;
- satisfactory scores on college placement tests or completion of all college preparatory courses;
- successful completion of eight prerequisite courses prior to the program application deadline (BSC 2085, BSC 2085L, BSC 2086 and BSC 2086L are counted as one course each for these purposes); and
- submit application to radiologic technology program.

Student selection is objective and based on a point system. Please see the Radiologic Technology section of this catalog on page 118 for more information.

6. Respiratory Care
The Respiratory Care program is a limited access program. To apply for admission, a student must have completed all of the following:
- application process to SJR State;
- application to respiratory care program;
- satisfactory scores on college placement tests or completion of all college preparatory courses; and
- completion of eight prerequisite courses by the end of the application period.

7. Educator Preparation Institute
The Educator Preparation Institute is a limited access program. To apply for admission, a student must have completed all of the following:
- application process to SJR State;
- application to Educator Preparation Institute;
- oral interview with EPI Director; and
- earned bachelors degree (students with international transcripts must provide an Eligible Statement of Eligibility from the Florida Department of Education).

In addition to the College’s admission requirements, there are state requirements that must be satisfied for admission. Please see the EPI section of this catalog on page 149 for more information.

NON COLLEGE CREDIT

VOCA TIONAL CERTIFICATES
POST SECONDARY JOB TRAINING (PSAV)

A vocational certificate prepares students for entry into a given career or vocation. To be admitted to SJR State as a Vocational Certificate seeking student, an applicant must meet the following requirements:
- be at least 16 years of age; furnish proof if asked;
- application process to SJR State;
- submit application for appropriate PSAV program;
- complete admissions testing.

A high school diploma and additional requirements are needed for admission into the limited access PSAV programs:

1. Limited Access Programs (PSAV)
The following PSAV programs are limited access:
   a. Law Enforcement
   b. Corrections Basic Recruit

Qualifications for admission into these programs include age and physical examination requirements as well as providing a fingerprint and birth certificate.

Please see the Criminal Justice section of this catalog beginning on page 125 for more information.

2. Crossover Programs
   a. Corrections Officer –
      Crossover from CMS Law Enforcement Officer
   b. Law Enforcement Officer –
      Crossover from Correctional Officer

Please see the Criminal Justice section of this catalog beginning on page 125 for more information.
3. Nursing (PSAV)
   a. Nursing Assistant
   b. Phlebotomy

   Please see the Nursing and Allied Health section of this catalog beginning on page 125 for more information.

APPRENTICESHIP PROGRAMS
   Carpenter
   Electrical
   Fire Sprinkler Systems
   Masonry

   All applicants must meet unique requirements pertaining to each field. Please see the Apprenticeship section of this catalog on page 94 for more information.

ADULT EDUCATION
   Adult Basic Education (A.B.E.)
   General Educational Development (GED)

   Adult Education classes are offered for students who wish to improve their basic educational skills and/or prepare to earn a Florida High School Diploma. The program is an “open entry enrollment” program. Please see the Adult Education section of this catalog on page 139 for more information.

CHILD CARE TRAINING
   Child care courses at SJR State are devised to serve a variety of students. For those presently working with children, the child care courses provide an opportunity to renew or increase students’ knowledge and competencies. Please see page 143 for more information.

CONTINUING AND COMMUNITY EDUCATION
   There are no formal admission requirements for continuing and community education students. Normally, students must be 16 years of age or accompanied by a parent or responsible adult. Students are admitted to continuing and community education courses after completing a special registration form. The form is available online at SJRstate.edu.

   The form is also available at the Records office, the Open Campus office on the Palatka Campus, and the Administration offices on the St. Augustine/Orange Park campuses. For additional information, call (386) 312-4211.

REGISTRATION (CREDIT)

   It is the student's responsibility to furnish all required documents. The admission file is not complete until all documents have been received. Students with incomplete admission file may not be allowed to register. See the admissions checklist on page 21.

   All registration dates and times are publicized well in advance of the beginning of the term. Students should complete all admission requirements prior to that time. Students must officially register each term.

   Registration is via the Web only (except Dual Enrollment). Reg-
PLACEMENT TESTING

First time college applicants who apply to enter an Associate in Arts or Associate in Science degree or a college credit certificate program must have taken a placement test prior to the completion of registration. Initial enrollment in English, humanities, or mathematics courses for any student requires placement scores no more than two years old. Non-degree seeking students desiring to enroll in English, humanities, or mathematics courses also must have been tested. The College accepts scores on the ACT, SAT, or Florida College Entry Level Placement Test (Accuplacer), or Post Secondary Education Readiness Test (P.E.R.T.). These test results are used for placement, counseling, and transfer requirements for some upper division institutions, scholarship eligibility, and research.

Placement testing is available at the College for applicants who have not been previously tested or whose scores are no longer valid. Students may obtain information and an application form from the Counseling center. A placement test score chart is located on page 24.

Colleges students may retest once prior to college prep enrollment for a fee as approved by the Board of Trustees. Dual Enrollment students are exempt from this fee. Retesting is not permitted after college prep enrollment has started. A written appeal to the Vice President for Student Affairs/Assistant General Counsel is required for any third retest attempt request. The appeal must include evidence of instructional intervention that indicates score improvement is possible and probable.

Orange Park Campus  904-276-6855
Palatka Campus  386-312-4035
St. Augustine Campus  904-808-7402

COLLEGE TESTING

Testing for admissions to special programs is administered through the testing office. Students must schedule an appointment, and seating is limited. Check the College’s Web site for specific dates.

Additionally, appointments for proctoring of distance learning exams from other institutions and for institutional exams are scheduled through the testing office. Each exam requires an administrative fee.

CHANGING ADMISSION STATUS

Students may change their program of study at any time by meeting the requirements of the admission status and by completing the change of program of study form. See “catalog governing degree” on page 26 for further information.

COURSES BY AUDIT

Audit students earn no credit and are not required to do outside work or take exams. Audit students must meet all other admission requirements. College prep courses cannot be audited.

CREDIT BY EXAM/ CREDIT AWARDED FOR ARMED SERVICES EDUCATIONAL EXPERIENCES

St. Johns River State College (SJR State) awards credit for Advanced Placement (AP), International Baccalaureate (IB), College-Level Examination Program (CLEP), and Cambridge Advanced International Certificate of Education (AICE) exams as designated by the Articulation Coordinating Committee (ACC) Credit-By-Exam Guidelines For Postsecondary Institutions. Up to 45 total credit-by-exam credits may be awarded. Up to 30 credits may be awarded for the IB diploma.

SJR State will award credit for Defense Activity of Non-Traditional Education Support Examinations (DANTES/DSST) and Excelsior based on the ACC course equivalent recommendations only. Credit will be awarded only if the credit satisfies specific course requirements in the student’s selected degree program and is subject to approval by the appropriate Vice President. (DANTES/DSST was formerly USAFI and Excelsior was formerly Regents or PEP)

Students are responsible for making test arrangements, bearing the cost of testing, and having test scores sent to SJR State. A six-month interval is required for retaking an exam.

Credit-by-exam will not be awarded if:
1. the credit would duplicate or overlap credit previously awarded through another exam;
2. the credit would duplicate or overlap credit previously awarded or earned; and/or
3. the student has received credit in a more advanced course in which the accumulation of knowledge or skills in the exam area is essential.

No grades or quality points will be assigned.

In addition to that mandated by Florida Statute 1007.27, credit may be granted for military education that has been evaluated and recommended as appropriate for postsecondary credit by the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. After enrollment in the College, a student may request such credit by providing appropriate documentation as determined by the College. Credit will be granted only if the credit satisfies specific course requirements in the student’s selected degree program and is subject to approval by the appropriate vice president.

Policies in effect when exams were taken govern the awarding of credit.

COLLEGE LEVEL ACADEMIC SKILLS (CLAS) REQUIREMENT

Effective July 1, 2009, the College-Level Academic Skills Test (CLAST) is no longer administered. Florida legislation, Senate Bill 1676, repealed the use of CLAST as a means of meeting the degree requirement for undergraduates seeking an Associate in Arts (A.A.) or Baccalaureate degree from Florida’s public colleges and universities. All scores earned on the CLAST prior to July 1, 2009 are still valid. Effective December 15, 2009, students may meet the CLAS requirement using the following combination of test scores, courses or credit by exam.

(1) Achieve a score that meets or exceeds a minimum score on a nationally standardized examination as listed below:

Reading
• 500 or above on the SAT critical reading portion taken after February 2005;
• 500 or above on the verbal section of the re-centered SAT I taken prior to March 2005;
• 421 or above (non-recentered score) on the verbal section
of the SAT I taken prior to March 2005;
• 22 or above on the ACT program in reading;
• 20 or above on the composite of the ACT taken prior to October 1989; or
• 93 or above on the ACCUPLACER Reading Comprehension Examination.

English Language and Essay
• 500 or above on the SAT writing portion taken after February 2005;
• 500 or above on the verbal section of the re-centered SAT I taken prior to March 2005;
• 421 or above (non-recentered score) on the verbal section of the SAT I taken prior to March 2005;
• 21 or above on the ACT program in English;
• 21 or above on the ACT program in English/Writing (English with essay component);
• 20 or above on the composite of the ACT taken prior to October 1989; or
• 105 or above on the ACCUPLACER Sentence Skills Examination.

Computation
• 500 or above on the SAT math portion taken after February 2005;
• 500 or above on the Math section of the re-centered SAT I taken prior to March 2005;
• 473 or above (non-recentered score) on the math section of the SAT I taken prior to March 2005;
• 21 or above on the ACT program in math;
• 21 or above on the ACT taken prior to October 1989; or
• 91 or above on the ACCUPLACER Elementary Algebra examination.

or

(2) Archive a grade point average of 2.5 or above on a 4.0 grade scale in selected postsecondary level courses at Florida public institutions and non-public institutions on the Statewide Course Numbering System, pursuant to Section 1007.24(7), F.S., as specified below. Each postsecondary institution shall establish its own policies for the evaluation of students’ coursework when that student earned credits that are not part of the Statewide Course Numbering System

(a) To meet the College Level Academic Skills requirements in communication, a student must earn a 2.5 grade point average in a combination of at least one (1) course with the ENC prefix and any other course, exclusive of those with the SPC prefix, that is designated as a Gordon Rule writing course pursuant to the requirements of paragraph 6A-10.030(2)(a), F.A.C. Course prefixes are assigned in accordance with Section 1007.24, F.S. and include the following specific courses at SJR State: AML 2010, CRW 2001, ENC 1101, 1102; ENL 2012, 2022; LIT 2000, 2110, 2120 and 2330.
(b) To meet the College Level Academic Skills requirements in computation, a student must earn a 2.5 grade point average in any combination of two (2) courses from the list below:
- Any MAC course with the last three (3) digits of 102 or higher;
- MGFX106 – Liberal Arts Mathematics I;
- MGFX107 – Liberal Arts Mathematics II;
- MGFX113 – Topics in College Mathematics I;
- MGFX114 – Topics in College Mathematics II;
- MGFX118 – Mathematics for CLAS Review;
- Any MGF course with last three (3) digits of 202 or higher;
- Any Gordon Rule statistics course;
- Any mathematics course that has College Algebra (MACX105 as a prerequisite).

(c) Credits granted in accordance with the Articulation Coordinating Committee Credit-By-Examination Equivalencies shall be substituted for the courses specified above. The document, Articulation Coordinating Committee Credit-By-Examination Equivalencies, is hereby incorporated by reference as a part of this rule to become effective with the effective date of this rule. This document may be viewed at Facts.org. If a student earns credit by examination for two (2) courses listed in both paragraphs (2)(a) and (2)(b), of this rule, the requirement will be considered to be met. If a student earns credit by examination for one (1) course within either paragraph (2)(a) or (2)(b), of this rule, no grade will be assigned for that course. The 2.5 grade point calculation will be based solely on a grade of “B” earned in courses completed at SJR State.

CLAS WAIVERS
Under certain circumstances, a student may request a “waiver” of the CLAS requirement. The request should be addressed to the CLAS Waiver Committee, and submitted to the Counseling Center, documenting the extent to which an effort was made to meet the CLAS requirement. The Committee will determine if the student has demonstrated sufficient effort.

A student with a documented disability may submit a request for a waiver depending on the disability. The request should be addressed to the CLAS Waiver Committee, and submitted to the Counseling Center, along with verification of the disability. Students requesting a CLAS waiver should contact the Counseling Office for additional information.

WITHDRAWAL
Students may withdraw from a course without academic penalty (a grade of “W”) at any time prior to the point in the semester as published in the academic calendar. A student who wishes to withdraw from either a single course or from all courses must follow withdrawal procedures. After the published last date to withdraw, the student will receive the letter grade earned. There are special requirements for withdrawal from science with laboratory corequisites; see the introduction to the science section of the “College Credit Course Descriptions” on page 183 of this catalog for further information.

A student seeking to withdraw is done via the Web only (except dual enrollment students.) All student obligations to the College, such as repayment of financial aid loans, return of library books, and
payment of traffic fines, must be satisfied. Notification is sent to any appropriate agency when a student withdraws from the College.

The College reserves the right to withdraw a student from one or more classes when circumstances warrant such an action.

**TRANSFER OF CREDITS**

Students whose admission files are not complete by the end of their first semester with St. Johns River State College may have future online/Web registrations blocked until all necessary documentation is received and admissions file is complete. Any exceptions must be approved by a vice president or dean.

Students wanting to receive federal financial aid must complete their admission files prior to receiving the aid. There will be no exceptions for the receipt of financial aid.

The College accepts only those credit courses that were awarded through a regionally accredited institution and/or under the following circumstances:

1. Ordinarily, students receive no transfer credit for courses specifically designed for technical and vocational career programs. The vice president of the specific area should be consulted regarding questions about the transfer of credits.

2. Any type of military credit will be evaluated on an individual, case-by-case basis according to the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services course equivalent recommendations. Credit will be considered for transfer only if the credit satisfies specific course requirements in the student’s selected degree program and is subject to approval by the appropriate vice president. If a student wishes to change his/her program, he/she is responsible for requesting in writing that the transfer credits be re-evaluated.

3. Transfer students who have a bachelor’s degree or higher may receive transfer credit for those courses that will meet the general education requirements in an Associate in Science degree program.

4. Students’ records will not be evaluated until their admissions files are complete and after they have been or are currently enrolled.

5. International Students must have their transcripts translated and evaluated by one of the credential evaluation agencies sanctioned by the National Association of Credential Evaluation Services, Inc. (NACES). Each course will be individually assessed for transfer consideration. Credits will be awarded on a course-by-course basis.

**Florida Members:**

Josef Silny & Associates, Inc.
International Education Consultants
7101 S.W. 102 Avenue
Miami, FL 33173 U.S.A.
305-273-1616

Academic Evaluation Services, Inc.
11700 N. 58th Street G & H
Tampa, FL 33617 U.S.A.
813-374-2020

6. St. Johns River State College will award college credit for qualified College Board Advanced Program examination scores (AP), International Baccalaureate Diploma program examinations, The College Level Examination Program (CLEP), Advanced International Certificate of Education (AICE) and The Defense Activity for Nontraditional Education Support (DANTES) per American Council of Education guidelines and the current articulation Coordinating Committee Credit by Exam Equivalents.

Students must provide a copy of any type of college level examination test score so that credit may be considered.

7. St. Johns River State College will accept credit from private institutions participating in the statewide course numbering system based on credential effective dates.

8. All transfer work that is accepted by SJR State will be posted on the SJR State transcript and calculated into the overall or cumulative grade point average (GPA).

**ORIENTATION**

First-time-in-college (FTIC) students are required to attend new student orientation prior to enrolling in their first term at SJR State. Student orientation programs for freshman and transfer students entering in the fall are scheduled throughout the summer prior to fall registration. For students planning to enter in the spring or summer semesters, orientations are offered prior to the spring and summer registration dates.

**REGISTRATION (NON-CREDIT)**

It is the student's responsibility to furnish all required documents. All registration dates and times are publicized well in advance of the beginning of the term. Students must officially register each term. Registration is not complete until all fees have been paid and the student has received a validated invoice.

Non-credit continuing education, adult basic education and GED-Preparation students are not required to make formal application for admission to SJR State.

The registration process for non-credit continuing education students requires completion of the Continuing Workforce Education/ Vocational Credit (PSAV) form each semester. Once classes begin, fees for continuing education are nonrefundable. Non-credit students must be 16 years of age or accompanied by a parent or responsible adult who must also enroll in the class.

Students registering for child care courses must be cleared by the Office of Open Campus before finalizing their registration.
The following items are needed for admission files to be cleared. Admission files MUST be cleared for receipt of financial aid and/or receipt of degree or college credit certificate.

<table>
<thead>
<tr>
<th>Item</th>
<th>Associate Degree or College Credit Certificate Student</th>
<th>Bachelor's Degree Student</th>
<th>Non-Degree Student</th>
<th>Transient Student</th>
<th>Audit Student</th>
<th>Dual Enrollment Student</th>
<th>International Student on a Student Visa</th>
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<td>Official High School Transcript or Official GED Transcript</td>
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<td>Course Approval Form or Transient Student Authorization</td>
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<td>Financial Statement</td>
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<td>Specified Test Scores (less than 2 years old)</td>
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1. Required from those students who have attended other colleges.
2. Must be furnished after student has completed high school or GED requirements.
3. See College Web site for additional information.
# Course Planning Worksheet

<table>
<thead>
<tr>
<th>Course Planning Worksheet</th>
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<tr>
<td><strong>Name:</strong> __________________________</td>
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<th>Spring</th>
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<th>Cr.</th>
<th>Summer</th>
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</tbody>
</table>

**NOTES:**

Major __________________________

General Education Courses/
Preprofessional Courses/Electives

---

**CLAS status:**

- Reading . . . . E W T____
- Writing . . . . E W T____
- Computation . . E W T____
- Essay . . . . E W T____

E = exempt  W = waived  T = test score
The College Preparatory Program at St. Johns River State College offers courses and support services for students who need to improve their basic academic skills in reading, English composition, and mathematics to prepare for and successfully complete college level courses in these areas, as well as improve their chances for success in other disciplines.

Florida Statute 1008.30 requires standardized testing to assess the basic reading, writing, and computational skills of entering students. During their first semester, full-time students who are registered for at least twelve credits and do not meet minimum reading, writing, or computational scores must begin their remediation. Part-time students must enroll prior to completing twelve credits. Students who test into college preparatory instruction and enroll in college preparatory courses must successfully complete college preparatory instruction by the time they have accumulated twelve hours of college credit or maintain continuous enrollment in college preparatory coursework. Satisfactory completion is defined as a grade of “C” or higher.

Credit earned in college preparatory courses is college preparatory credit, and may not be used to meet degree requirements or to fulfill the total number of hours required in any degree program.

As required by s1009.28, upon the third attempt at completion of a college preparatory course, the student will be charged the full cost of instruction. Exceptions to this rule may be granted by the Vice President for Student Affairs/Assistant General Counsel for extenuating circumstances or financial hardship.

**COLLEGE PREPARATORY PROGRAM MISSION STATEMENT**

**COLLEGE PREPARATORY PROGRAM**

**ENC 0015 Developmental Writing I**
(3 college preparatory credits - 3 hours)
A skills course in basic writing. Students will learn to write clear and logically structured paragraphs in which grammar, usage, and mechanics conform to the conventions of standard written English.

**ENC 0025 Developmental Writing II**
(3 college preparatory credits - 3 hours)
Prerequisite: ENC 0015 with a grade of “C” or higher or a satisfactory placement test score. A skills course in basic writing. Students will learn to write purposeful, well-organized, and well-supported clear paragraphs and essays in which grammar, usage, and mechanics conform to the conventions of standard written English.

**MAT 0018 Pre-Algebra**
(3 college preparatory credits - 3 hours)
A course designed to improve arithmetic skills and prepare students for algebra. Topics include whole numbers, integers, fractions, decimals, percent, order of operations, geometric figures and their measures, properties of rational numbers, operations on rational numbers, simplifying expressions, and solving linear equations.

**MAT 0028 Introductory Algebra **
(3 college preparatory credits - 3 hours)
Prerequisite: Completion of MAT0018 with a grade of “C” or higher or a satisfactory score on a placement test. A course designed to improve basic algebra skills. Topics include linear equations, linear inequalities, exponents, polynomials, factoring, rational expressions, graphing linear equations, and square roots.

**REA 0007 Developmental Reading I **
(3 college preparatory credits - 3 Hours)
A course designed to develop basic reading and vocabulary skills with an emphasis on literal comprehension skills including identifying the main idea, supporting details, author’s purpose and tone, fact and opinion, organizational patterns and relationships, vocabulary in context, inference and conclusions, and reasoning and argument.

**REA 0017 Developmental Reading II **
(3 college preparatory credits - 3 Hours)
Prerequisite: REA 0007 with a grade of “C” or higher or a satisfactory placement test score. A course designed to develop literal and critical reading skills including identifying and inferring the main idea, supporting details, author’s purpose and tone, fact and opinion, organizational patterns and relationships, bias, vocabulary in context, inference and conclusions, and reasoning and argument.

* Additional Fee Required
### PLACEMENT TEST SCORES

ST. JOHNS RIVER STATE COLLEGE

NOTE: Scores that are more than two years old cannot be used for initial placement purposes (Florida Statute 1008.30)

<table>
<thead>
<tr>
<th>Test &amp; Course Placement</th>
<th>PERT Range</th>
<th>CPT Range</th>
<th>ACT Range</th>
<th>SAT Range</th>
<th>Your PERT</th>
<th>Your CPT</th>
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<th>Your SAT</th>
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<td><strong>COMPOSITION CPT</strong></td>
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<td>ENC 0015</td>
<td>50-89</td>
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<td>ENC 0025</td>
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<td>ENC 1101+, GEB 2214</td>
<td>99-150</td>
<td>83-up</td>
<td>17-up</td>
<td>440-up</td>
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<td><strong>READING CPT</strong></td>
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<td>REA 1105 or REA 1505</td>
<td>104-121</td>
<td>83-90</td>
<td>18-20</td>
<td>440-459</td>
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<td>REA 2205</td>
<td>122-150</td>
<td>91-up</td>
<td>21-up</td>
<td>460-up</td>
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<td><strong>MATHEMATICS</strong></td>
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<tr>
<td>MAT 0018</td>
<td>50-95</td>
<td>Arithmetic 20-62 and Algebra 21-71</td>
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<td>MAT 0028</td>
<td>96-112</td>
<td>Arithmetic 63-up and Algebra 45-71</td>
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<td>MAT 1033,</td>
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<td>MAC 1105, MGF 1106, MGF 1107, MTB 1304, STA 2023</td>
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<td>MAC 1147, MAC 2233</td>
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<td>College Level Math 70-99</td>
<td>27-up</td>
<td>550-up</td>
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<td>College Level Math 100-up</td>
<td>30-up</td>
<td>600-up</td>
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</table>

+ Placement in ENC 1101, Composition I, requires college-level composition scores AND college-level reading placement scores.

* Students with ACT or SAT scores that are below college-level placement must retest with the P.E.R.T. It is the student’s responsibility to schedule a testing appointment with the Counseling center on his/her campus.
## COURSE PLACEMENT

<table>
<thead>
<tr>
<th>COMPOSITION</th>
<th>READING</th>
<th>MATHEMATICS</th>
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<tr>
<td>ENC 0015 DEVELOPMENTAL WRITING I</td>
<td>REA 0007 DEVELOPMENTAL READING I</td>
<td>MAT 0018 PRE-ALGEBRA</td>
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<td>ENC 0025 DEVELOPMENTAL WRITING II</td>
<td>REA 0017 DEVELOPMENTAL READING II</td>
<td>MAT 0028 INTRODUCTORY ALGEBRA</td>
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### * COLLEGE LEVEL COURSES *

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<thead>
<tr>
<th>* ENC 1101 COMPOSITION I</th>
<th>* REA 1105 COLLEGE READING &amp; STUDY SKILLS</th>
<th>* MAT 1033 INTERMEDIATE ALGEBRA</th>
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<td>* REA 1505 COLLEGE VOCABULARY STUDY</td>
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<td>* GENERAL EDUCATION MATHEMATICS COURSE</td>
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<tr>
<td></td>
<td>* REA 2205 CRITICAL READING AND THINKING</td>
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</table>
Prerequisite Sequence - Score on placement test will determine entry point

MAT 0018
Pre-Algebra

MAT 0028
Introductory Algebra

MAT 1033
Intermediate Algebra

MGF 1106
Math for Liberal Arts I

MGF 1107
Math for Liberal Arts II

MAC 1105
College Algebra

MAC 1147
Precalculus

MAC 2311
Analytical Geometry and Calculus I

MAC 2312
Analytical Geometry and Calculus II

MAC 2313
Analytical Geometry and Calculus III

MTB 1304
Using Graphing Calculator

STA 2023
Elementary Statistics

MAC 2233
Survey of Calculus

MAP 2302
Elementary Differential Equations

Course Credit Level

College Preparatory Credit
General Education Elective Credit
General Education Mathematics Credit
REGULATIONS

ST. JOHNS RIVER STATE COLLEGE

STANDARD OF CONDUCT
An SJR State student is obligated to comply with all college regulations as stated in the College catalog and student handbook. Should a student fail this obligation, the student is subject to disciplinary action by the College. In the event of disciplinary action, college officials will act in accordance with due process procedures stated in the student handbook. The student handbook also lists actions for which students are subject to disciplinary action, penalties, appeals procedures, and a statement of student rights and responsibilities. Students receiving disciplinary probation may not officially represent the College.

POLICY ON ACADEMIC INTEGRITY
The pursuit of scholarly activity, free from dishonesty, fraud, or deception, is essential to the mission of the College and to the full exercise of academic freedom. Cheating, plagiarism, fabrication of information or citations, and other forms of unethical conduct compromise the quality of education and will not be tolerated. Infractions may result in penalties or sanctions beyond those imposed by an individual faculty member.

SJR STATE STUDENT GUIDELINES FOR ACCEPTABLE COMPUTER LAB AND INTERNET USE
Use of computer, network, and Internet equipment and software at St. Johns River State College computing facilities is restricted to scholarly activities related to student instruction and research. The College reserves the rights to limit, restrict, or extend computing privileges and access to its information technology resources. Access to these systems is granted to SJR State students and authorized users subject to adherence to all College information technology security policies, guidelines and procedures that govern computer and network use at SJR State as well as the following statements regarding acceptable use of computer lab and Internet resources:

1. User must present a valid SJR State student ID upon entering the computer lab. Student ID’s are issued only if the student’s account with SJR State is in good standing.
2. User may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at SJR State.
3. User may not damage or mistreat equipment or facilities under any circumstances.
4. User may not intentionally waste computer resources.
5. User may not employ the network for personal financial gain or commercial purposes.
6. User may not engage in practices that threaten the integrity of the network.
7. User may not write, use, send, download or display obscene, threatening, or harassing materials or messages.
8. User may not use the equipment or network for any illegal activities, including violation of copyright laws and/or software piracy.
9. User may not use anyone else’s student ID.
10. User may not trespass into or in any way alter anyone else’s folders, documents or files.
11. User may not play games or occupy the lab for non-scholarly purposes.
12. User must maintain a scholarly atmosphere in the lab; no loud or aggressive behavior will be tolerated.
13. User may not eat, drink, or smoke in the lab.
14. User should not under any circumstances expect that messages or files that are created, modified, transmitted, received or stored on organizational equipment are private.
15. User may not load unauthorized software onto College equipment.

Users who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary or legal action as determined by the College.

STUDENT IDENTIFICATION
While on college property, students should possess an SJR State student identification card. Students can secure this card from the Student Activities Coordinator on each campus during designated times each fall, spring and summer term. Cards that are lost, stolen or damaged may be replaced for a $5.00 fee.

STUDENT HOUSING
The College assumes no responsibility for providing student housing. Students must register their local address during each registration period. Any change of address must be reported to the Office of Admissions and Records.

DRESS CODE
Education is a formal process. College men and women are expected to be appropriately dressed. As the student engages in the process of gaining an education, his/her appearance should demonstrate their recognition of that fact. If, in the opinion of an instructor, a student’s dress is improper and hinders the educational process,
the instructor may refuse to admit the student to class. The student may be refused admittance to the libraries, student centers, administrative offices, and college functions if, in the opinion of a college official, he/she is not properly dressed. Footwear must be worn on campus.

PARKING AND TRAFFIC REGULATIONS

St. Johns River State College parking and traffic regulations, supplemented by the Motor Vehicle Code of the State of Florida, are enforced on college property and apply to all faculty, staff, visitors, and students of the College. Numbered decals are issued for identification and regulatory purposes. All vehicles must be registered and identified by the appropriate decal during the first five days of the term if the vehicle is to be parked on the campus during the normal school day. It is the responsibility of the operator to ensure that the vehicle is not in violation of any of the regulations. For detailed parking regulations, vehicle operators should refer to the student handbook. Any vehicle operated or parked on the campus is at the owner’s risk.

STUDENT SERVICES ELECTRONIC PUBLICATIONS

In addition to the electronic college catalog, Student Services publishes the electronic student handbook* which provides information concerning student life, clubs and organizations, financial aid, college regulations and procedures.

* SJRstate.edu/catalog.html

FULL-TIME CLASSIFICATION

A “full-time student” is registered for 12 or more semester hours of college credit, college preparatory credit, or any combination of college and college preparatory credit during the fall or spring terms, or six semester hours of credit during a summer term.

MAXIMUM AND MINIMUM LOAD

The recommended maximum load for an entering freshman is 16 semester hours. The maximum load for all other students is 18 semester hours during fall or spring terms, or 10 semester hours during a summer term. Any student desiring to register for more than the maximum load must have approval from the appropriate academic dean or director.

CLASS ATTENDANCE

Regular and prompt attendance is expected and required. Excessive absences may subject the student to administrative withdrawal, a loss of quality points, loss of credit, or dismissal from the College.

If a student accumulates recorded absences totaling three or more instructional hours (one instructional hour equals 50 minutes) during the withdrawal period (see academic calendar), the instructor may initiate an official warning to the student that he/she has reached the limit of allowed recorded absences. Further, the loss of instructional time through absences may result in the student being withdrawn from the course, unless the instructor, because of extenuating circumstances, permits the student to remain in the course. No student may be withdrawn from a course for loss in instructional hours without first being warned in regard to the limit of recorded absences.

DISTANCE LEARNING COURSES

ORIENTATION AND ATTENDANCE

After registering for a distance learning course with the College, distance learning students must access their distance learning course online at My SJRstate on the first day of the term to obtain orientation information. Distance learning students must begin their class by completing the orientation activity prior to the conclusion of the first week of the semester. If a student does not begin a distance learning course by the end of the first week of the semester by making contact with the instructor and completing the specified activity, he/she will be dropped as a “no show.”

Although in distance learning classes students do not “attend” class in the traditional sense, these courses do have an attendance policy, and students may be dropped for non-attendance. During a traditional-length semester, three instructional hours of attendance equals one week’s missed work. If a student misses one week’s worth of work in a distance learning course, he/she may receive a warning for non-attendance, and if the student misses more than one week’s work in a distance learning course, he/she may be dropped from the course due to non-attendance.

RELIGIOUS OBSERVANCES

Any student who wishes to observe a religious holiday not in the official academic calendar may do so without penalty. However, the student must follow proper procedure. This procedure requires the student to inform the instructor one week in advance of the holiday and make-up any required work, including tests, within one week of absence.

Students may be required to present specific documentation upon request. Students who feel they have been unreasonably denied an educational benefit due to religious beliefs should contact the Vice President for Student Affairs/Assistant General Counsel for information on grievance procedures.

MAKE-UP TESTS/EXAMINATIONS

All make-up tests or examinations are at the discretion of the instructor.

ACADEMIC PETITIONS PROCESS

A student may petition for exemption to a college policy or to have an academic issue addressed. The petition, in the form of a letter addressed to the Vice President for Student Affairs/Assistant General Counsel, should explain in detail why an exemption to a policy should be made, or should describe an academic issue that needs to be addressed. Petitions usually concern denial of admission to the College, academic suspension, or issues involving course grades. Depending on the substance of the issue, a petition might be addressed and resolved administratively or if appropriate, it might be referred to one of the College’s standing committees. Committee recommendations are forwarded to the President of the College, whose decision is final. The Vice President for Student Affairs/Assistant General Counsel informs the student of the decision.

STUDENT OMBUDSMAN

The College maintains a student ombudsman on each campus. Students who believe they have been denied access to courses or who have concerns about credit awarded toward a degree may appeal
through the Office of the Student Ombudsman. The ombudsmen are the Provosts of the St. Augustine and Orange Park campuses, and the Vice President for Student Affairs/Assistant General Counsel.

**CONTINUING EDUCATION UNIT**

Continuing Education Units are awarded for successful participation in certain non-credit courses and programs. One Continuing Education Unit (CEU) is awarded for each 10 contact hours of participation. The CEU serves as recognition for participation in non-credit activities. CEUs do not convert to semester hours of credit. The College can issue to each individual who qualifies for CEUs a record of their CEU activities.

**GRADES**

Letters are used to indicate the quality of work achieved by the student at St. Johns River State College. The following system of grading and assignment of quality points is used:

- **A** - Excellent work; four quality points per semester hour are assigned.
- **B** - Good work; three quality points per semester hour are assigned.
- **C** - Average work; two quality points per semester hour are assigned.
- **D** - Below average work; one quality point per semester hour is assigned.
- **F** - Failure; no quality points are assigned and no credit is granted. The credit hours attempted are included in the computation of cumulative grade point average.
- **I** - Incomplete work; not computed on grade point average. A student receiving an “I” grade must complete the course within a 30 calendar day period which begins on the first day of classes of the next term. Students are not eligible for graduation or honors lists until all “I” grades have been removed from their academic records. “I” grades may also affect eligibility for financial aid.
- **IF** - Incomplete work will convert to an “IF” if the coursework remains incomplete. Zero quality points are assigned.
- **W** - Withdrawal
- **N** - No Credit
- **NR** - Grade not reported
- **X** - Audited course; no credit hours, quality points, or hours attempted.
- **P** - Passed institutional examination; no hours attempted or quality points assigned, only hours earned. (See also Credit by Examination section.)
- **S** - Satisfactory performance ranging from average to superior; no hours attempted or quality points assigned. Hours may or may not have been earned.
- **U** - Unsatisfactory performance ranging from below average to no performance. No hours attempted or quality points assigned; no hours earned.

A grade cannot be changed by petition if more than two calendar years have elapsed since the end of the term in which the course was taken.

**GRADE POINT AVERAGE**

A student’s academic standing (good, probation, or suspension/dismissal) is based only on grade point average or GPA of college level courses. College preparatory courses do not count in the calculation of the grade point average or GPA.

A = 4 points  D = 1 point
B = 3 points  F = 0 points
C = 2 points  W = no points

To compute the grade point average (GPA), multiply the credit value of each course by the point value of the grade received. Divide the result by the total number of credit hours attempted. An example is provided below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Semester Hours</th>
<th>X (Multiply)</th>
<th>Grade Value</th>
<th>= (Equals)</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>B</td>
<td>3</td>
<td>X 3</td>
<td>3</td>
<td>= 9</td>
<td></td>
</tr>
<tr>
<td>MAC 1105</td>
<td>D</td>
<td>3</td>
<td>X 1</td>
<td>1</td>
<td>= 3</td>
<td></td>
</tr>
<tr>
<td>CGS 1100</td>
<td>A</td>
<td>3</td>
<td>X 4</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMH 2010</td>
<td>F</td>
<td>3</td>
<td>X 0</td>
<td>0</td>
<td>= 0</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>12</td>
<td></td>
<td>24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your grade point average: 24 grade points divided by 12 semester hours = 2.0 GPA

**GRADE FORGIVENESS POLICY**

**WITHDRAWAL/REPEAT OF COURSES**

The last grade recorded for a course will be the grade used to calculate the student’s cumulative GPA. All courses attempted will appear on the transcript. A student may attempt to complete a college credit course three times. Any course in which a student has earned a grade of “D” or “F”, or received no grade due to withdrawal, may be repeated only twice. Upon third attempt additional fees will be charged.

In accordance with state requirements, a student attempting a college credit course for a third time will pay the full instructional costs. First attempts will be counted beginning with the Fall 1997 semester. Students may appeal paying the full instructional costs based on financial hardship or other extenuating circumstances. This appeal must be made in writing to the Vice President for Student Affairs/Assistant General Counsel.

Students are cautioned that upon transfer to other public and private institutions, the manner in which “forgiven” grades are used in calculating a grade point average may differ. The repeated course grade may not be accepted at all, or all course attempts may be used in calculating the GPA. In addition, the repeat of courses may or may not be covered by some forms of financial aid.
HONORS LIST
(FULL-TIME STUDENTS)
1. President's List—full-time students only (minimum of 12 college credit hours in a fall or spring term - 6 college credit hours during both Summer A and Summer B terms) making a GPA of 3.8 to 4.0 will be placed on the President's List for that term.
2. Dean's List—full-time students only (minimum of 12 college credit hours in a fall or spring term - 6 college credit hours during both Summer A and Summer B terms) making a GPA of 3.5 to 3.79 will be placed on the Dean's List for that term.

ACADEMIC PROBATION REGULATIONS
A student will be placed on academic probation under the following circumstances:

1. The student is on academic probation or suspension at another institution upon transfer to SJR State;
2. The student is re-admitted following a period of academic suspension from St. Johns River State College;
3. The student has a cumulative GPA less than 2.0 in college credit courses once seven college credit hours have been attempted. Upon attempting seven college credit hours and thereafter a student must maintain a 2.0 cumulative GPA in college credit courses or the student will be placed on probation.

After being placed on academic probation, the student must earn a minimum GPA of 2.0 in college credit courses for all hours attempted each semester. To be removed from academic probation, a student must achieve an overall 2.0 GPA in college credit courses. A student on probation should not register for more than 14 credit hours, and may not officially represent the College.

Students with GPAs less than 2.3 in college credit courses will be contacted by the Office of Testing and Academic Success.

ACADEMIC SUSPENSION/DISMISSAL
A student on academic probation who fails to earn a satisfactory cumulative grade point average in college credit courses, as specified above, or who fails to earn a minimum semester GPA of 2.0 in college credit courses will be placed on academic suspension and may not enroll the following semester. Following a semester of academic suspension, a student may enroll again on academic probation.

Should another suspension occur, the student will be academically dismissed for a period of three years. A student may petition for readmission during the dismissal by following the academic petitions process. If a student is readmitted by petition or after the three year period, the student will continue on academic probation until an overall 2.0 GPA in college credit courses is achieved.

Students seeking to enroll after suspension must contact the Vice President of Student Affairs/Assistant General Counsel.

TRANSCRIPTS OF RECORDS
St. Johns River State College has retained Credentials Inc. to accept transcript orders over the Internet. Transcripts are sent upon accepted orders via the Web if all obligations have been met. Unofficial transcripts may be viewed on the student Web page at: SJRstate.edu and FACTS.org.

PRIVACY OF RECORDS
Under provision of PL 93-568, Family Educational Rights and Privacy Act, records of students may be released only to the student, those to whom the student has authorized release, and certain specified third parties. The student has the right to access, explanation, challenge, and hearing. Complete details may be obtained by contacting the Vice President for Student Affairs/Assistant General Counsel.

CATALOG GOVERNING DEGREE/CERTIFICATE

The student may choose to satisfy the degree/certificate program requirements of either the catalog in effect when initial registration occurred or the current catalog. Students who change their program of study or who re-enter after an absence of two or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, students who have been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

Note: Since courses and programs may change, it may be impossible to complete courses or programs that have been deleted from the curriculum. Therefore, students who are seeking an Associate in Science degree or a certificate for a catalog year other than when initial registration occurred, or at the time of graduation, they must submit a catalog year petition change form through the counselor and approved by the Vice President for Workforce Development.

DEGREE/CERTIFICATE CONFERRAL

Associates Degrees/College Credit Certificates
The College awards the Associate in Arts degree that meets the requirements of general education necessary for articulation within the Florida State University System. In addition, the College awards the Associate in Science degree and certificates in various occupational fields.

1. All candidates for a degree must complete the minimum number of hours specified for the degree with a 2.0 minimum overall GPA. A minimum of 25% of all credit hours required for graduation must be completed through St. Johns River State College.
2. Associate in Arts degree candidates must complete all general education requirements, choose elective hours accepted within the Florida state university system and successfully demonstrate college-level proficiency in communication and computation. A grade of “C” or higher is required for those courses meeting the area requirements in English, humanities, and mathematics.
3. All candidates must pay all fees and discharge all other obligations to the College.
4. All candidates must file an application for degree and meet all degree requirements by the date indicated in the academic calendar.
Baccalaureate Degrees
The College awards the Bachelor of Science in Early Childhood Education and the Bachelor of Applied Science in Organizational Management.

1. All candidates for a degree must complete the minimum number of hours specified for the degree. Candidates for the Bachelor of Applied Science in Organizational Management degree must have a 2.0 minimum overall GPA whereas those in the Bachelor of Science program in Early Childhood Education must have a 2.5 minimum overall GPA. A minimum of 25% of all credit hours required for graduation must be completed through St. Johns River State College. A minimum of 30 credits of upper division (ie 3000 - 4000 level) semester credit hours must be completed at SJR State. For the Bachelor of Applied Science in Organizational Management degree, this includes the senior year internship capstone course. For the Bachelor of Science in Early Childhood Education degree this includes the semester-long senior student internship.

2. All degree candidates must complete all general education requirements and successfully demonstrate college-level proficiency in communication and computation. A grade of “C” or higher is required for those courses meeting the area requirements in English, humanities, and mathematics.

3. All degree candidates must have completed two credits of sequential foreign language at the secondary level or its equivalent (8-10 credit hours) at the postsecondary level (an official high school transcript may be required).

4. All candidates must pay all fees and discharge all other obligations to the College.

5. All candidates must file an application for degree and meet all degree requirements by the date indicated in the academic calendar.

GRADUATION CEREMONY
The annual College graduation ceremony is conducted at the end of each spring term. Degree/certificate candidates are encouraged to participate in the annual exercise. Degree/certificate candidates for spring, future terms summer A, summer B, or previous fall may participate in the graduation exercises by notifying the Records office and ordering a cap and gown by the date specified in the academic calendar and provided a graduation application has been submitted by the date specified in the academic calendar.

Graduates from Florida School of the Arts have their own graduation ceremony, which truly reflects the artistic nature of the school. Participation in the annual June ceremony is required of graduating students. Candidates must also satisfy all financial obligations to the College.

STEPS TO APPLY FOR GRADUATION/DEGREE CONFERRAL
1. Review catalog, A.A. checklist, or contact a counselor to make sure you have met all requirements.
2. Complete graduation application by deadline in the academic calendar.
   • If you fail to apply by the deadline, you may be required to file a petition in order to graduate.
   • Applications submitted after the end of term will be processed for the next term's graduation.
   • You will be notified in writing after the end of the term with the conferral decision.
3. If you want to participate in the annual graduation ceremony, order a cap and gown at the campus bookstore.

GRADUATION HONORS
Students graduating with associate degrees are eligible for graduation honors based on scholastic achievement as follows:

<table>
<thead>
<tr>
<th>GPA</th>
<th>HONOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5-3.69</td>
<td>cum laude (with honor)</td>
</tr>
<tr>
<td>3.7-3.84</td>
<td>magna cum laude (with high honor)</td>
</tr>
<tr>
<td>3.85-4.00</td>
<td>summa cum laude (with highest honor)</td>
</tr>
</tbody>
</table>
STUDENTS WITH DISABILITIES

ST. JOHNS RIVER STATE COLLEGE

Students with disabilities are welcome at SJR State and are encouraged to contact the Counseling Center on their campus.

The purpose of the Office for Students with Disabilities is to ensure access to accommodations for those students determined eligible. Students must report to campus coordinators at the beginning of each semester. Special assistance is available with orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success; transportation and personal services are the responsibility of the student.

Relay service for the hearing and vision impaired:
(TDD) 1-800-955-8771 or (VOICE) 1-800-955-8770

DETERMINING ELIGIBILITY

A student must submit to the Office for Students with Disabilities’ disability coordinator evidence of a documented disability written by a qualified professional. The documentation must verify that the disability(ies) exist(s) as defined by s1007.264 and the degree to which the disability affects his/her ability to meet program admission or graduation requirements.

SUBSTITUTE ADMISSION AND PROGRAM REQUIREMENTS

In accordance with Florida Statutes 1007.264 and 1007.265, any hearing or visually impaired student, or any student who has a specific learning disability, shall be eligible for a reasonable substitution of any requirement for admission to the College, admission to a program of study, or for graduation, provided that (1) the impairment or disability is documented by a qualified professional who verifies that the disability exists and defines the extent to which the disability affects the student's ability to function, and (2) provided the student's inability to meet the original requirement(s) does not fundamentally change the nature of the academic program. The Office for Students with Disabilities is responsible for developing procedures to insure dissemination of this policy and for initiating its application.

SUBSTITUTION REQUESTS

A. An eligible student requesting approval for substitution of one or more course requirements must petition, in writing, and provide documentation for such substitution. The student must meet with his or her campus disabilities coordinator who then will forward the substitution request to the Office for Students with Disabilities Coordinator. The coordinator will then review the documentation for compliance with federal and state requirements.

The substitution packet should minimally include all of the following:
1) Identification of the specific course requirements for which the substitution is requested;
2) Documentation of the disability;
3) Documentation that failure to meet the requirement(s) for which the substitution is requested is related to the disability;
4) A reason for the course substitution from the coordinator;
5) Copy of the transcript(s) or course listing, including test scores and transfer information and/or compliance.

B. The completed package should be submitted to the coordinator who will then review and approve the request prior to forwarding the request to the appropriate vice president.

C. The appropriate academic vice president will review the recommendation and communicate his/her decision, in writing, to the student and disability coordinator. The letter shall include the rationale for the decision, and in cases where a substitution is recommended, specification of the substitution to the student and appropriate college personnel within five (5) business days of the decision.

D. The College will accept substitutions granted by other Florida public colleges and universities. Substitutions granted by other postsecondary institutions will be evaluated on an individual basis. Documentation should be requested by the transferring student and sent from the granting institution.

DUE PROCESS

A student denied substitution of one or more course requirements may appeal the decision within ten (10) days, in writing, to the Vice President for Student Affairs/Assistant General Counsel who will submit the appeal to the Petitions Committee utilizing the current petitions process.
Students who pay fees by student loans, scholarships, or through state or federal agency authorization must follow all procedures in the same manner as though they are paying by cash. In addition, these students must complete arrangements and receive approval of loans, scholarships, or agency payments by the Financial Aid office or Business office, prior to the deadline for fee payment listed in the academic calendar.

Students who fail to make prior arrangements or who do not complete fee payments as scheduled shall forfeit all course selections. State laws and regulations prohibit the extension of credit.

**FEE ADJUSTMENTS DUE TO SCHEDULE CHANGE**

Student fees are recalculated at the end of the period for schedule changes, as noted in the academic calendar, to determine if additional fees are due. If additional payment is required, the student will be notified. Payment must be received in the Business Office no later than one week after the date of notification.

**REFUND POLICY - WITHDRAWAL FROM COLLEGE AND REDUCTION OF CLASS LOAD**

A refund of registration fees will be made to any student enrolled in college credit courses who officially drops on or before the last day of the late registration period of any academic term. This policy applies also to the reduction of class load.

**EXCEPTIONS**

A full refund (100%) will be given to any student whose courses are canceled by the College or to any student who, because of serious circumstances beyond the student’s control occurring prior to the mid-point of the term, is prevented from completing the term. These circumstances are limited to the following:

- death of the student or the death of an immediate family member upon whom the student is dependent for continuation of enrollment;
- prolonged physical disability of the student;
- involuntary recall or induction into the armed services; or
- other circumstances that may be approved by the President or designee with or without full 100% refund. In such cases, timely notification, along with appropriate documentation, should be made to the Vice President for Student Affairs/Assistant General Counsel.

Tuition for continuing workforce and community instructional service courses is not refundable.

**REFUNDS/REPAYMENTS**

A statutory refund is made to federal financial aid sources, excluding federal work study, if the student received financial aid funds and the student officially withdrew or was officially withdrawn from all classes prior to completing at least 60% of the term. This also applies to students who stopped attendance prior to completing at least 60% of the term and received grades of F, I, and/or W only, referred to as an “unofficial withdrawal.”

For official withdrawals, SJR State’s policy is to recalculate the amount of aid earned based on the date the student withdrew from all classes. For students who were officially withdrawn (by instructors), the calculation is based on the last date of attendance or final class participation date documented by the instructor(s). For unofficial withdrawals, SJR State’s policy is to recalculate the amount of aid earned based on the last documented date the student participated in class or the mid-point of the semester, whichever is later. The College will bill the student any amount refunded to federal sources. A hold will be placed on the student’s records until repayment is made. Repayment can be made by cash, check, or credit card to the cashier; or payment can be sent to the Business office.

Refunds will be distributed to aid sources from which the student received aid in the following order as prescribed by federal regulations:

1. unsubsidized Federal Stafford or Direct Loans
2. subsidized Federal Stafford or Direct Loans
3. federal PLUS Loans
4. federal Pell Grants for which a return of funds is required
5. federal Supplemental Educational Opportunity Grants for which a return of funds is required
6. other applicable aid

**HIGHER ONE REFUND**

Higher One’s OneDisburse® Refund Management® provides multiple electronic options to students. These choices include an ACH transfer to a bank account of their choice or direct deposit to the OneAccount—an optional, no minimum balance, no monthly fee, FDIC insured checking account provided by Higher One. Most importantly, the new options allow students to receive their refunds for free and in a faster, more secure manner.

**AUTOMATIC PAYMENT PLAN**

St. Johns River State College offers a Tuition Installment Plan (TIP) for all students requiring assistance with managing their educational expenses. The TIP program will allow students to pay for tuition and fee expenses over a period of time rather than one lump sum payment before the start of the semester. The College has contracted with Nelnet Business Solutions to administer this program. This company will be responsible for the enrollment, as well as receiving the monthly payments. Enrollment to the payment plan can be completed via the SJRstate Web site (SJRstate.edu) by logging on to the My SJRstate account. After the student registers under the Student and Registration menu, click on Optional Payment Plan, choose the term, and click on e-Cashier logo and follow the steps. Students needing additional information should contact the St. Johns River State College Business Office at 386-312-4117.
STUDENT’S RESPONSIBILITY

It is the responsibility of the student to complete all requirements for dropping courses for a refund within the drop/add period. A refund will not be made unless all requirements are met. (See also academic calendar and the withdrawal section.)

DELINQUENT ACCOUNTS

A student may be suspended if all fees and other financial obligations to the College have not been paid by the due date. The College will not issue an official transcript unless all financial obligations to the College, including library fines, traffic fines, student loan repayments, veteran deferments, additional fees, inter-library loan obligations, etc., have been met.

If it becomes necessary for the College to turn over a student’s account balance to a collection agency for collection, the collection cost (agency’s fees) will be added to the student’s account and must be paid by the student.

CHECKS RETURNED BY THE BANK

If a student or anyone on the student’s behalf issues a check to meet an obligation to the College during the add/drop period and the check is not honored by the bank, the student will be voided from all classes within a 24-hour period.

If a check not honored by the bank is received after the add/drop period the student will be notified via SJR State e-mail and given 10 business days to pay the obligation. If the obligation is not met, the student will be withdrawn from all classes and will still be responsible for the total amount due the College.

In all cases, a returned check fee of $25.00 will be assessed to the student’s account as authorized by Florida Statute 832.07. If a student habitually issues bad checks, even if the debt is cleared, disciplinary action may be taken.

If due to bank error the check is dishonored, the student must bring or fax a signed letter from the bank to the Business Office that states bank error. This should be done immediately after the student is notified by the College that the check has been returned. There will be no returned check fee assessed to the student’s account.

*RESIDENCY REQUIREMENTS

All applicants are required by law to execute the residency affidavit form. College fees and tuition assessments are based on the applicant’s residence or the legal residence of their parent or legal guardian if the applicant is less than 18 years of age. Classification as a Florida resident shall be granted by Florida Statute Chapter 1009.21 listed below:

1009.21 Determination of resident status for tuition purposes.—Students shall be classified as residents or nonresidents for the purpose of assessing tuition in postsecondary educational programs offered by charter technical career centers or career centers operated by school districts, in community colleges, and in state universities.

(1) As used in this section, the term:
(a) “Dependent child” means any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.
(b) “Initial enrollment” means the first day of class at an institution of higher education.
(c) “Institution of higher education” means any charter technical career center as defined in s. 1002.34, career center operated by a school district as defined in s. 1001.44, community college as defined in s. 1000.21(3), or state university as defined in s. 1000.21(6).
(d) “Legal resident” or “resident” means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17.
(e) “Nonresident for tuition purposes” means a person who does not qualify for the in-state tuition rate.
(f) “Parent” means the natural or adoptive parent or legal guardian of a dependent child.
(g) “Resident for tuition purposes” means a person who qualifies as provided in this section for the in-state tuition rate.

(2)(a) To qualify as a resident for tuition purposes:
1. A person or, if that person is a dependent child, his or her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 consecutive months immediately prior to his or her initial enrollment in an institution of higher education.
2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(b) However, with respect to a dependent child living with an adult relative other than the child’s parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 consecutive months immediately prior to the child’s initial enrollment in an institution of higher education, provided the child has resided continuously with such relative for the 5 years immediately prior to the child’s initial enrollment in an institution of higher education, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3)(a) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he or she has provided such evidence related to legal residence and its duration or, if that individual is a dependent child, evidence of his or her parent’s legal residence and its duration, as may be required by law and by officials of the institution of higher education from which he or she seeks the in-state tuition rate.

(b) Except as otherwise provided in this section, evidence of legal residence and its duration shall include clear and convincing documentation that residency in this state was for a minimum of 12 consecutive months prior to a student’s initial enrollment in an
institutions of higher education.

(c) Each institution of higher education shall affirmatively determine that an applicant who has been granted admission to that institution as a Florida resident meets the residency requirements of this section at the time of initial enrollment. The residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified in this paragraph. No single piece of evidence shall be conclusive.

1. The documents must include at least one of the following:
   a. A Florida voter's registration card.
   b. A Florida driver’s license.
   c. A State of Florida identification card.
   d. A Florida vehicle registration.
   e. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual’s parent if the individual is a dependent child.
   f. Proof of a homestead exemption in Florida.
   g. Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months.
   h. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.

2. The documents may include one or more of the following:
   a. A declaration of domicile in Florida.
   b. A Florida professional or occupational license.
   c. Florida incorporation.
   d. A document evidencing family ties in Florida.
   e. Proof of membership in a Florida-based charitable or professional organization.
   f. Any other documentation that supports the student’s request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

4. With respect to a dependent child, the legal residence of the dependent child’s parent or parents is prima facie evidence of the dependent child’s legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the dependent child, by the other evidence of legal residence required of or presented by the dependent child. However, the legal residence of a dependent child’s parent or parents who are domiciled outside this state is not prima facie evidence of the dependent child’s legal residence if that dependent child has lived in this state for 5 consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.

5. In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:

(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying for or maintaining resident status for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person’s spouse continues to be domiciled outside of this state, provided such person maintains his or her legal residence in this state.

(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person’s spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

6(a) Except as otherwise provided in this section, a person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent presents clear and convincing documentation that supports permanent legal residency in this state for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education, such as documentation of full-time permanent employment for the prior 12 months or the purchase of a home in this state and residence therein for the prior 12 months while not enrolled in an institution of higher education.

(b) If a person who is a dependent child and his or her parent move to this state while such child is a high school student and the child graduates from a high school in this state, the child may become eligible for reclassification as a resident for tuition purposes when the parent submits evidence that the parent qualifies for permanent residency.

(c) If a person who is a dependent child and his or her parent move to this state after such child graduates from high school, the child may become eligible for reclassification as a resident for tuition purposes after the parent submits evidence that he or she has established legal residence in the state and has maintained legal residence in the state for at least 12 consecutive months.

(d) A person who is classified as a nonresident for tuition purposes and who marries a legal resident of the state or marries a person who becomes a legal resident of the state may, upon becoming a legal resident of the state, become eligible for reclassification as a resident for tuition purposes upon submitting evidence of his or her own legal residency in the state, evidence of his or her marriage to a person who is a legal resident of the state, and evidence of the spouse’s legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification.

7. A person shall not lose his or her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his or her parent’s or parents’ serving, in the Armed Forces outside this state.

8. A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his or her resident tuition status because the person or, if he or she is a dependent child, the person’s parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

9. Any person who ceases to be enrolled at or who graduates
from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his or her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month duration requirement of this section if that person has reestablished his or her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

10. The following persons shall be classified as residents for tuition purposes:
   (a) Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses, and dependent children, and active drilling members of the Florida National Guard.
   (b) Active duty members of the Armed Services of the United States and their spouses and dependents attending a public community college or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
   (c) United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
   (d) Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children.
   (e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.
   (f) Southern Regional Education Board’s Academic Common Market graduate students attending Florida’s state universities.
   (g) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
   (h) McKnight Doctoral Fellows and Finalists who are United States citizens.
   (i) United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.
   (j) Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where they are stationed.
   (k) Active duty members of a foreign nation’s military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
   (l) Once a student has been classified as a resident for tuition purposes, an institution of higher education to which the student transfers is not required to reevaluate the classification unless inconsistent information suggests that an erroneous classification was made or the student’s situation has changed. However, the student must have attended the institution making the initial classification within the prior 12 months, and the residency classification must be noted on the student’s transcript. The Higher Education Coordinating Council shall consider issues related to residency determinations and make recommendations relating to efficiency and effectiveness of current law.
   (m) Each institution of higher education shall establish a residency appeal committee comprised of at least three members to consider student appeals of residency determinations, in accordance with the institution’s official appeal process. The residency appeal committee must render to the student the final residency determination in writing. The institution must advise the student of the reasons for the determination.
   (n) The State Board of Education and the Board of Governors shall adopt rules to implement this section.

Examples of evidence that may substantiate residency in this state for initial classification. Additional evidence or documentation may be required for meeting the first requirement of reclassification is the same as for initial classification. Additional evidence or documentation may be required for meeting the second requirement of reclassification. Examples of evidence that may substantiate residency in this state...
for the purpose of maintaining a bona fide domicile may include:
  • Student (or parent/legal guardian if dependent) is not enrolled full-time in a Florida higher education institution during the previous 12 months.
  • Student (or parent/legal guardian if dependent) has maintained a full-time permanent job in Florida during the previous 12 months. Full-time employment is considered one or more permanent jobs for a minimum of 30 hours a week.
  • Student (or parent/legal guardian if dependent) was transferred to a full-time permanent job in Florida prior to initial enrollment as confirmed on corporate or organizational letterhead.
  • Student (or parent/legal guardian if dependent) has an immediate relative (i.e., parent or child) who is currently living in Florida and who has resided in this state for the previous 12 months.
  • Student (or parent/legal guardian if dependent) has purchased a home in Florida as primary residence (evidenced by a homestead exemption) prior to initial enrollment.
  • Student (or parent/legal guardian if dependent) has received a military discharge and established residency in Florida prior to initial enrollment.
  • Student (or parent/legal guardian if dependent) received social service benefits (e.g., disability) from the State of Florida during the previous 12 months.
  • Student (or parent/legal guardian if dependent) lost their house or other domicile in another state due to severe natural disaster or crisis resulting in a state of emergency (e.g., hurricane or earthquake) that occurred prior to initial enrollment.

Documents should be submitted 20 working days prior to registration.

To make false or fraudulent statements on the Residency Affidavit or the Application for Reclassification of Residency may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned.
## Tuition/Fees*

**ST. JOHNS RIVER STATE COLLEGE**

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### Adult Basic & Secondary

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*Tuition and Fees subject to change by the District Board of Trustees.
CONTINUING WORKFORCE EDUCATION
Assessed fees must cover at least 50% of the total costs for course.
(Board approved - varies by course)

TESTING AND EXAMINATION FEES
Criminal Justice/Law Enforcement (Basic Abilities Test) (BAT) .................................................. $35.00
Criminal Justice/Law Enforcement (Physical Abilities Test) (PAT) ................................................ $30.00
Career Assessment (SELF Directed Search)(SDS) ......................................................................... $9.95
Florida College Entry Level Placement Test (CPT) ........................................................................... $10.00
CPT Retest Fee .............................................................................................................................. $20.00
College Level Examination Program (CLEP) administration fee .............................................. $15.00*
Nursing Admissions Assessments (HESI) ...................................................................................... $75.00 (on-campus)
Institutional Exams (Per credit hour) ......................................................................................... $25.00
Proctored Exams
Up to 2 hours .............................................................................................................................. $15.00*
Up to 3 hours .............................................................................................................................. $25.00*
Over 3 hours ............................................................................................................................... $35.00*
Test of Adult Basic Education (TABE test) Non-students............................................................... $20.00

*This fee is in addition to the cost of specialized exams, including but not limited to the BAT, AutoCAD, HESI, CLEP, etc.

OTHER FEES
Financial Aid/Veterans Deferment Late Fee ................................................................. $20.00
Late Registration Fee ................................................................................................................... $10.00
Duplicate Copy of Student Schedule/Receipt .............................................................................. $2.00
Replacement ID ............................................................................................................................... $5.00
Duplicate Diploma .......................................................................................................................... $40.00
College Credit Application for Admission (non-refundable) ......................................................... $30.00
Returned Check Fee ........................................................................................................................ $25.00
FDLE - Fingerprint Card Fee ....................................................................................................... $60.00
Transcript Fee ................................................................................................................................. $5.00

LABORATORY AND SPECIAL FEES
Online Course Fee ......................................................................................................................... $27.00
Insurance Fee ................................................................................................................................. $15.00
Applied Music Lessons (1 credit hour) ........................................................................................ $60.00
Applied Music Lessons (2 credit hours) ....................................................................................... $120.00

FINES
Parking and Traffic Fines
*Unauthorized Handicapped Parking ........................................................................................ $25.00
*Fire Lane Violation ......................................................................................................................... $25.00
*Restricted Area ............................................................................................................................... $25.00
*Overnight Parking ........................................................................................................................ $25.00
*No Decal ......................................................................................................................................... $30.00
Employee Lost Parking Pass ......................................................................................................... $35.00
Library Lost Book Processing Fee ................................................................................................. $10.00

Fees are subject to change, and other fees may be added at the discretion of the District Board of Trustees.
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Fees are subject to change, and other fees may be added at the discretion of the District Board of Trustees.
FINANCIAL AID

ST. JOHNS RIVER STATE COLLEGE

Students who qualify for financial assistance may be able to obtain help through scholarships, loans, grants, and part-time work. Financial aid programs at SJR State include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work/Study, Federal Stafford or Direct Loan, Federal PLUS Loan, Federal Unsubsidized Stafford or Direct Loan, Florida Student Assistance Grant, Florida Academic Scholars, Florida Medallion Scholars, Florida Gold Seal Scholars, “Chappie” James Most Promising Teachers Scholarship, and other state financial aid programs.

These programs are funded by state and federal funds. Awards are made on an academic year basis, and the amount of the assistance is determined by individual need, student eligibility, program regulations, and availability of funds.

The SJR State Board of Trustees and SJR State Foundation, Inc., provide a number of scholarships to outstanding students. Programs include academic scholarships to tri-county (Clay, Putnam, and St. Johns counties) area high school graduating classes, academic scholarships to currently enrolled SJR State students, athletic scholarships, African-American leadership scholarships, Hispanic leadership scholarships, student ambassador scholarships, need-based scholarships, and performing and visual arts scholarships.

Students are encouraged to apply for financial aid by April 1 for the following academic year. Detailed information concerning financial aid applications and sources of aid are available in financial aid brochures and on the Web site.

You may obtain this information by contacting:

- Palatka Campus (386) 312-4040
- Orange Park Campus (904) 276-6749
- St. Augustine Campus (904) 808-7407

or by writing the:

SJR State Office of Financial Aid
5001 St. Johns Avenue
Palatka, FL 32177

Admission files must be cleared for receipt of financial aid and/or receipt of degree. Please see the check list on page 17.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

The federal regulations governing the funds from which financial aid is provided, state that students must maintain satisfactory academic progress toward the educational goal they are pursuing, according to the standards established by the institution. SJR State has established the following procedures to measure satisfactory progress for students receiving federal financial aid. The financial aid standards of progress apply to all semesters or enrollment periods regardless of whether a student received financial aid during a given semester or enrollment period (see definition of semester below). Certain state and locally administered financial aid programs have a more stringent progress standard. In these cases, the more stringent progress standards will be applied in addition to the College standard where applicable.

SATISFACTORY ACADEMIC PROGRESS (SAP)

This is not measured until after students have attempted a minimum of six credit hours. At the completion of each semester or enrollment period after the first six credit hours, and including a measure of progress made in the first six hours, students’ progress toward an educational goal is measured in two ways:

1. Successful Completion Ratio: Students must maintain an overall successful completion ratio of at least 67 percent. This ratio is cumulative of all courses attempted, including transfer courses, and is calculated by dividing the total number of attempted credit hours into the number of credit hours successfully completed with a grade of “D” or higher. This successful completion ratio establishes the minimum time frame requirement for students at a maximum of 1½ times the normal length of time required for a student to complete a given program, regardless of enrollment status (full time, part time, or any combination of both).

2. Grade-Point Average (GPA): With the exception of the Bachelor of Science Degree in Early Childhood Education, students must maintain a minimum cumulative grade-point average of 2.0. Upon acceptance into the Bachelor of Science Degree Program in Early Childhood Education, students must maintain a minimum cumulative GPA of 2.5. In the event a student enrolls in a semester in courses where a grade-point average is not applicable (e.g., all preparatory courses), the cumulative grade-point average achieved by the end of the previous semester will be used. In the event there are only courses where a grade-point average is not applicable, the successful completion ratio will be the only measurement applied to the students until a GPA is applicable.

All students who otherwise qualify for financial aid and who enroll at or above the postsecondary level in an eligible program of study for the first time at SJR State will be eligible to receive financial aid. First-time students with course history that does not meet the satisfactory progress standard will be placed in a financial aid probation status based on the applicable transfer history grades. Dual enrollment courses taken at SJR State will be included in all satisfactory academic progress measurements.

A semester is defined as either of the major semesters/terms: fall, spring, and summer. An enrollment period is defined as the term or portion of a term for which a student enrolls. The words semester and term as used in this procedure, also mean enrollment period where applicable. Satisfactory academic progress is measured at the end of each semester.

Successful completion is defined as any course completed with a final grade of A, B, C, D, F, or S. Courses for which students receive grades of W, WF, I, IF, F, N, NR, U, or X, as well as the previous attempt(s) of repeated courses regardless of previous grade, are counted as courses attempted but not successfully completed.

Failure to meet the minimum standards of progress will result in one of the following actions:
1. Financial Aid Probation: This occurs at the end of the semester for which satisfactory progress is measured and the students failed to meet either one or both of the measurements outlined above. Students in this status continue to receive financial aid without penalty.

2. Financial Aid Continued Probation: This occurs only when students who are in a financial aid probation status enroll in a subsequent semester, successfully complete 100% of all courses attempted in that semester, achieve or maintain the minimum grade-point average, but do not reach the 67% cumulative successful completion ratio. Students in this status continue to receive financial aid without penalty in a financial aid probation status, as long as they have not yet reached the maximum hours limit.

3. Maximum Hours: This occurs at the end of the semester when students enrolled at the college credit level reach a total of 90 attempted credit hours for Associate level programs, 180 attempted credit hours for Baccalaureate level programs, or when students enrolled at the postsecondary adult vocational level (PSAV) reach a total of 45 attempted credit hours (1500 clock hours). All federal financial aid is terminated.

4. Financial Aid Suspension: This occurs at the end of the semester for which satisfactory progress is measured and students failed to maintain either one or both of the measurements outlined above, with the exception of the financial aid continued probation status. All federal financial aid is terminated until the students again meet the minimum standards for receipt of aid. Students can regain eligibility by enrolling for a minimum of six credit hours (half time) in a single semester and achieving at least the equivalent of the financial aid continued probation status.

APPEALS

Students placed on financial aid suspension or reaching the maximum hours may file an appeal for reinstatement based on mitigating circumstances. These might include death in the immediate family, accidents, personal tragedy, medical emergencies, or other circumstances such as changes in degree goal(s). Students must submit a written letter of appeal along with supporting documentation to the Director of Financial Aid (the Director). The appeal will then be forwarded to the Financial Aid Appeals Committee (the Committee) for their consideration. The Committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director. The Director informs the student of the Committee's decision. Students allowed to receive financial aid may file an appeal for reinstatement based on mitigating circumstances. These might include death in the immediate family, accidents, personal tragedy, medical emergencies, or other circumstances such as changes in degree goal(s). Students must submit a written letter of appeal along with supporting documentation to the Director of Financial Aid (the Director). The appeal will then be forwarded to the Financial Aid Appeals Committee (the Committee) for their consideration. The Committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director. The Director informs the student of the Committee's decision.

EXCEPTIONS TO THE APPEAL PROCESS

Students enrolled in Postsecondary Adult Vocational programs of less than one year in length cannot appeal the maximum hours status. For students in one-year credit certificate or two-year associate degree programs, the Financial Aid Director can waive the appeal process for students reaching the 90 or 45 credit hour limits as applicable, but having less than one academic year to complete their current program of study. Students must be meeting all other standards of progress measurements and must contact the Director and request the waiver. The Director may decide to refer these students to the Financial Aid Appeals Committee for their review and decision.

REPAYMENT OF FEDERAL FUNDS

Federal regulations require repayment of a portion of federal funds received by students, unless certain conditions are met. A student who withdraws from or stops attending all courses prior to completion of at least 60% of an enrollment period (i.e., a semester/term), WILL BE REQUIRED TO REPAY the "unearned portion" of the funds received.

This applies to all federal grant and loan funds received as a disbursement by a student. For example, a student receiving a Pell Grant disbursement check in the amount of $800 could be required to repay the federal financial aid programs as much as $400, unless the student attends school for more than 60 percent of the enrollment period. PLUS a portion of the award that could have been used to pay for tuition, fees, books, and/or supplies may also be required as repayment to the school. The latter requirement is because schools will also be required to refund the federal financial aid programs the "unearned portion" of the tuition, etc.

The rule applies only to those students who withdraw from all classes. The rule does not apply to students who successfully complete at least one course in an enrollment period; therefore, if a student finds he/she is unable to complete all courses, every effort to successfully complete at least one course should be made. In so doing, the student will preserve the funds received. After that, the student should work closely with an academic advisor to work out a course load that can be successfully completed each term. A student must also meet satisfactory academic progress guidelines in order to continue to receive financial aid.

SPECIAL ASSISTANCE

Vocational Rehabilitation Assistance

The Vocational Rehabilitation Section of the Florida State Department of Labor and Employment Services provides limited assistance to students with disabilities. An applicant must be at least 16 years of age, have a permanent major physical disability, possess a good scholastic record, and take courses that will prepare him/her for a vocation. Application should be made to the Director of Vocational Rehabilitation of the area in which the applicant resides.

SCHOLARSHIPS FOR CHILDREN OF DECEASED OR DISABLED FLORIDA VETERANS

Eligibility is limited to children of deceased or 100% disabled veterans, and to children of POWs and MIAs attending a postsecondary institution in Florida. The parent must have entered service from Florida. The surviving parent or veteran must have resided in Florida for five years before application. The amount will be for tuition and fees for the academic year. Applications may be obtained by writing the Office of Student Financial Assistance, Department of Education, Florida Education Center, Tallahassee, Florida 32399-0400 or visit www.floridastudentfinancialaid.org.
VETERANS’ EDUCATION ASSISTANCE

Students entitled to benefits should complete the necessary forms and applications well in advance of the term they plan to attend.

Requirements and Policies:
1. The student must be seeking an Associate in Arts degree, an Associate in Science degree, a certificate, a Bachelor of Science degree, or a Bachelor of Applied Science degree.
2. The student will be certified and receive benefits only for those courses needed for their degree. The number of elective hours needed for each degree program is limited. Students should take required courses first.
3. No benefits will be paid to a student for repeating a course in which they have already earned a satisfactory grade. A satisfactory grade is defined as “D” or better, unless a higher grade is required to meet a specific program or degree requirement.
4. The status of a student as full time, three-quarter, or half-time determines the percentage of educational benefits to be received. For enrollments in the Summer Term, the VA uses the starting and ending dates to determine the benefit amount based on the equivalent enrollment. The chart below gives an indication of how the VA determines the enrollment.
5. For purposes of registration and satisfactory progress status, college preparatory courses are considered as three semester hours. (See standards of progress for veterans). These courses, however, are not used for certification purposes unless required by placement test scores.
6. The DVA will not pay educational benefits for enrollment in MAN 1943, Work Experience I or MAN 2944, Work Experience II.
7. A student should visit the college’s VA counselor each term when registering. The student must submit a completed “SJR State Request for Certification” form to the VA counselor. The student must ensure that the courses for which he or she registers will meet degree requirements. An audit conducted at the end of the schedule change period determines whether courses are acceptable for certification. The DVA will be notified of unacceptable courses and a reduction of benefits may result.
8. All students receiving DVA education benefits including certificate and other non-college degree programs are required to comply with the attendance policy as written in the student handbook. This policy states that students will receive an attendance warning after missing three or more instructional hours. Any additional absence after a warning will result in the student being withdrawn from the class.

**SEMMER HOUR EQUIVALENTS**
(Sem Hrs X 18 Div by Length of Term in Weeks)

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STANDARDS OF PROGRESS FOR VETERANS

A student receiving veterans’ educational benefits is required to make satisfactory academic progress. Students receiving DVA education benefits will be required to meet or exceed the same minimum standards of progress required of other students by SJR State academic regulations. Students will be considered to have failed to meet minimum standards if they are:

1. placed on academic or disciplinary suspension; or
2. withdrawn from the college for disciplinary reasons; or
3. placed on academic probation for more than two consecutive terms.

If these standards are not met, the College will request the veterans administration to suspend educational benefits. Reinstatement for benefits will be made only if evidence indicates that improvement in academic performance may be expected.

Courses for which a grade of “W” is given are not included in determination of satisfactory progress, but such grades may result in an overpayment of benefits. The DVA will recalculate benefits from the beginning of the term when the “W” creates a change in benefit status. In such cases, the DVA requests a refund or adjustment unless the student can show mitigating circumstances which the DVA finds satisfactory.

VETERANS’ DEFERRED PAYMENT

Students eligible for veterans’ educational benefits may defer payment of fees for sixty days (or 10 days before the end of the Summer A or Summer B Terms) once during the academic year, if they are not then receiving benefit checks. Failure to pay fees by the deadline will result in administrative withdrawal from classes.
COUNSELING SERVICES
Counseling services are available on each campus for students and prospective students. Counselors and advisors are available to work individually and/or in groups with students requesting academic advising, career counseling, vocational and personality assessments, disability services, and referrals to community resources.

The SJR State counselors and advisors are dedicated to providing students with quality academic support services. These services include timely and effective delivery of academic advising, new student orientation, career counseling, college-wide testing, services for students with disabilities, and appropriate referral services.

In addition, resources on educational/career planning, job searching strategies, and employment information are available at the Career Resource Centers on each campus and the Career Resources Web page at: SJRstate.edu.

Vocational and personality assessments are also available upon request and through enrollment in SLS 1401 Comprehensive Career Exploration.

STUDENT HANDBOOK
The student policies and regulations, rights and responsibilities, including regulations and policies pertaining to student conduct are listed in the student handbook, which is available on the college Web site, SJRstate.edu.

STUDENT GOVERNMENT ASSOCIATION
The Student Government Association, through its elected student officers and representatives, promotes social, cultural, and recreational activities for all students and serves as a liaison group between the student body and the College administration.

The Student Government Association recommends the chartering of all campus organizations, appoints students to College committees, conducts the College student activities program, and recommends student activity budgets.

STUDENT IDENTIFICATION
While on college property, students should possess an SJR State student identification card. Students can secure this card from the Student Activities Coordinator on each campus during designated times each spring and fall term. Cards that are lost, stolen or damaged may be replaced for a $5.00 fee.

ATHLETICS
St. Johns River State College is a charter member of the Florida College System Activities Association, the governing body for inter-collegiate competition within the state. The College provides inter-collegiate basketball and baseball for men, and intercollegiate softball and volleyball for women.

The College is a member of the National Junior College Athletic Association and participates in Region VIII of this organization.

CLUBS AND ORGANIZATIONS
Students are encouraged to participate in extracurricular activities which include academic, service, religious, and special interest clubs and organizations. These organizations are largely student-initiated and controlled. A complete listing of clubs and organizations is found online in the student handbook.

CULTURAL EVENTS
Florida School of the Arts
Located on the Palatka Campus, Florida School of the Arts presents a wide variety of cultural activities in the arts including dramas, dance and musical presentations, and art exhibits.

Thrasher-Horne Center for the Arts
Located on the Orange Park Campus, the Thrasher-Horne Center for the Arts hosts traveling art exhibits, theatrical shows and community events and serves as a meeting site for business conferences and events.
**MISSION**

The mission of the Department of Workforce Services is to connect and provide St. Johns River State College and the northeast Florida community with resources designed to maximize opportunities for access and advancement in career and technical education and occupations.

**SERVICES**

Workforce Services provides resources to assist students with meeting the requirements of Associate in Science degree (A.S.) and certificate programs. Services are available on each campus for students and prospective students. Workforce Specialists are available to work individually and/or in groups with students requesting career and academic program planning services specifically designed for workforce development program areas.

In partnership with Student Services and the academic departments of Allied Health, Business and Construction Technology, Computer Science, Criminal Justice and Nursing, Workforce Specialists are dedicated to providing students with quality and timely information to assist them with planning for admission into their desired program and/or with understanding the requirements for graduation.

**PRE-HEALTH ORIENTATION**

Students who have declared their program in one of the pre-health areas of Health Information Management, Nursing, Radiologic Technology, or Respiratory Care are provided with an orientation facilitated jointly by Workforce Specialists and the staff of the Counseling Department. The orientation reviews the admissions process for limited access programs as well as information unique to the learning of the health areas critical for college success.

**PROGRAM INFORMATION SESSIONS**

Program information sessions provide prospective and current students with the specialized requirements and career information related to workforce development programs in business, computer science and criminal justice.

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**CAREER AND PROGRAM PLANNING**

Workforce Specialists assist students with the development of individualized plans for selecting and completing an A.S. degree or certificate program of study including properly sequencing courses and meeting admission requirements when applicable. Workforce Specialists help students locate resources for career research, labor market information, and employment such as college and career fairs and access to local and nationwide job boards for college students.

**CAREER PATHWAYS**

Career Pathways provides students who are completing career and technical education programs in high school with the opportunity to continue their studies in College in the same career cluster. In partnership with the Dual Enrollment Department and in accordance with local and statewide articulation agreements, students have access to acceleration options, reducing the time and cost of their A.S. degree or certificate. Programs of study, from grade 9 through postsecondary, are designed by the St. Johns River Career Pathways Consortium and guided by the workforce and economic development needs of business and industry.

For more information about the Department of Workforce Services, please visit our Web site at SJRstate.edu/workforce/workforceservices.html, call (386) 312-4259 or e-mail careerservices@SJRstate.edu.
Whether you are preparing for your career or you want to enhance your present skills, St. Johns River State College has an array of academic programs to fit your needs as well as special instructional programs of study. General education requirements and many of the elective, professional, and other required courses are available on all three locations; however, not all of the Associate in Science degree programs and college credit certificate programs are available at each college location.

ASSOCIATE IN ARTS DEGREE
The Associate in Arts degree is the legally recognized transfer degree for the Florida College System and is specifically designed for the student who wishes to transfer into the state university system as a university junior. The A.A. degree requires a minimum of 60 college-level credit hours, which includes 36 credit hours in general education and 24 hours of university transfer program prerequisites/electives. See page 48.

ASSOCIATE IN SCIENCE DEGREE
These degrees are for students planning to enter a career at the semi-professional level upon completion of the program of study. The A.S. degree programs provide instruction in two areas: general education and program specific education related to specific careers. General education courses are designed to help develop a well-rounded individual and enhance employment potential. See page 52.

BACHELOR OF SCIENCE DEGREE
BACHELOR OF APPLIED SCIENCE DEGREE
St. Johns River State College has been granted authorization from the Florida legislature to offer bachelor’s degrees to meet local and regional workforce needs and demands. A bachelor’s degree is awarded for successful completion of an undergraduate curriculum in a 2+2 manner such that a completed associate’s degree is required of applicants. Both the B.A.S. and the B.S. degree require a minimum of 120 college-level credit hours, which includes 36 credit hours in general education as well as program specific courses.

COLLEGE CREDIT CERTIFICATES
The college credit certificate programs are designed to prepare students for immediate entry into a career in the workforce. These programs may be completed in as little as one year and are an intermediate step toward the related Associate in Science degree in that area of study. College credit certificates consist primarily of specialized courses in a specific career area. See page 55.

VOCATIONAL CERTIFICATES (PSAV)
Post Secondary Job Training programs prepare students for entry into a given career or vocation. Each of these programs prepares students for a specific occupation or one of a cluster of related occupations. See page 56.

ARTICULATED BACCALAUREATE/GRADUATE DEGREE OPPORTUNITIES
The College actively seeks to form agreements with colleges and universities for the purpose of increasing access to baccalaureate and graduate degrees for residents of Putnam, Clay and St. Johns counties. For a list of participating colleges, see page 141.

APPRENTICESHIP PROGRAMS
The College offers several apprenticeship programs in the construction and building trades. Apprenticeship programs require full-time paid work in a specific trade, combined with classroom related instruction one to two evenings per week. See page 94 for more information.

OPEN CAMPUS
The Open Campus is committed to extending the College beyond its traditional course offerings and campuses into the community through a variety of credit and non-credit programs including baccalaureate and graduate degree opportunities, child care training, continuing education courses, contract customized training for business and industry, distance learning courses, dual enrollment courses, the Educator Preparation Institute, non-credit job enhancement courses, and non-credit recreation and leisure courses. See page 140.
ASSOCIATE IN ARTS
ST. JOHNS RIVER STATE COLLEGE

The Associate in Arts degree is the legally recognized transfer degree for the Florida College System, and is specifically designed for the student who wishes to transfer into the state university system as a university junior.

To receive the A.A. degree a student must complete a minimum of 60 college-level credit hours. The 60 hours must include the 36 credit hours general education requirement and 24 hours of university transfer program prerequisites/electives. In addition to the credit hour requirement as listed above, the student must:

1. earn a cumulative grade point average (GPA) of at least 2.0 in all courses attempted that apply toward the A.A. degree;
2. complete a minimum of 15 credit hours required for the degree at St. Johns River State College;
3. demonstrate the attainment of the required College Level Academic Skills by meeting one of the requirements set forth in this catalog;
4. satisfy the writing requirements of SBE Rule 6A-10.030 (Gordon Rule) by successfully completing at least 12 hours of courses requiring multiple college-level writing assignments;
5. satisfy the mathematics requirements of SBE Rule 6A-10.030 by successfully completing at least 6 hours of courses at the level of college algebra or higher;
6. complete and submit an application for graduation by the deadline listed in the college calendar;
7. fulfill all financial obligations to the College.

While the College does not offer the Associate in Arts degree in any “major,” with proper planning of course work students can complete the degree and many prerequisite courses necessary for admission to a variety of degree programs within the state university system. Each possible transfer major has a distinct listing of common prerequisite courses. To ensure accuracy in selecting courses, students should refer to the Common Prerequisite Manual available online at Facts.org (select “Counselors and Educators,” then select “Common Prerequisite Manual.”)

ARTICULATION AGREEMENT AND ADMISSION TO THE STATE UNIVERSITY SYSTEM

Associate in Arts degree graduates are guaranteed certain rights under Florida Statute 1007.23 that establishes the statewide articulation agreement. This agreement governs the transfer of students from Florida College System institutions into the state university system and specifically addresses admission to the university and admission to specific programs within the university.

The articulation agreement designates the Associate in Arts degree as the transfer degree. In doing so, the agreement specifically guarantees that:

1. The degree holder will be granted admission to one of the state universities.
2. The graduate will be awarded at least 60 credit hours toward the baccalaureate degree.
3. Once a student has completed the general education requirement and it is noted on his transcript (regardless of whether an Associate in Arts degree is awarded), no state university or state college to which the student may transfer can require additional courses to the general education core.
4. When transferring among institutions participating in the statewide course numbering system, an 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.
5. Credits earned through acceleration mechanisms (CLEP, dual enrollment, etc.) within the associate in arts degree will be transferable to the state university system.

Students seeking admission to a state university without the Associate in Arts degree are not protected by the articulation agreement and may be denied admission or lose credit hours when transferring. In most cases these students must meet freshman admission requirements.

Additional transfer agreements exist between SJR State and universities for several Associate in Science degree programs. Students seeking admission to those programs are protected under the articulation agreements.

ADMISSION TO A PROGRAM WITHIN A STATE UNIVERSITY

The university determines the courses and prerequisites that must be taken in order to earn a baccalaureate degree for a specific program. Although all credit earned toward an Associate in Arts degree will transfer to a university, not all credit may satisfy the program prerequisites or the course requirements for a specific baccalaureate degree. Therefore, it is important to know the program requirements and to meet program prerequisites while completing the Associate in Arts degree. To ensure accuracy in selecting courses, students should refer to the Common Prerequisites Manual available online at Facts.org (select “Counselors and Educators,” then select “Common Prerequisites Manual”)

LIMITED ACCESS PROGRAMS

Limited access programs within the state university system are programs that have additional admission requirements that are more restrictive than the university’s general admission requirements. The requirements may include minimum grade point averages, test scores, prerequisite courses, auditions, or portfolios.

Associate in Arts degree graduates are not guaranteed admission into limited access programs, but under the articulation agreement they are guaranteed the same opportunity as a native university student to enroll in a limited access program. Limited access program requirements are published in catalogs, counseling manuals, and oth-
er publications. Any changes in program requirements must include sufficient time for students to adjust to meet the program criteria.

**RIGHT OF APPEAL**

Should a student be denied any of these guarantees, he has the right to file an appeal. Each state university and Florida College System institution has established appeal procedures. Students may contact the state university or Florida College System institution articulation officer for a copy of these procedures.

**OTHER ARTICULATION AGREEMENTS WITH COLLEGES AND UNIVERSITIES**

St. Johns River State College actively seeks to form agreements with colleges and universities for the purpose of increasing access to bachelor and graduate degrees for residents of Putnam, Clay, and St. Johns counties. The college may provide space and other support for the partner institution to offer baccalaureate-level courses.

**University of North Florida**

The UNF/SJR State Gateway Program was created to provide SJR State graduates with a seamless transition into the University of North Florida. The program serves as a guarantee and aligns SJR State's associate in arts degree (transfer degree) with many of UNF's baccalaureate degree programs. To be eligible, students must meet the requirements for the degree being sought as established by the official UNF catalog. Students may apply for the program through the SJR State Counseling Office.

**Embry-Riddle Aeronautical University**

The Blue-Gold Connection was created to provide SJR State graduates with a seamless transition into the Embry-Riddle Aeronautical University. The program serves as a guarantee and aligns SJR State's associate in arts degree (transfer degree) with more than 20 baccalaureate degree programs through a personalized course transfer guide. The degrees include aeronautical science, air traffic management, aviation maintenance science and civil engineering. Students may apply for the program through the SJR State Counseling Office.

**Saint Leo University**

The College has an articulation agreement with Saint Leo University, a private liberal arts university, to offer courses leading to bachelor’s degrees in business administration, education, health care administration, psychology, and computer information systems. Under this agreement, Saint Leo University utilizes the facilities of St. Johns River State College for its courses and programs and has offices on the Palatka, Orange Park, and St. Augustine campuses.

**FOREIGN LANGUAGE REQUIREMENT**

Florida Statute requires any student admitted to the state university system to have completed two credits of sequential foreign language at the secondary level or its equivalent (8-10 credit hours) at the postsecondary level. An Associate in Arts student who does not meet the foreign language requirement may be admitted to the upper division but must fulfill the foreign language requirement before graduation. To avoid transfer and admission problems, students who have not yet completed the foreign language requirement should plan on doing so prior to their graduation and transfer to the state university system.

Students who do not wish to transfer to a state university are NOT required to fulfill the foreign language requirement to receive an A.A. degree at SJR State.

**PHYSICAL EDUCATION COURSES**

Associate in Arts degree students should not use physical education activity courses as elective credit to fulfill the 60 credit hour requirement unless they wish to enter a program within the state university system that specifically requires such courses. Students may enroll in only one PEM prefix course each semester.

**GORDON RULE REQUIREMENTS**

This rule applies to all students prior to receipt of an Associate in Arts degree from a public Florida College System institution or university or prior to entry into upper division of a public university. For the purpose of this rule, a grade of “C” or better shall be considered successful completion for all courses that meet Gordon Rule Requirements.

In accordance with Florida State Board of Education Rule Number 6A-10.030, all students must successfully complete at least 12 hours of courses requiring multiple college-level writing assignments. Students at SJR State may meet this requirement through the completion of ENC 1101, ENC 1102, LIT 2000 and any one of the designated Gordon Rule humanities or literature courses.

The Gordon Rule also requires all students enrolling in any college for the first time on or after January 1, 1983, to complete satisfactorily a minimum of six semester hours of mathematics. These mathematics courses must be at the college algebra level or higher.

**HONORS PROGRAM**

The Honors Program at St. Johns River State College offers outstanding and motivated students the opportunity to enhance their educational experiences. Students will encounter challenging courses outside the format and expectations of traditional classes. Honors courses offer a different approach to teaching and learning. Through special sections of selected general education courses, the program provides participants an intellectually stimulating academic experience, stressing the development of critical thinking skills, to help prepare students for advanced study in university coursework. The program also offers faculty the opportunity to develop new courses for honors students. Honors classes are small, generally 25 or fewer students per class, to foster individuality and participation. Honors students may have opportunities to participate in activities not usually available in regular sections of these courses. Honors students will be challenged to accept their ethical responsibilities which include leadership and service to others. Students who meet the requirements for completion will receive recognition on their transcripts and diplomas and will be recognized at graduation.

**Admission Requirements**

- **First Time in College, High School Graduates**
  Unweighted cumulative high school GPA of 3.5, or an ACT composite score of 26 or higher or combined math and critical reading SAT of 1170 or higher

  **AND**

  be "college ready" in the areas of English, reading, and mathematics; that is, the students do not have to take any college
To earn an Associate in Arts degree, students must successfully complete 36 hours of general education courses.

* Students may fulfill the general education requirements using the courses below or their honors equivalent. For example, a student can use either ENC 1101 Composition I or ENC 1101 Honors Composition I to fulfill their 36 hours of general education requirements.

**COMMUNICATIONS (9 CREDIT HOURS):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
</tr>
<tr>
<td>LIT 2000</td>
<td>Introduction to Literature</td>
</tr>
</tbody>
</table>

A minimum grade of “C” in each English course is required for general education credit.

**HUMANITIES (6 CREDIT HOURS):**

Choose two courses from either A or two courses from B below:

A. HUM 2210 The Humanities I
   AND one of the following:
   - HUM 2230 The Humanities II
   - HUM 2310 Mythology in Art, Literature, and Music
   - ARH 2051 Art History II
   - MUL 1010 Music Appreciation
   - MUH 2112 Music History
   - PHI2010 Introduction to Philosophy
   - PHI 2630 Contemporary Ethics

B. HUM 2230 The Humanities II
   AND one of the following:
   - HUM 2210 The Humanities I
   - HUM 2310 Mythology in Art, Literature, and Music
   - ARH 2050 Art History I
   - MUL 1010 Music Appreciation
   - MUH 2112 Music History
   - PHI2010 Introduction to Philosophy
   - PHI 2630 Contemporary Ethics

A minimum grade of “C” in each humanities course is required for general education credit.

**MATHEMATICS (6 CREDIT HOURS):**

Choose any two of the following math courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts I</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Mathematics for Liberal Arts II</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAC 1147</td>
<td>Pre calculus</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Survey of Calculus</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Analytic Geometry and Calculus III</td>
</tr>
<tr>
<td>MAP 2302</td>
<td>Elementary Differential Equations</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
</tr>
</tbody>
</table>

A minimum grade of “C” in each mathematics course is required for general education credit.

**SOCIAL SCIENCE (6 CREDIT HOURS):**

Choose two courses, each from a different social science area:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government/Economics</td>
<td></td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Federal Government</td>
</tr>
<tr>
<td>POS 1112</td>
<td>State and Local Government</td>
</tr>
<tr>
<td>AMH 2010</td>
<td>U.S. History to 1877</td>
</tr>
<tr>
<td>AMH 2020</td>
<td>U.S. History since 1877</td>
</tr>
<tr>
<td>WOH 1012</td>
<td>World Civilization to 1600</td>
</tr>
<tr>
<td>WOH 1022</td>
<td>World Civilization since 1600</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>BSC 1005*</td>
<td>General Biology</td>
</tr>
<tr>
<td>BSC 1005L</td>
<td>Lab/General Biology</td>
</tr>
<tr>
<td>BSC 2010*</td>
<td>Principles of Biology I</td>
</tr>
<tr>
<td>BSC 2010L</td>
<td>Lab/Principles of Biology I</td>
</tr>
<tr>
<td>BSC 2011</td>
<td>Principles of Biology II</td>
</tr>
<tr>
<td>BSC 2011L</td>
<td>Lab/Principles of Biology II</td>
</tr>
<tr>
<td>BSC 1020**</td>
<td>Human Biology</td>
</tr>
<tr>
<td>BSC 1020L</td>
<td>Lab/Human Biology</td>
</tr>
<tr>
<td>BSC 2005**</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Lab/Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BSC 2086</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>BSC 2086L</td>
<td>Lab/Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>BSC 2362</td>
<td>Tropical Ecology</td>
</tr>
<tr>
<td>BSC 2362L</td>
<td>Lab/Tropical Ecology</td>
</tr>
<tr>
<td>CHM 1020</td>
<td>Introduction to Chemistry</td>
</tr>
<tr>
<td>CHM 1020L</td>
<td>Lab/Introduction to Chemistry</td>
</tr>
<tr>
<td>CHM 1045</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CHM 1045L</td>
<td>Lab/General Chemistry I</td>
</tr>
<tr>
<td>CHM 1046</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CHM 1046L</td>
<td>Lab/General Chemistry II</td>
</tr>
<tr>
<td>EVR 1001</td>
<td>Introduction to Environmental Science</td>
</tr>
<tr>
<td>EVR 1001L</td>
<td>Lab/Introduction to Environmental Science</td>
</tr>
<tr>
<td>MCB 2010</td>
<td>Microbiology</td>
</tr>
<tr>
<td>MCB 2010L</td>
<td>Lab/Microbiology</td>
</tr>
<tr>
<td>OCB 1000</td>
<td>Marine Biology</td>
</tr>
<tr>
<td>OCB 1000L</td>
<td>Lab/Marine Biology</td>
</tr>
<tr>
<td>PHY 1053</td>
<td>General Physics I</td>
</tr>
<tr>
<td>PHY 1053L</td>
<td>Lab/General Physics I</td>
</tr>
<tr>
<td>PHY 1054</td>
<td>General Physics II</td>
</tr>
<tr>
<td>PHY 1054L</td>
<td>Lab/General Physics II</td>
</tr>
<tr>
<td>PHY 2048</td>
<td>Physics I with Calculus</td>
</tr>
<tr>
<td>PHY 2048L</td>
<td>Lab/Physics I with Calculus</td>
</tr>
<tr>
<td>PSC 1341</td>
<td>Physical Science</td>
</tr>
<tr>
<td>PSC 1341L</td>
<td>Lab/Physical Science</td>
</tr>
<tr>
<td>ZOO 2010</td>
<td>Zoology</td>
</tr>
<tr>
<td>ZOO 2010L</td>
<td>Lab/Zoology</td>
</tr>
<tr>
<td>LIS 2004</td>
<td>Introduction to Internet Research</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Using the Graphing Calculator</td>
</tr>
<tr>
<td>REA 1505</td>
<td>College Vocabulary Study</td>
</tr>
<tr>
<td>Or any college credit course selected from communications, social science, science, humanities, or mathematics</td>
<td></td>
</tr>
</tbody>
</table>

**Choice of either BSC 1005/1005L or BSC 2010/2010L.**

Not all college credit courses may be used to fulfill the 24 credit hours of university transfer program prerequisites/electives. Only those courses marked with "◆” in the course description section of this catalog may be used to fulfill the Associate in Arts elective requirement. Students should choose their elective courses carefully, using the elective hours to satisfy the program prerequisites or course requirements for a specific baccalaureate degree. To ensure accuracy in selecting courses, students should refer to the Common Prerequisite Manual available online at Facts.org (select “Counselors and Educators,” then select “Common Prerequisite Manual”).

**TOTAL CREDIT HOURS..........................................................60**
SJR State offers a comprehensive series of programs designed to fulfill the educational needs of the community. Communication with employers in business, industry, and government agencies ensures the creation of programs and courses to prepare today’s adults for the world of work.

ASSOCIATE IN SCIENCE DEGREES
The following programs are two-year programs for students who are planning to enter a chosen career at the semi-professional level upon completion of the course of study listed in this section of the catalog:

- Accounting Technology
- Architectural Drafting and Construction Technology
- Business Administration
- Computer Engineering Technology
- Computer Information Technology
- Computer Programming and Analysis
- Criminal Justice Technology
- Emergency Medical Services
- Financial Services
- Fire Science Technology
- Health Information Management
- Health Services Management
- Industrial Management Technology
- Internet Services Technology
- Marketing
- Networking Services Technology
- Nursing
- Office Administration
  - Legal Office Systems
  - Medical Office
  - Office Management
- Radiologic Technology
- Respiratory Care

The A.S. degree program encompasses courses in two basic areas. One area is specialized courses, which provide specific training in a program of study. The second major area of courses is general education. General education courses are designed to help develop a well-rounded individual and enhance employment potential.

Although an Associate in Science degree program is intended primarily to prepare an individual to enter a chosen career or profession, it may also transfer to a senior institution which offers a baccalaureate degree in a related field.

The following programs have established transfer agreements to designated baccalaureate degree programs: business administration, criminal justice technology, nursing, and radiologic technology. See the program description for further details. In addition, an articulation agreement has been developed with Flagler College for the criminal justice technology, emergency medical service and fire science technology programs and the University of Central Florida for Health Information Management.

ASSOCIATE IN SCIENCE GENERAL EDUCATION REQUIREMENTS
The purpose of general education at St. Johns River State College is to foster knowledge and skills essential to all academic disciplines and to encourage the pursuit of lifelong learning. Students who complete the general education requirements at SJR State shall obtain, interpret, and apply academic principles from diverse sources to evaluate and solve problems. Specifically Associate in Science students will:

- Demonstrate effective communication strategies in reading, writing, and speaking;
- Use critical thinking to assess, analyze, and synthesize information;
- Retrieve, organize, and effectively use information from various sources;
- Apply appropriate methods of mathematics to solve problems or apply the methods, principles, and concepts of the natural sciences;
- Examine human behavior and institutions from political, economic, historical, psychological, or sociological perspectives;
- Demonstrate an understanding of humanities defining cultural trends throughout history by the study of art, literature, music, philosophy, and religion.

General education requirements for the Associate in Science degree, as specified in the individual program information, must total a minimum of fifteen (15) credit hours that include the following:
- ENC 1101, three (3) credits in humanities, three (3) credits in social science, and three (3) credits of mathematics or science. A minimum grade of “C” in all English, humanities and mathematics courses is required for general education credit.
- Corequisites, prerequisites, and advisor recommended courses such as SLS 1101 and REA 1105 may be considered a “part” of the program of study even though the courses may not be listed in the program description in the catalog. Corequisites and prerequisites may be required to advance to the next academic level, and SLS 1101 and/or REA 1105 may be needed to better assure academic success.

GRADUATION REQUIREMENTS
In order to be awarded the A.S. or A.A.S. degree, students must meet the following requirements:
1. *earn a minimum overall grade point average of 2.0;
2. *complete the required courses as set forth in the college catalog or as approved by the program director;
3. *complete a minimum of 25% of all credit hours required for graduation through SJR State;
4. pay all fees and discharge all other obligations to the College;
5. file an application for degree by the date specified in
the academic calendar.

* College Initiated Degree Conferral Policy: When a student has met these three requirements, conferral of the degree will be indicated on the student record. Students will be notified of this status in advance, and will be provided the opportunity to be excluded or to apply for a diploma.

The student may choose to satisfy the degree/certificate program requirements of either the catalog in effect when initial registration occurred or the current catalog. Students who change their program of study or who re-enter after an absence of two or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, students who have been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

Note: Since courses and programs may change, it may be impossible to complete courses or programs that have been deleted from the curriculum. Therefore, students who are seeking an Associate in Science degree or a certificate for a catalog year other than when initial registration occurred, or at the time of graduation, they must submit a catalog year petition change form through the counselor and approved by the Vice President for Workforce Development.

Students may be eligible for Career Pathways articulated credit if they have met specified secondary and post-secondary requirements. If you believe you qualify for this articulated credit, please contact the Dean or Director of the program area in which you are enrolled.
BACHELOR’S DEGREES

ST. JOHNS RIVER STATE COLLEGE

BACHELOR OF SCIENCE DEGREE
The College awards the Bachelor of Science degree in Early Childhood Education.

Admission Requirements:
• Admission to SJR State
• Submission of a completed application to the baccalaureate program
• Submission of official transcript(s) indicating the course work taken and the degree(s) awarded
• An earned Associate in Arts Degree to include 36 general education credits and 24 elective credits
• A minimum 2.5 grade point average on a 4.0 scale
• A grade of “C” or higher for all general education credits fulfilling English, mathematics, and humanities requirements
• Demonstrated mastery of general knowledge by passing the General Knowledge Test of the Florida Teacher Certification Examination or a similar test pursuant to the rules of the State Board of Education
• A grade of “C” or higher for each of the following prerequisite courses:
  o EDF 2005 (Introduction to the Teaching Profession)
  o EDF 2085 (Introduction to Diversity for Educators)
  o EME 2040 (Introduction to Technology for Educators)

BACHELOR OF APPLIED SCIENCE DEGREE
The College awards the Bachelor of Applied Science degree in Organizational Management with three specializations:
  Organizational Management – Supervision and Management
  Organizational Management – Public Services Administration
  Organizational Management – Health Care Administration

Admission Requirements:
• Admission to SJR State
• Submission of a completed application to the baccalaureate program indicating a specialization
• Completion of an Associate in Arts or Associate in Science degree with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance. For the exact associate degree required, please consult the specialization requirements. All general education credits fulfilling English, mathematics, and humanities requirements must be completed with a grade of “C” or higher.
• Submission of official transcript(s) indicating the course work taken and the degree(s) awarded.

Specialization Requirements:
Supervision and Management
Associate in Arts degree or an Associate in Science degree in a business-related program similar to the following Associate in Science degrees offered by SJR State: Business Administration, Accounting Technology, Financial Services, and Marketing. The College may recommend additional coursework for those students who could be admitted on a case-by-case basis.

Public Services Administration
Associate in Arts degree or an Associate in Science degree in a criminal justice/public safety-related program similar to the following Associate in Science degrees offered by SJR State: Criminal Justice Technology, Emergency Medical Services, and Fire Science Technology. The College may recommend additional coursework for those students who could be admitted on a case-by-case basis.

Health Care Administration
Associate in Science degree in a health-related program similar to the following Associate in Science degrees offered by SJR State: Emergency Medical Services, Health Information Management, Nursing, Radiologic Technology, and Respiratory Care. Licensure and/or certification or exemption from the Director of Organizational Management is required. In addition, the College may recommend additional coursework for those students who could be admitted on a case-by-case basis.
The college credit certificate programs are designed to prepare students for immediate entry into a career in the workforce. These programs are approximately one year in length and are an intermediate step toward an Associate in Science degree in a particular area of study. A college credit certificate consists primarily of specialized courses in the areas below.

- Accounting Management
- Accounting Technology Operations
- Accounting Technology Specialist
- Business Management
- Business Operations
- Business Specialist
- CISCO Certified Network Associate
- Computer Programmer
- Computer Programming Specialist
- Computer Specialist
- Drafting
- Emergency Medical Technician
- Health Care Services
- Information Technology Administration
- Information Technology Management
- Information Technology Technician
- Marketing Operations
- Microcomputer Repairer
- Sustainable Design
- Web Development Specialist

- Office Management
  - Legal Office Systems
  - Medical Office
  - Office Management

- Office Specialist
  - Legal Office Specialist
  - Medical Office Specialist
  - Office Specialist

- Office Support
  - Legal Office Support
  - Medical Office Support
  - Office Support

Corequisites, prerequisites, and advisor recommended courses such as SLS 1101 and REA 1105 may be considered a “part” of the program of study even though the courses may not be listed in the program description in the catalog. Corequisites and prerequisites may be required to advance to the next academic level, and SLS 1101 and/or REA 1105 may be needed to better assure academic success.

**GRADUATION REQUIREMENTS**

In order to be awarded a college credit certificate, students must meet the following requirements:

1. *earn a minimum overall grade point average of 2.0;
2. *complete the required courses as set forth in the college catalog or as approved by the program director;
3. *complete a minimum of 25% of all credit hours required for graduation through SJR State;
4. *pay all fees and discharge all other obligations to the College;
5. *file an application for degree by the date specified in the academic calendar.

* College Initiated College Credit Certificate Conferral Policy: When a student has met these three requirements, conferral of the certificate will be indicated on the student record. Students will be notified of this status in advance, and will be provided the opportunity to be excluded or to apply for a diploma.

The student may choose to satisfy the degree/certificate program requirements of either the catalog in effect when initial registration occurred or the current catalog. Students who change their program of study or who re-enter after an absence of two or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, students who have been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

Note: Since courses and programs may change, it may be impossible to complete courses or programs that have been deleted from the curriculum. Therefore, students who are seeking an Associate in Science degree or a certificate for a catalog year other than when initial registration occurred, or at the time of graduation, they must submit a catalog year petition change form through the counselor and approved by the Vice President for Workforce Development.
VOCATIONAL CERTIFICATE

ST. JOHNS RIVER STATE COLLEGE

POST SECONDARY JOB TRAINING

St. Johns River State College offers several postsecondary training programs that prepare students for entry into a given career or vocation. Each of the following programs prepares students for a specific occupation or one of a cluster of related occupations:

- Corrections Officer
- Correctional Officer - Crossover from Law Enforcement Officer
- Law Enforcement Officer
- Law Enforcement Officer - Crossover from Correctional Officer
- Nursing Assistant
- Phlebotomist

To complete a program, students must demonstrate that they have mastered specific job-related performance requirements. These are not college credit programs. Students who complete these programs will earn vocational credit.

Corequisites, prerequisites, and advisor recommended courses such as SLS 1101 and REA 1105 may be considered a “part” of the program of study even though the courses may not be listed in the program description in the catalog. Corequisites and prerequisites may be required to advance to the next academic level, and SLS 1101 and/or REA 1105 may be needed to better assure academic success.

ENROLLMENT VERIFICATION

Students requesting enrollment certification for educational benefits must be admitted to and be enrolled in a vocational program. The minimum attendance requirement may vary by program and agency.

ADMISSION

A vocational certificate prepares students for entry into a given career or vocation. To be admitted to SJR State as a vocational certificate seeking student, an applicant must meet the following requirements:

1. be at least 16 years of age. Furnish proof if asked;
2. submit a completed SJR State application and, unless waived or exempt, the application fee;
3. submit application for appropriate PSAV program;
4. complete admissions testing, if required;
5. and if required, one of the following:
   - copy of a standard high school diploma; or
   - a high school diploma through any State Department of Education based on performance on the General Education Development (GED) test, provided the test was administered in English; or
   - a home education program meeting the requirements of F.S. 1002.41
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Emergency Medical Services (0085) ................................................................. A.S. Degree Page 130
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<th>Program</th>
<th>Degree Type</th>
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<td>Law Enforcement Officer (5005)</td>
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<td>Radiologic Technology (2157)</td>
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<tr>
<td>Respiratory Care (2125)</td>
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ST. JOHNS RIVER STATE COLLEGE

Accounting Management
Accounting Technology
Accounting Technology Specialist
Accounting Technology Operations
Business Administration
Business Management
Business Operations
Business Specialist
Financial Services
Marketing
Marketing Operations
Office Administration
    Legal Office Systems
    Office Management

PROGRAM MISSION STATEMENT

The mission of St. Johns River State College business programs is to produce graduates with the knowledge and skills essential for success in the workplace, and to encourage the pursuit of academic and lifelong learning and personal growth through high quality, innovative, and effective instruction.
ACCOUNTING TECHNOLOGY (0092)
ASSOCIATE IN SCIENCE DEGREE

This program provides a general background for students seeking employment as bookkeepers, accounting technicians, or in any financial field. The program will also enhance the knowledge and competencies of those presently or previously employed in this field.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>ENC 1101</td>
<td>Composition I</td>
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<tr>
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DEGREE SPECIFIC COURSES:

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<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
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<td>APA 2502</td>
<td>Payroll Tax Accounting</td>
<td>3</td>
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<tr>
<td>BUL 1241</td>
<td>Legal Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2104</td>
<td>Computer Accounting Applications</td>
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<tr>
<td>ECO 2013</td>
<td>Macroeconomics</td>
<td>3</td>
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<tr>
<td>FIN 1100</td>
<td>Personal Finance</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>GEB 2214</td>
<td>Business Communications</td>
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<td>GEB 2930</td>
<td>Special Topics Capstone</td>
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<td>MAN 2021</td>
<td>Principles of Management</td>
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<td>TAX 2002</td>
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BUSINESS/COMPUTER APPLICATION ELECTIVES (CHOOSE 6 CREDIT HOURS):

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<td>CGS 1060</td>
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<td>CGS 2525</td>
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<td>CGS 2545</td>
<td>Advanced Database Concepts</td>
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<td>FIN 1122</td>
<td>Principles of Financial Planning</td>
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<td>MAC 2233</td>
<td>Survey of Calculus</td>
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<td>MAN 1949</td>
<td>Cooperative Education Internship I</td>
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<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
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<td>RMI 2110</td>
<td>Personal Insurance Planning</td>
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<tr>
<td>RMI 2212</td>
<td>Personal and Business Property Insurance</td>
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</table>

REQUIRED TOTAL CREDIT HOURS.................................................................................................................. 64

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course descriptions in catalog.
This program prepares students for employment as bookkeepers, accounting clerks, junior accountants, and assistant accountants. The program prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports. In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<td>+ ACG 2021C</td>
<td>Principles of Financial Accounting</td>
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<td>+ ACG 2071</td>
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<td>+ APA 2502</td>
<td>Payroll Tax Accounting</td>
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<tr>
<td>+ CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
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<tr>
<td>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 2104</td>
<td>Computer Accounting Applications</td>
<td>3</td>
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<tr>
<td>FIN 1100</td>
<td>Personal Finance</td>
<td>3</td>
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<td>GEB 1011</td>
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<td>3</td>
</tr>
<tr>
<td>GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
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</table>

**REQUIRED TOTAL CREDIT HOURS**

27

+Prerequisite course required. See course descriptions in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0401employ.html
ACCOUNTING TECHNOLOGY OPERATIONS (0402)

This program is designed to prepare students for entry level employment in positions such as bookkeeping, accounting, auditing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:
+ ACG 2021C Principles of Financial Accounting ................................................................. 3
  CGS 1100 Microcomputer Applications Software................................................................. 3
+ CGS 1515 Spreadsheet Concepts for Business ................................................................. 3
  FIN 1100 Personal Finance................................................................................................... 3
  GEB 1011 Introduction to Business.................................................................................... 3
  GEB 2214 Business Communications................................................................................. 3

REQUIRED TOTAL CREDIT HOURS................................................................................................. 18

+Prerequisite course required. See course descriptions in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0402employ.html

ACCOUNTING TECHNOLOGY SPECIALIST (0403)

This program is designed to prepare students for entry level employment in positions such as billing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills. In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:
+ ACG 2021C Principles of Financial Accounting ................................................................. 3
  CGS 1100 Microcomputer Applications Software................................................................. 3
  GEB 1011 Introduction to Business.................................................................................... 3
  GEB 2214 Business Communications................................................................................. 3

REQUIRED TOTAL CREDIT HOURS................................................................................................. 12

+Prerequisite course required. See course descriptions in catalog.
ASSOCIATE IN SCIENCE DEGREE

This program provides a broad background for students seeking employment in business areas, including sales and retail outlets, financial institutions, small business enterprises, insurance, and mid-management positions. The program also will enhance the knowledge and competencies of those presently employed.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

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DEGREE SPECIFIC COURSES:

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<tr>
<td>MAC</td>
<td>2233 Survey of Calculus</td>
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<td>MAR</td>
<td>2011 Principles of Marketing</td>
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<td>1608 Fundamentals of Speech</td>
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<td>STA</td>
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OPTION A (Business Administration):

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<td>MAN</td>
<td>2021 Principles of Management</td>
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OPTION B (Business Administration - Insurance Specialization):

<table>
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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>GEB</td>
<td>2930 Special Topics-Capstone</td>
<td>1-4</td>
</tr>
<tr>
<td>RMI</td>
<td>2212 Personal and Business Property Insurance</td>
<td>3</td>
</tr>
<tr>
<td>RMI</td>
<td>2110 Personal Insurance Planning</td>
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<tr>
<td>RMI</td>
<td>2662 Introduction to Risk Management and Insurance</td>
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OPTION C (Business Administration - International Business):

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<th>Code</th>
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<tr>
<td>GEB</td>
<td>2350 Introduction to International Business</td>
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<tr>
<td>GEB</td>
<td>2353 Cultural Diversity</td>
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<tr>
<td>GEB</td>
<td>2930 Special Topics-Capstone</td>
<td>1-4</td>
</tr>
<tr>
<td>MAR</td>
<td>2141 International Marketing</td>
<td>3</td>
</tr>
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</table>

REQUIRED TOTAL CREDIT HOURS .................................................................................. 64

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course descriptions in catalog.
This program prepares students for the operation of a small business and to become small business owners/entrepreneurs. This program prepares individuals to become proficient in the planning, organizing, directing, and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward an Associate in Science degree in Business Administration.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

**CERTIFICATE SPECIFIC COURSES:**

- **ACG 2021C** Principles of Financial Accounting ................................................................. 3
- **BUL 1241** Business Law I ........................................................................................................ 3
- **CGS 1100** Microcomputer Applications Software ........................................................................ 3
- **CGS 1515** Spreadsheet Concepts for Business ........................................................................ 3
- **FIN 1100** Personal Finance ....................................................................................................... 3
- **GEB 1011** Introduction to Business .......................................................................................... 3
- **MAN 2021** Principles of Management ..................................................................................... 3
- **MAR 2011** Principles of Marketing .......................................................................................... 3

**REQUIRED TOTAL CREDIT HOURS** .................................................................................. 24

*Prerequisite course required. See course descriptions in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0426employ.html
This program provides students with the skills and knowledge needed for employment in entry level supervisory positions, customer relations representative, events coordinator, and business office specialists. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>BUL 1241</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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<td>FIN 1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
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REQUIRED TOTAL CREDIT HOURS: 18

+Prerequisite course required. See course descriptions in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0427employ.html
BUSINESS SPECIALIST (0428)

This program provides students with the skills and knowledge needed for employment in entry level positions such as office specialists, support services specialist and general business office support. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

<table>
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<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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<td>FIN 1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS................................................................................................................................. 12
This program is designed to prepare students for employment as financial planning associates working throughout the financial services industry. The main concepts or duties include assisting in developing financial plans, analyzing client information, and providing client services in all areas of financial planning.

If you need additional information after seeing a counselor, please send an e-mail to BCCIInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:
- ENC 1101 Composition I ................................................................. 3
- ENC 1102 Composition II .............................................................. 3
- STA 2023 Elementary Statistics .................................................. 3
- ECO 2013 Macroeconomics .......................................................... 3
- * Humanities .............................................................................. 3

DEGREE SPECIFIC COURSES:
+ ACG 2021C Principles of Financial Accounting .................................. 3
+ ACG 2071 Principles of Managerial Accounting ................................ 3
^ BUL 1241 Business Law I ......................................................... 3
- CGS 1100 Microcomputer Applications Software ........................... 3
+ CGS 1515 Spreadsheet Concepts for Business ................................. 3
- ECO 2023 Principles of Microeconomics ....................................... 3
- FIN 1100 Personal Finance .......................................................... 3
- FIN 1122 Principles of Financial Planning ....................................... 3
- GEB 1011 Introduction to Business .............................................. 3
- GEB 2214 Business Communications ........................................... 3
- GEB 2930 Special Topics-Capstone .............................................. 3
- MAN 2021 Principles of Management ........................................... 3
- MAR 2011 Principles of Marketing ................................................ 3
^ MKA 2021 Personal Selling .......................................................... 3
- RMI 2212 Personal and Business Property Insurance ....................... 3

REQUIRED TOTAL CREDIT HOURS ........................................................................... 60

* Refer to A.A. degree general education requirements.
+ Prerequisite course required. See course descriptions in catalog.
^ RMI 2110 and RMI 2662 can be substituted for these courses for students pursuing the insurance specialization.
The purpose of this program is to prepare students for employment in organizations and businesses for or not for profit as marketing, advertising and public relations managers, or to provide supplemental training for persons previously or currently employed in these activities.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

### GENERAL EDUCATION COURSES:

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<td>ECO 2013</td>
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<td>3</td>
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### DEGREE SPECIFIC COURSES:

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<td>+ ACG 2071</td>
<td>Principles of Managerial Accounting</td>
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<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
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<td>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
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<td>CGS 2525</td>
<td>Presentation Technology</td>
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<td>ECO 2023</td>
<td>Principles of Microeconomics</td>
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<td>Business Communications</td>
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<td>GEB 2930</td>
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<td>MKA 2102</td>
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<td>MKA 2511</td>
<td>Advertising</td>
<td>3</td>
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<td>STA 2023</td>
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<td>Or MGF 1107</td>
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</table>

**REQUIRED TOTAL CREDIT HOURS** ................................................................. 64

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course description in catalog.
MARKETING OPERATIONS (0420)

The purpose of this program is to prepare students for entry level employment in organizations and businesses for or not-for-profit in the areas of marketing, advertising, and public relations or to provide supplemental training for persons previously or currently employed in these activities.

This program is an intermediate step toward the Associate in Science degree in Marketing.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+ ACG 2021C Principles of Financial Accounting ................................................................. 3
CGS 1100 Microcomputer Applications Software ................................................................. 3
FIN 1100 Personal Finance .................................................................................................... 3
GEB 1011 Introduction to Business ......................................................................................... 3
GEB 2214 Business Communications .................................................................................... 3
MAN 2021 Principles of Management .................................................................................... 3
MAR 2011 Principles of Marketing ......................................................................................... 3
MKA 2021 Personal Selling .................................................................................................... 3
MKA 2102 Retail Merchandising ............................................................................................. 3
MKA 2511 Advertising ........................................................................................................... 3

REQUIRED TOTAL CREDIT HOURS .......................................................................................... 30

+ Prerequisite course required. See course description in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0420employ.html
This program is designed to meet the needs of students desiring college-level training in office administration. This specialization is designed for students desiring office systems skills dealing primarily with law. This program is also designed to provide supplemental training for persons previously or currently employed in this program area.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
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<td>MAC 1105 College Algebra ................................................................. 3</td>
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<td>or MGF 1107 Math for Liberal Arts II ..................................................... 3</td>
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<tr>
<td>* ____ ____ Social Science ................................................................. 3</td>
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<td>+* ____ _____ Humanities ................................................................. 3</td>
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<td>CGS 1100 Microcomputer Applications Software .................................. 3</td>
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<tr>
<td>+ CGS 1515 Spreadsheet Concepts for Business .................................... 3</td>
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<td>CGS 2525 Presentation Technology .................................................... 3</td>
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<td>+ COP 2822 Web Page Authoring .......................................................... 3</td>
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<td>GEB 1011 Introduction to Business ..................................................... 3</td>
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<td>GEB 2214 Business Communications .................................................. 3</td>
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<td>MTB 1103 Business Mathematics .......................................................... 3</td>
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<tr>
<td>OST 1764 Microsoft Word for Windows ................................................. 3</td>
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<tr>
<td>+ OST 2431 Legal Office Procedures with Transcription .......................... 3</td>
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<tr>
<td>+ OST 2773 Advanced Word Processing ............................................... 3</td>
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<tr>
<td>+ OST 2850 Microsoft Office Professional ........................................... 3</td>
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<tr>
<td>OST 1581 Professional Development in the Workplace .......................... 3</td>
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REQURED TOTAL CREDIT HOURS ................................................................. 63

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course description in catalog.
This program prepares students to assist management by expediting and facilitating the maintenance and production of correspondence, records and planning. In addition, each program provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Legal Office Systems.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

**CERTIFICATE SPECIFIC COURSES:**

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<th>Code</th>
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<tr>
<td>OST</td>
<td>Legal Terminology</td>
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<td>+</td>
<td>OST 2431 Legal Office Procedures with Transcription</td>
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<tr>
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<td>Microsoft Word for Windows</td>
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<td>+</td>
<td>OST 2850 Microsoft Office Professional</td>
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**REQUIRED TOTAL CREDIT HOURS** ................................................................. 27

+Prerequisite course required. See course description in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0430employ.html
This program prepares students for employment in the legal industry in positions such as administrative assistant, form processor, general/legal office assistant, legal proofreader, legal support specialist, and legal receptionist. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science Degree in Office Administration - Legal Office Systems.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

**CERTIFICATE SPECIFIC COURSES:**

- **BUL 1241** Business Law I ....................................................................................................................... 3
- **CGS 1100** Microcomputer Applications Software ................................................................................... 3
- **GEB 1011** Introduction to Business ........................................................................................................ 3
- **GEB 2214** Business Communications ................................................................................................... 3
- **OST 1435** Legal Terminology ................................................................................................................. 3
- **OST 1764** Microsoft Word for Windows ................................................................................................. 3

**REQUIRED TOTAL CREDIT HOURS** ........................................................................................................ 18

*Prerequisite course required. See course description in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0450employ.html
This program prepares students for employment in the legal industry in positions such as assistant office manager, office assistant, information clerk, receptionist, staff assistant, and support clerk. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Management - Legal Office Systems.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
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<td>Introduction to Business</td>
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<td>OST 1435</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
<td>3</td>
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</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS ................................................. 12

+Prerequisite course required. See course description in catalog.
This program is designed to meet the needs of students desiring college-level training in office administration. This specialization provides students a strong background in word processing, file management, and microcomputer operating systems and their applications to common problems in the business environment. This program is also designed to provide supplemental training for persons previously or currently employed in this program area.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

**GENERAL EDUCATION COURSES:**

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<th>Course Code</th>
<th>Course Title</th>
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<td>or MGF 1106</td>
<td>Math for Liberal Arts I</td>
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<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MTR 1103</td>
<td>Business Mathematics</td>
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<td>OST 1355</td>
<td>Electronic Records Management</td>
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<tr>
<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
<td>3</td>
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<tr>
<td>+ OST 2773</td>
<td>Advanced Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>+ OST 2850</td>
<td>Microsoft Office Professional</td>
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<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
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<td>OST 1581</td>
<td>Professional Development in the Workplace</td>
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**REQUIRED TOTAL CREDIT HOURS**

| Required Total Credit Hours | 63 |

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course descriptions in catalog.
This program prepares students to be receptionists, information clerks, information processing agents, software application specialists, and office system specialists. This program prepares individuals to assist management by expediting and facilitating the maintenance and production of correspondence, records and planning. In addition, the program provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Office Management.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

| CGS 1100 | Microcomputer Applications Software | 3 |
| CGS 1515 | Spreadsheet Concepts for Business | 3 |
| CGS 1560C | Microcomputer Operating Systems | 3 |
| GEB 1011 | Introduction to Business | 3 |
| GEB 2214 | Business Communications | 3 |
| OST 1355 | Electronic Records Management | 3 |
| OST 1764 | Microsoft Word for Windows | 3 |
| OST 2773 | Advanced Word | 3 |
| OST 2850 | Microsoft Office Professional | 3 |

REQUIRED TOTAL CREDIT HOURS: 27

*Prerequisite course required. See course description in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0435employ.html
OFFICE SPECIALIST (0455)

This program prepares students for employment in general business positions such as administrative assistant, form processor, general office assistant, office clerk, proofreader, data entry operator, and receptionist. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Management.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>+ OST 2773</td>
<td>Advanced Word</td>
<td>3</td>
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</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS: 18

+Prerequisite course required. See course descriptions in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0455employ.html
OFFICE SUPPORT (0465)

This program prepares students for employment in general business entry level positions such as assistant office manager, office assistant, information clerk, receptionist, staff assistant, and support clerk. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Management.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS: 12

*Prerequisite course required. See course description in catalog.
The mission of St. Johns River State College computer programs is to produce graduates with the knowledge and skills essential for success in the workplace, and to encourage the pursuit of academic and lifelong learning and personal growth through high quality, innovative, and effective instruction.
### COMPUTER ENGINEERING TECHNOLOGY (0181)

**ASSOCIATE IN SCIENCE DEGREE**

### SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program is designed to prepare students for employment as computer network engineering technicians and in related occupations in electronics/information technology or to provide supplemental training for persons currently or previously employed in these occupations. This specialization content includes, but is not limited to, computer systems architecture, software, communications, programming and analysis and design of computer systems. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Computer Network Engineering industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

**NOTE:** The CET lab is located on the Orange Park Campus. Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

**NOTE:** Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

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### GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC</td>
<td>Composition I</td>
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<tr>
<td>*</td>
<td>Mathematics</td>
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<tr>
<td>PSC</td>
<td>Physical Science</td>
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<tr>
<td>PSC</td>
<td>Physical Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>*</td>
<td>Social Science</td>
<td>3</td>
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<tr>
<td>*+</td>
<td>Humanities</td>
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### DEGREE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>+ CET</td>
<td>Computer Hardware Support Essentials</td>
<td>3</td>
</tr>
<tr>
<td>+ CET</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>+ CET</td>
<td>Computer Software Support Essentials</td>
<td>3</td>
</tr>
<tr>
<td>+ CET</td>
<td>LAN Switch and Wireless</td>
<td>3</td>
</tr>
<tr>
<td>+ CET</td>
<td>Introduction to Server Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ CET</td>
<td>Routing Protocols and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>+ CET</td>
<td>Accessing the WAN</td>
<td>3</td>
</tr>
<tr>
<td>+ CET</td>
<td>Network Security Essentials</td>
<td>3</td>
</tr>
<tr>
<td>+ CET</td>
<td>Attack Prevention and Detection</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Microcomputer Application Software</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ COP</td>
<td>Introduction to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ ETE</td>
<td>Fundamentals of DC/AC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>+ ETE</td>
<td>Survey of Electronics</td>
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### TECHNICAL ELECTIVES: (CHOOSE 7 CREDIT HOURS)

#### INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>CGS/CET</td>
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<tr>
<td>COP</td>
<td>(Any COP Course)</td>
<td></td>
</tr>
<tr>
<td>MAN</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN</td>
<td>Cooperative Education Internship I</td>
<td>1-3</td>
</tr>
<tr>
<td>OST</td>
<td>Professional Development in the Work Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

### REQUIRED TOTAL CREDIT HOURS

68

*Refer to A.A. degree general education requirements. *Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.
COMPUTER SPECIALIST (4121)

COLLEGE CREDIT CERTIFICATE

SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This college credit certificate is designed to prepare students for employment as computer engineering technicians and in related occupations in electronics/information technology or to provide supplemental training for persons currently or previously employed in these occupations. This specialization content includes, but is not limited to, computer systems architecture and analysis and design of computer systems. This college credit certificate focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the computer engineering industry: technical and product skills, underlying principles of technology, and safety.

This program is an intermediate step toward the Associate in Science degree in Computer Engineering Technology.

NOTE: The CET lab is located on the Orange Park Campus. Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CET 1178C</td>
<td>Computer Hardware Support Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>Computer Software Support Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CET 2565C</td>
<td>Introduction to Server Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 2660C</td>
<td>Network Security Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CET 2883C</td>
<td>Attack Prevention and Detection</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Application Software</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1560C</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
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</table>

REQUIRED TOTAL CREDIT HOURS: 27

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/4121employ.html
SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This college credit certificate is designed to prepare students for employment as computer engineering technicians and in related occupations in electronic/information technology. This specialization content includes but is not limited to computer systems architecture.

This program is an intermediate step toward an Associate in Science degree in Computer Engineering Technology.

NOTE: The CET lab is located on the Orange Park Campus. Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+ CET 1178C Computer Hardware Support Essentials ................................................................. 3
+ CET 2179C Computer Software Support Essentials ................................................................. 3
CGS 1060 Introduction to Computer Concepts ............................................................................... 3
+ CGS 1100 Microcomputer Applications Software .................................................................. 3
+ CGS 1560C Microcomputer Operating Systems ................................................................. 3

REQUIRED TOTAL CREDIT HOURS ........................................................................................................ 15

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/4130employ.html
The content includes but is not limited to the selection of telecommunications equipment, including the installation and configuration of networks, routers and switches.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

DEGREE SPECIFIC COURSES:

- CET 1600C Network Fundamentals ................................................................. 3
- CET 2610C Routing Protocols and Concepts .................................................. 3
- CET 2615C LAN Switching and Wireless ....................................................... 3
- CET 2620C Accessing the WAN ................................................................. 3

REQUIRED TOTAL CREDIT HOURS ........................................................................ 12

Students with current recognized industry certifications may transfer equivalent credits toward this degree.
### COMPUTER INFORMATION TECHNOLOGY (0113)

**ASSOCIATE IN SCIENCE DEGREE**

### SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares students for employment in occupations in which they will devise efficient methods to manage a microcomputer-based work environment, develop new systems to meet projected needs, select and install information technology equipment, troubleshoot information technology equipment, manage and support information technology users. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

NOTE: The CET lab is located on the Orange Park Campus. Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

NOTE: Courses are listed alphabetically. This is not the order in which the course should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite course and are prepared for additional course when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

#### GENERAL EDUCATION COURSES:

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Humanities</td>
<td>3</td>
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#### DEGREE SPECIFIC COURSES:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ CET 1178C</td>
<td>Computer Hardware Support Essentials</td>
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</tr>
<tr>
<td>+ CET 1600C</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 2179C</td>
<td>Computer Software Support Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CET 2660C</td>
<td>Network Security Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1560C</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS 2321</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 1000</td>
<td>Introduction to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2820</td>
<td>Web Page Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>+ CTS 2111C</td>
<td>Linux Server Administration</td>
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#### ELECTIVES (CHOOSE 5 COURSES):

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>CGS 1100</td>
<td>Microcomputer Application Software</td>
<td>3</td>
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<tr>
<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
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<td>CGS 2554</td>
<td>Introduction to E Commerce under Electives</td>
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<td>CGS 2871</td>
<td>Multimedia</td>
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<tr>
<td>COP ___</td>
<td>(Any COP Course)</td>
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<tr>
<td>+ COP 2224</td>
<td>Programming in C++</td>
<td>3</td>
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<td>+ COP 2800</td>
<td>Programming in Java</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2837</td>
<td>Introduction to Programming with Visual Basic.NET</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1949</td>
<td>Cooperative Education Internship I</td>
<td>1-3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>OST 1581</td>
<td>Professional Development in the Work Environment</td>
<td>3</td>
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</table>

#### REQUIRED TOTAL CREDIT HOURS

63

*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.
SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares graduates for entry-level work as business applications programmers or analysts. Graduates possess knowledge of general computer concepts and data processing fundamentals and skills in programming, accounting, and systems analysis and design. The practical applications skills in business programming enable graduates to pursue careers in business programming, systems analysis, or management. Students who plan to pursue the B.S. degree will need additional general education courses to meet university requirements.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

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<tr>
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<th>Credit Hours</th>
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<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
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<td>+</td>
<td>Humanities</td>
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DEGREE SPECIFIC COURSES:

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<th>Title</th>
<th>Credit Hours</th>
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<td>CAP 2023</td>
<td>Introduction to Game Programming</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545</td>
<td>Database Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Information Systems</td>
<td>3</td>
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<tr>
<td>COP 1000</td>
<td>Introduction to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>COP 2701</td>
<td>Advanced Database Concepts in Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Programming in Java</td>
<td>3</td>
</tr>
<tr>
<td>COP 2801</td>
<td>Programming in JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>COP 2830</td>
<td>Web Programming Languages</td>
<td>3</td>
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<tr>
<td>COP 2837</td>
<td>Introduction to Programming with Visual Basic.NET</td>
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COMPUTER PROGRAMMING ELECTIVES (CHOOSE 9 CREDIT HOURS):

<table>
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<tbody>
<tr>
<td>CET 1600C</td>
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<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
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</tr>
<tr>
<td>CGS 1560C</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2820</td>
<td>Web Page Design and Publishing</td>
<td>3</td>
</tr>
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<td>CGS 2871</td>
<td>Multimedia</td>
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<tr>
<td>COP</td>
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</tr>
<tr>
<td>GEB 1011</td>
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<td>MAC 2333</td>
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<td>MAN 1949</td>
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<td>SPC 1608</td>
<td>Fundamentals of Speech</td>
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<td>STA 2023</td>
<td>Elementary Statistics</td>
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REQUIRED TOTAL CREDIT HOURS: 63

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course descriptions in catalog.

Additional Credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.
SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares students for employment as computer programmer trainees, systems analyst trainees, microcomputer specialists and software application technicians. This program prepares individuals to use methods and procedures to automate business applications, to utilize business software applications, and to incorporate review of system and programming specifications to yield solutions to business applications problems. It also provides supplemental training for persons previously or currently employed in this occupational area.

This program is an intermediate step toward an Associate in Science degree in Computer Programming and Analysis.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>+ CAP 2023</td>
<td>Introduction to Game Programming</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545</td>
<td>Database Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>+ CIS 2321</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 1000</td>
<td>Introduction to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2224</td>
<td>Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2701</td>
<td>Advanced Database Concepts in Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2800</td>
<td>Programming in Java</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2837</td>
<td>Introduction to Programming with Visual Basic.NET</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS ........................................................................................................ 33

+Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0408employ.html
This program prepares students for employment as entry level programmers or programmer specialists or to provide supplemental training for persons previously or currently employed in these occupations. The content prepares individuals to store, locate, and retrieve specific documents, data, and information; code into computer language; test, monitor, debug, document and maintain computer programs.

This program is an intermediate step toward an Associate in Science degree in Computer Programming and Analysis.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 2545</td>
<td>Database Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 1000</td>
<td>Introduction to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2224</td>
<td>Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2837</td>
<td>Introduction to Programming with Visual Basic.NET</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**: 18

+Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/4120employ.html
This program prepares students seeking employment in areas including Web administration, Web master, Web coordinator, Internet developer, intranet/extranet developer, Internet manager, and Web designer. The program will also enhance knowledge of persons currently employed in the field.

NOTE: The CET lab is located on the Orange Park Campus. Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

ENC 1101 Composition I .................................................................................................................. 3
+ ENC 1102 Composition II ............................................................................................................ 3
MAC 1105 College Algebra ............................................................................................................ 3
* ____ ____ Social Science ............................................................................................................. 3
+* ____ ____ Humanities ............................................................................................................... 3

DEGREE SPECIFIC COURSES:

+ CET 1178C Computer Hardware Support Essentials ................................................................. 3
+ CET 1600C Network Fundamentals ............................................................................................ 3
+ CET 2660C Network Security Essentials .................................................................................. 3
CGS 1100 Microcomputer Application Software ........................................................................... 3
+ CGS 1560C Microcomputer Operating Systems ........................................................................ 3
+ CGS 2545 Database Concepts for Business ............................................................................. 3
CGS 2554 Introduction to E-Commerce ...................................................................................... 3
+ CGS 2820 Web Page Design and Publishing ............................................................................ 3
CGS 2871 Multimedia .................................................................................................................. 3
+ COP 1000 Introduction to Computer Programming .................................................................. 3
+ COP 2800 Programming in Java ............................................................................................... 3
+ COP 2801 Programming in JavaScript ...................................................................................... 3
+ COP 2822 Web Page Authoring ............................................................................................... 3
+ COP 2830 Web Programming Languages ................................................................................ 3
+ COP 2837 Introduction to Programming with Visual Basic.NET ............................................. 3
COP/CGS (any Computer Science course) .................................................................................. 3

REQUIRED TOTAL CREDIT HOURS .......................................................................................... 63

*Refer to A.A. degree general education requirements.
+Prerequisite courses required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.
This program prepares students for entry-level employment as Internet/intranet Technicians, Web Internet/intranet developers, Web site developers, Internet/intranet masters, and Web masters. This program will also enhance the knowledge of those previously or currently employed in the field.

This program is an intermediate step toward an Associate in Science degree in Internet Services Technology.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

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**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1560C</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545</td>
<td>Database Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2554</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 2820</td>
<td>Web Page Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2871</td>
<td>Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 1000</td>
<td>Introduction to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2801</td>
<td>Programming in JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2830</td>
<td>Web Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2837</td>
<td>Introduction to Programming with Visual Basic.NET</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS** ........................................................................................................................................ 36

+Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/4112employ.html
This program prepares students for entry-level employment as Internet/intranet Technicians, Web Internet/intranet developers, Web site developers, Internet/intranet masters, and Web masters. This program will also enhance the knowledge of those previously or currently employed in the field.

This program is an intermediate step toward an Associate in Science degree in Internet Services Technology.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

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**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2554</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 2820</td>
<td>Web Page Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2871</td>
<td>Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS** 18

*Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/4115employ.html
NETWORKING SERVICES TECHNOLOGY (0197)

ASSOCIATE IN SCIENCE DEGREE

SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares students for employment as cabling specialists, PC support technicians, network control operators, data communications analysts, help desk specialists, network technicians, computer security specialists, network specialists, network managers, network systems analysts, network systems technicians, network troubleshooters, WAN/LAN managers, or systems administrators. This program also provides supplemental training for persons previously or currently employed in these occupations.

NOTE: The CET lab is located on the Orange Park Campus. Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1341</td>
<td>Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1341L</td>
<td>Physical Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>*+</td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

DEGREE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ CET 1178C</td>
<td>Computer Hardware Support Essentials</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 1600C</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 2179C</td>
<td>Computer Software Support Essentials</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 2556C</td>
<td>Structured Cabling Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 2565C</td>
<td>Introduction to Server Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 2610C</td>
<td>Routing Protocols and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 2615C</td>
<td>LAN Switching and Wireless</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 2620C</td>
<td>Accessing the WAN</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 2660C</td>
<td>Network Security Essentials</td>
<td>3</td>
</tr>
<tr>
<td>+ CET 2883C</td>
<td>Attack Prevention and Detection</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Application Software</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1560C</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ CTS 2111C</td>
<td>Linux Server Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

TECHNICAL ELECTIVES: (CHOOSE 5 CREDIT HOURS)

INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS/CET</td>
<td>(Any Computer Science Courses)</td>
<td></td>
</tr>
<tr>
<td>COP</td>
<td>(Any COP Course)</td>
<td></td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1949</td>
<td>Cooperative Education Internship I</td>
<td>1-3</td>
</tr>
<tr>
<td>OST 1581</td>
<td>Professional Development in the Work Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS.................................................................................. 63

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.
SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares students for employment as cabling specialists, information technology specialists, network control operators, data communications analysts, help desk specialists, network technicians, computer security specialists, network specialists, network managers, network systems technicians, network support specialists, microcomputer technicians, or network troubleshooters. This program also provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Networking Services Technology.

NOTE: The CET lab is located on the Orange Park Campus. Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

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CERTIFICATE SPECIFIC COURSES:

+ CET 1178C Computer Hardware Support Essentials .......................................................... 3
+ CET 1600C Network Fundamentals .............................................................................. 3
+ CET 2179C Computer Software Support Essentials ......................................................... 3
+ CET 2565C Introduction to Server Operating Systems ..................................................... 3
+ CET 2610C Routing Protocols and Concepts .................................................................. 3
+ CET 2615C LAN Switching and Wireless ....................................................................... 3
+ CET 2660C Network Security Essentials ........................................................................ 3
  CGS 1060 Introduction to Computer Concepts ................................................................. 3
  CGS 1100 Microcomputer Application Software ............................................................. 3
+ CGS 1560C Microcomputer Operating Systems ............................................................... 3

REQUIRED TOTAL CREDIT HOURS .................................................................................. 30

+Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0196employ.html
INFORMATION TECHNOLOGY TECHNICIAN (0195)

COLLEGE CREDIT CERTIFICATE

SOME DEGREE SPECIFIC COURSES AVAILABLE ON THE ORANGE PARK CAMPUS ONLY

This program prepares students for employment as information technology specialists, help desk specialists, network technicians, network systems technicians, network support specialists, or microcomputer technicians. This program also provides supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Networking Services Technology.

NOTE: The CET lab is located on the Orange Park Campus. Most of the courses requiring a lab component will be offered as hybrid classes. In hybrid courses, theory and concepts are taught online and students are required to attend campus to complete lab requirements.

NOTE: Courses are listed alphabetically. This is not the order in which the courses should be taken. Please see the Program Plan/Course Rotation to see the order in which courses should be taken. This will ensure that you complete prerequisite courses and are prepared for additional courses when they are offered.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+ CET 1178C Computer Hardware Support Essentials ................................................................. 3
+ CET 1600C Network Fundamentals .................................................................................................. 3
+ CET 2179C Computer Software Support Essentials ................................................................. 3
+ CET 2610C Routing Protocols and Concepts .................................................................................. 3
  CGS 1060 Introduction to Computer Concepts .................................................................................. 3
  CGS 1100 Microcomputer Application Software ............................................................................ 3
+ CGS 1560C Microcomputer Operating Systems .......................................................................... 3

REQUIRED TOTAL CREDIT HOURS ........................................................................................................... 21

+ Prerequisite course required. See course descriptions in catalog.

Additional credit may be awarded for current industry certifications based on the Florida Department of Education Gold Standard Industry Certification Articulation agreements.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0195employ.html
The mission of St. Johns River State College construction technology programs is to produce graduates with the knowledge and skills essential for success in the workplace, and to encourage the pursuit of academic and lifelong learning and personal growth through high quality, innovative, and effective instruction.
ST. JOHNS RIVER STATE COLLEGE

St. Johns River State College offers several apprenticeship programs in the construction and building trades. Apprenticeship education combines paid full-time work experience with classroom related instruction.

Apprentices work full time with industry employers under the guidance of more experienced craft workers to learn the skills of the trade. Apprentices also attend class in the evening through SJR State.

Program length varies from three to four years. Upon successful completion of a registered apprenticeship program, the Department of Education awards the apprentice a vocational certificate that is a nationally recognized credential.

The partnership between SJR State and industry sponsor is a key component of the apprenticeship program. Below is a listing of the programs and industry partners for each apprenticeship trade.

<table>
<thead>
<tr>
<th>Program</th>
<th>Industry Sponsor</th>
<th>Application and Enrollment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brick &amp; Block Masonry</td>
<td>Northeast Chapter Masonry Association of Florida</td>
<td>Applications accepted Summer and Fall</td>
</tr>
<tr>
<td>Carpentry</td>
<td>Northeast Florida Builders Association</td>
<td>Applications accepted March and June</td>
</tr>
<tr>
<td>Electrical</td>
<td>Northeast Florida Builders Association</td>
<td>Applications accepted March and June</td>
</tr>
<tr>
<td>Fire Sprinkler</td>
<td>Florida Automatic Sprinkler Training</td>
<td>Applications accepted Summer and Fall</td>
</tr>
</tbody>
</table>

ADMISSION

Admission requirements vary in each program. Individuals desiring to enroll in an apprenticeship program should contact the program director at (386) 312-4183.

All students entering programs will be tested for basic reading, mathematics and language skills, and will be required to demonstrate attainment of the prescribed skill level for their respective programs of study.

Apprentices who attain a vocational certificate in a registered apprenticeship program are also eligible to receive college credit toward an Associate in Science degree in Industrial Management Technology and Architectural Drafting and Construction Technology at St. Johns River State College.
This program of study is designed to prepare students for mastery in Brick and Block Masonry through theory and on-the-job training. Brick and Block Masonry is a three-year apprenticeship program. It is a competency-based program, which students may enter at anytime.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Code</th>
<th>Course Description</th>
<th>Classroom Hours</th>
<th>Co-op Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>BCA 0101</td>
<td>Masonry Apprenticeship I</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCA 0111</td>
<td>Masonry Co-Op I</td>
<td></td>
<td>0-720</td>
</tr>
<tr>
<td></td>
<td>BCA 0112</td>
<td>Masonry Co-Op II</td>
<td></td>
<td>0-680</td>
</tr>
<tr>
<td></td>
<td>BCA 0113</td>
<td>Masonry Co-Op III</td>
<td></td>
<td>0-600</td>
</tr>
<tr>
<td><strong>Year 1 Total Contact Hours:</strong></td>
<td><strong>160</strong></td>
<td><strong>0-2000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>BCA 0102</td>
<td>Masonry Apprenticeship II</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCA 0111</td>
<td>Masonry Co-Op I</td>
<td></td>
<td>0-720</td>
</tr>
<tr>
<td></td>
<td>BCA 0112</td>
<td>Masonry Co-Op II</td>
<td></td>
<td>0-680</td>
</tr>
<tr>
<td></td>
<td>BCA 0113</td>
<td>Masonry Co-Op III</td>
<td></td>
<td>0-600</td>
</tr>
<tr>
<td><strong>Year 2 Total Contact Hours:</strong></td>
<td><strong>160</strong></td>
<td><strong>0-2000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>BCA 0103</td>
<td>Masonry Apprenticeship III</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCA 0111</td>
<td>Masonry Co-Op I</td>
<td></td>
<td>0-720</td>
</tr>
<tr>
<td></td>
<td>BCA 0112</td>
<td>Masonry Co-Op II</td>
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<tr>
<td></td>
<td>BCA 0113</td>
<td>Masonry Co-Op III</td>
<td></td>
<td>0-600</td>
</tr>
<tr>
<td><strong>Year 3 Total Contact Hours:</strong></td>
<td><strong>160</strong></td>
<td><strong>0-2000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>480</strong></td>
<td><strong>Up to 6000</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sponsoring Agency: Northeast Chapter Masonry Association of Florida (MAF)
CARPENTRY APPRENTICESHIP

VOCATIONAL CERTIFICATE

This program of study is designed to prepare students for mastery in general carpentry through theory and on-the-job training. Carpentry is a four-year apprenticeship program. At the end of the program, students will be eligible for a Journeyman’s license. In addition, students are paid for on-the-job training and receive periodic pay raises.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>CLASSROOM HOURS</th>
<th>CO-OP HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 0550</td>
<td>Carpentry Apprenticeship I</td>
<td>168</td>
</tr>
<tr>
<td>BCA 0560</td>
<td>Carpentry Co-Op I</td>
<td>0-720</td>
</tr>
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<td>BCA 0561</td>
<td>Carpentry Co-Op II</td>
<td>0-680</td>
</tr>
<tr>
<td>BCA 0562</td>
<td>Carpentry Co-Op III</td>
<td>0-600</td>
</tr>
</tbody>
</table>

**YEAR 1 TOTAL CONTACT HOURS:** 168 0-2000

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>CLASSROOM HOURS</th>
<th>CO-OP HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 0551</td>
<td>Carpentry Apprenticeship II</td>
<td>168</td>
</tr>
<tr>
<td>BCA 0560</td>
<td>Carpentry Co-Op I</td>
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**YEAR 2 TOTAL CONTACT HOURS:** 168 0-2000

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>CLASSROOM HOURS</th>
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</table>

**YEAR 3 TOTAL CONTACT HOURS:** 168 0-2000

<table>
<thead>
<tr>
<th>YEAR 4</th>
<th>CLASSROOM HOURS</th>
<th>CO-OP HOURS</th>
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</thead>
<tbody>
<tr>
<td>BCA 0553</td>
<td>Carpentry Apprenticeship IV</td>
<td>168</td>
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<td>BCA 0560</td>
<td>Carpentry Co-Op I</td>
<td>0-720</td>
</tr>
<tr>
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</tr>
<tr>
<td>BCA 0562</td>
<td>Carpentry Co-Op III</td>
<td>0-600</td>
</tr>
</tbody>
</table>

**YEAR 4 TOTAL CONTACT HOURS:** 168 0-2000

**TOTAL HOURS:** 672 UP TO 8000

Sponsoring Agency: Northeast Florida Builders Association (NEFBA)
This program of study is designed to prepare students for mastery in electrical wiring through theory and on-the-job training. Electrical is a four-year apprenticeship program. At the end of the program, students will be eligible for a Journeyman's license. In addition, students are paid for on-the-job training and receive periodic pay raises.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>CLASSROOM HOURS</th>
<th>CO-OP HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 0350</td>
<td>Electricity Apprenticeship I</td>
<td>168</td>
</tr>
<tr>
<td>BCA 0358</td>
<td>Electricity Co-Op I</td>
<td>0-720</td>
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<tr>
<td>BCA 0359</td>
<td>Electricity Co-Op II</td>
<td>0-680</td>
</tr>
<tr>
<td>BCA 0361</td>
<td>Electricity Co-Op III</td>
<td>0-600</td>
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</tbody>
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**YEAR 1 TOTAL CONTACT HOURS:** 168  0-2000

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>CLASSROOM HOURS</th>
<th>CO-OP HOURS</th>
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<tbody>
<tr>
<td>BCA 0351</td>
<td>Electricity Apprenticeship II</td>
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<tr>
<td>BCA 0358</td>
<td>Electricity Co-Op I</td>
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<td>BCA 0361</td>
<td>Electricity Co-Op III</td>
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**YEAR 2 TOTAL CONTACT HOURS:** 168  0-2000

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>CLASSROOM HOURS</th>
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<td>Electricity Apprenticeship III</td>
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**YEAR 3 TOTAL CONTACT HOURS:** 168  0-2000

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<thead>
<tr>
<th>YEAR 4</th>
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<td>Electricity Co-Op III</td>
<td>0-600</td>
</tr>
</tbody>
</table>

**YEAR 4 TOTAL CONTACT HOURS:** 168  0-2000

**TOTAL HOURS:** 672  UP TO 8000

Sponsoring Agency: Northeast Florida Builders Association (NEFBA)
This program of study is designed to prepare students for mastery in general Fire Sprinkler Systems through theory and on-the-job training. Fire Sprinkler Systems is a four-year apprenticeship program. At the end of the program, students will be eligible for a Journeyman's license. Students are paid for on-the-job training, and they receive periodic pay raises.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

**YEAR 1:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Classroom Hours</th>
<th>Co-op Hours</th>
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<tbody>
<tr>
<td>BCA 0470</td>
<td>Fire Sprinkler Apprenticeship I</td>
<td>154</td>
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<td>BCA 0480</td>
<td>Fire Sprinkler Co-Op I</td>
<td>0-720</td>
<td></td>
</tr>
<tr>
<td>BCA 0481</td>
<td>Fire Sprinkler Co-Op II</td>
<td>0-680</td>
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<tr>
<td>BCA 0482</td>
<td>Fire Sprinkler Co-Op III</td>
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**YEAR 1 TOTAL CONTACT HOURS:** 154 0-2000

**YEAR 2:**

<table>
<thead>
<tr>
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<tr>
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**YEAR 2 TOTAL CONTACT HOURS:** 154 0-2000

**YEAR 3:**

<table>
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<tr>
<th>Code</th>
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<th>Classroom Hours</th>
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<tbody>
<tr>
<td>BCA 0472</td>
<td>Fire Sprinkler Apprenticeship III</td>
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**YEAR 3 TOTAL CONTACT HOURS:** 154 0-2000

**YEAR 4:**

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<tr>
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<tr>
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<td>Fire Sprinkler Apprenticeship IV</td>
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<td>BCA 0482</td>
<td>Fire Sprinkler Co-Op III</td>
<td>0-600</td>
<td></td>
</tr>
</tbody>
</table>

**YEAR 4 TOTAL CONTACT HOURS:** 154 0-2000

**TOTAL HOURS:** 616 UP TO 8000

Sponsoring Agency: Florida Automatic Sprinkler Training (FAST)
ARCHITECTURAL DRAFTING AND CONSTRUCTION TECHNOLOGY (2175)

ASSOCIATE IN SCIENCE DEGREE

SOME DEGREE SPECIFIC COURSES AVAILABLE AT ORANGE PARK AND ST. AUGUSTINE ONLY

This program prepares students for employment as construction planners and provides supplemental training for persons previously or currently employed in these occupations. The curriculum includes coursework in communication, leadership, human relations, and other skills and knowledge necessary for assisting architects and architectural engineers in planning and designing structures using construction materials and dealing with contracts and specifications.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>PSC 1341</td>
<td>Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1341L</td>
<td>Physical Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>Δ*</td>
<td>Mathematics</td>
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<tr>
<td>+</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>Humanities</td>
<td>3</td>
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DEGREE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 1171C</td>
<td>CADD for Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>+ ARC 2172C</td>
<td>CADD for Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1210</td>
<td>Construction Materials</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1250C</td>
<td>Principles of Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>+ BCN 1251C</td>
<td>AutoCAD Residential Drawing</td>
<td>3</td>
</tr>
<tr>
<td>+ BCN 2253C</td>
<td>AutoCAD Commercial Drawings</td>
<td>3</td>
</tr>
<tr>
<td>+ BCN 1272</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1001</td>
<td>Introduction to Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1760</td>
<td>Building and Zoning Codes</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1470C</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>+ ETC 2207C</td>
<td>Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>+ ETD 2395C</td>
<td>3D-Modeling</td>
<td>3</td>
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<tr>
<td>+ ETD 2541C</td>
<td>Site Planning and Design</td>
<td>3</td>
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<tr>
<td>BCN 2780</td>
<td>Special Topics - Capstone</td>
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ELECTIVES (CHOOSE 6 CREDIT HOURS):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUL 1241</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OST 1581</td>
<td>Professional Development in the Workplace</td>
<td>3</td>
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</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS ........................................................................... 67

* Refer to A.A. degree general education requirements.
+ Prerequisite course required. See course descriptions in catalog.
Δ Recommend MAC 1105 College Algebra or MGF 1106 Math for Liberal Arts I
◆ Students who have completed an approved registered apprenticeship program will receive credit for denoted courses toward the Associate in Science degree in Architectural Drafting and Construction Technology.
**DRAFTING (2173)**

**COLLEGE CREDIT CERTIFICATE**

**SOME CERTIFICATE SPECIFIC COURSES AVAILABLE AT ORANGE PARK AND ST. AUGUSTINE ONLY**

This program provides education necessary for assisting architects and construction engineers in planning, designing and detailing using CAD skills. Computer design techniques are emphasized.

This program is an intermediate step toward an Associate in Science degree in Architectural Drafting and Construction Technology.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

**CERTIFICATE SPECIFIC COURSES:**

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<td>Introduction to AutoCAD</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts I</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS** ................................................................. 24

+Prerequisite course required. See course descriptions in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/2173employ.html
INDUSTRIAL MANAGEMENT TECHNOLOGY (2170)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to provide opportunities for students who have successfully completed a postsecondary certificate program in a trade related area. This degree provides persons currently working in industry an opportunity to pursue college level education that is appropriate for management roles and upward mobility in their respective fields.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

ENC 1101 Composition I ................................................................. 3
* ECO 2013 Macroeconomics ....................................................... 3
* ENC 1102 Composition II ........................................................... 3
+ MAN 2021 Principles of Management ...................................... 3
* MAN 2300 Introduction to Human Resource Management ........ 3

DEGREE SPECIFIC COURSES:

CGS 1100 Microcomputer Applications Software .......................... 3
FIN 1100 Personal Finance ........................................................... 3
GEB 1011 Introduction to Business ................................................. 3
GEB 2214 Business Communications ........................................... 3
MAN 2021 Principles of Management ........................................... 3
MAN 2300 Introduction to Human Resource Management ............ 3

CHOOSE ONE OF THE FOLLOWING:

+ ACG 2021C Principles of Financial Accounting .......................... 3
+ BUL 1241 Business Law I ............................................................ 3
+ CGS 1515 Spreadsheet Concepts for Business ......................... 3
+ CGS 2525 Presentation Technology ............................................. 3
+ ENC 1102 Composition II .......................................................... 3
+ MAN 1949 Cooperative Internship I .......................................... 1-3
+ SPC 1608 Fundamentals of Speech ............................................. 3

PROFESSIONAL ELECTIVES (CHOOSE 24 CREDIT HOURS):

Completion of General Education, degree Specific Courses and

CGS 1470C Introduction to AutoCAD ............................................. 3
+ CGS 1515 Spreadsheet Concepts for Business ......................... 3
+ CGS 2525 Presentation Technology ............................................. 3
BCN 1210 Construction Materials .................................................. 3
BCN 1272 Blueprint Reading ......................................................... 3
BCN 1201 Introduction to Building Construction ......................... 3
BCT 1760 Building and Zoning Codes ............................................ 3
+ ETC 2207C Construction Estimating ........................................ 3
+ ETD 2541C Site Planning and Design ........................................ 3

Or

Completion of an Approved Registered Apprenticeship Program of 4+ Years *

Or

Completion of an Industrial Certificate Program of 1800 Clock Hours **

Or

Military Service Credits ***

REQUIRED TOTAL CREDIT HOURS ............................................................................. 60

* Refer to A.A. degree general education requirements. + Prerequisite course required. See course descriptions in catalog.

** For Approved Registered Apprenticeship Programs of 3 years, 18 credits will be awarded; 2 years, 12 credits will be awarded.

*** Military credit will be evaluated based on St. Johns River State College Transfer of Credits policy under the Admissions tab in the catalog. Military credits from industrial related areas may be used to meet the required professional electives. Other military credits may be used to meet the general education, degree specific, and/or elective courses in this degree only if the professional electives credits are met.

Additional credit may be awarded for current industry certifications based on the Florida Department of education Gold Standard Industry Certification Articulation agreements.
SUSTAINABLE DESIGN (2174)

SOME CERTIFICATE SPECIFIC COURSES AVAILABLE AT ORANGE PARK AND ST. AUGUSTINE ONLY

The purpose of this program is to prepare students for employment as construction planners or to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Architectural Design and Construction Technology.

If you need additional information after seeing a counselor, please send an e-mail to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

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</thead>
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<td>BCN 1250C</td>
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<td>MAC 1105</td>
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<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MFG 1106</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS........................................................................................................24

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/2174employ.html
Health Information Management
Health Services Management
Health Care Services
Nursing
Nursing Assistant
Office Administration - Medical Office
Office Management - Medical Office
Office Specialist - Medical Office
Office Support - Medical Office
Phlebotomist
Radiologic Technology
Respiratory Care
AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program trains technicians to provide health information services throughout the health care delivery system. These technicians serve as medical coders, clinical data specialists, data quality managers, compliance officers, and information security officers. They hold supervisor, manager, and director positions in health care settings across the continuum of the health care industry. Services include design and implementation of systems for the collection of complete and accurate health records on each patient and the processing, storage, retrieval, security and release of health information and statistics in a timely manner for appropriate uses. Students are instructed in regulatory compliance, performance improvement, quality assurance, utilization review, risk management, and departmental management.

The program consists of 67 semester hours of general education and health information management core courses.

After receiving the A.S. Degree in Health Information Management the student is eligible to sit for the national credentialing exam to become a Registered Health Information Technician (RHIT).

PROGRAM MISSION STATEMENT
The mission of the St. Johns River State College Health Information Management program is to prepare confident, innovative, and contributing professionals who can identify and use a variety of informational resources and technologies to accomplish the objectives of diverse healthcare facilities. It provides graduates with the knowledge and skills necessary to become self-directed learners who possess critical-thinking, problem-solving, communication, and interpersonal skills. The program instills a commitment to ethical values and life-long learning.

For additional information, call: (904) 808-7454.

The Health Information Management (HIM) core courses will be offered on the St. Augustine Campus, online, or as a hybrid class (both online and on-campus components). A student must earn a grade of “C” or above in all courses required in the program.

ADMISSION REQUIREMENTS
The HIM program is a limited access program.
To apply for admission to the HIM program a student must have completed all of the following:
1. Application to SJR State;
2. Application to the HIM program;
3. Achieved satisfactory scores on college placement tests or have completed all college preparatory courses;
4. Complete the ten prerequisite courses prior to the application period:
   ENC 1101 ................................. Composition I
   BSC 2085 & 2085L ..................... Human Anatomy and Physiology I and Lab
   BSC 2086 & 2086L ..................... Human Anatomy and Physiology II and Lab
   CGS 1100 ................................. Microcomputer Applications
   HSC 1000 ................................. Introduction to Healthcare Delivery Systems
   HSC 1531 ................................. Medical Terminology
   *___ ___ ................................. Humanities
   *___ ___ ................................. Mathematics
   HIM 1000 ................................. Introduction to Health Information Management
   HIM 2432 ................................. Concepts of Disease

* Refer to A.A. degree general education requirements.
STUDENT SELECTION
Student selection is objective and based on the following point system: (MAXIMUM POSSIBLE POINTS = 200)

1. **124 POSSIBLE POINTS** – Completion of general education and HIM-related courses. Total of 31 credit hours are available for point consideration. The method of point calculation for this category is based on the following formula:
   
   Letter grade value \( \times \) Class credit hours = Points assigned.
   
   A = 4 points  B = 3 points  C = 2 points

   Ex. Student achieves a letter grade of “C” in HSC 1000 (2 cr. hrs.).

   A “C” grade = 2 points \( \times \) 2 cr. hr. class = 4 points.

2. **15 POINTS AWARDED** – Residence in Clay, Putnam, or St. Johns counties, Florida. (Not required)

3. **15 POINTS AWARDED** – Current licensure/credential in a medical profession.

4. **20 POSSIBLE POINTS AWARDED** – 5 points will be awarded if applicant has a college-level certificate; 10 points will be awarded if applicant has an A.A./A.S. Degree; 15 points will be awarded if applicant has a BA/BS Degree; and 20 points will be awarded if applicant has a MA/MS Degree.

5. **20 POSSIBLE POINTS AWARDED** – 2 points will be awarded for each prerequisite course taken at St. Johns River State College.

6. **6 POSSIBLE POINTS AWARDED** – Completion of HSC 1004 –Professions of Caring course. 6 points awarded for an “A” in the course, 4 points awarded for a “B” in the course, and 2 points will be awarded for a “C” in the course.

POST ADMISSION REQUIREMENTS
Following acceptance into the HIM program, students must complete/attend the following:

1. All students are required to sign a consent and waiver to perform a Criminal and Professional Background Check and Drug Screen. Failure to provide consent will render the applicant ineligible for admission to the program.
   Admission to the program is conditional upon the results of the Criminal and Professional Background Check and Drug Screen. Additional random and scheduled drug screening may be required at any time during the program.

2. Have a physical examination verifying that the student is free of communicable diseases; exam must include TB screening; however, Hepatitis B vaccination and Flu shot are optional.

3. All students are required to sign a confidentiality statement which is kept on file in the HIM department.

4. Attend a Health Information Management Student Orientation on the specified date.

5. Schedule and attend an interview with program faculty and/or director.

Note: Failure to comply with these requirements may result in administrative withdrawal from the HIM program.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L</td>
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<td>1</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>+/+</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>+/+</td>
<td>Humanities</td>
<td>3</td>
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HIM CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2086</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
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<td>BSC 2086L</td>
<td>Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care Delivery Systems</td>
<td>2</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1000</td>
<td>Introduction to Health Information Management</td>
<td>3</td>
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<tr>
<td>HIM 1110</td>
<td>Standard Healthcare Practices</td>
<td>2</td>
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<tr>
<td>HIM 1211C</td>
<td>Health Information Systems</td>
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## HEALTH INFORMATION MANAGEMENT (0130) CONTINUED

### ASSOCIATE IN SCIENCE DEGREE

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>HIM 1260C</td>
<td>Health Care Billing and Reimbursement</td>
<td>3</td>
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<tr>
<td>HIM 1282C</td>
<td>Basic ICD-9-CM Coding</td>
<td>3</td>
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<tr>
<td>HIM 1442</td>
<td>Pharmacology for Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td>HIM 2012</td>
<td>Health Care Law</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2214</td>
<td>Healthcare Statistics &amp; Research</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2234C</td>
<td>Advanced ICD-9-CM Coding</td>
<td>3</td>
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<tr>
<td>HIM 2255C</td>
<td>CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2432</td>
<td>Concepts of Disease</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2512</td>
<td>Supervision, Organization, and Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2800</td>
<td>Professional Practice Experience – Introduction</td>
<td>2</td>
</tr>
<tr>
<td>HIM 2810</td>
<td>Professional Practice Experience – Coder</td>
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<tr>
<td>HIM 2820</td>
<td>Professional Practice Experience – Management</td>
<td>2</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS** 67

**NOTE:** Professional Practice Experience classes require travel and day/evening sessions.

+Prerequisite courses required. See course descriptions in catalog.
* Refer to A.A. degree general education requirements.

Accreditation: The Health Information Management Associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
HEALTH SERVICES MANAGEMENT (0132)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare students with a background or credentials in the health field to become health services managers in their specified discipline. Communication, leadership, human relations, management, accounting, legal aspects and computer literacy are integral components of this program.

For additional information, call (904) 808-7454.

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
<td>3</td>
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DEGREE SPECIFIC COURSES:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 1241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
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<td>GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1000</td>
<td>Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2432</td>
<td>Concepts of Disease</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2252</td>
<td>Health Care Coding</td>
<td>3</td>
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<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care Delivery Systems</td>
<td>2</td>
</tr>
<tr>
<td>HSC 1004</td>
<td>Professions of Caring</td>
<td>3</td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2930</td>
<td>Special Topics – Capstone</td>
<td>3</td>
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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
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ELECTIVES (CHOOSE 3-4 CREDIT HOURS):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BSC 2085</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
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<td>BSC 2085L</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CGS 2525</td>
<td>Presentation Technology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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REQUIRED TOTAL CREDIT HOURS: 62

*Refer to A.A. degree general education requirements.
+Prerequisite courses required. See course descriptions in catalog.
HEALTH CARE SERVICES (0134)

This program prepares students for employment as Health Care Services supervisors in mid-management positions in the health field. Leadership, legal aspects, budgeting, safety and management are integral components of this program.

This program is an intermediate step toward the Associate of Science degree in Health Services Management.

For additional information, call (904) 808-7454.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 1241</td>
<td>Business Law I</td>
<td>3</td>
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<td>CGS 1100</td>
<td>Microcomputer Applications</td>
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<tr>
<td>DEP 2004</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>+ HIM 1000</td>
<td>Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>+ HIM 1500</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>+ HIM 2432</td>
<td>Concepts of Disease</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care Delivery Systems</td>
<td>2</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td></td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS .................................................................................................................. 32

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0134employ.html
The A.S. degree in Nursing prepares students for careers as registered nurses. Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program is approved by the Florida Board of Nursing.

PROGRAM MISSION STATEMENT
The Department of Nursing's mission is congruent with the mission of St. Johns River State College. The Department of Nursing prepares students to enter the workforce with the ability to think critically about actual or potential patient care problems, the ability to manage and coordinate patient care to intervene in problems, as well as to demonstrate caring behaviors toward patients while practicing within the legal and ethical scope of professional nursing practice. The Department of Nursing prepares graduates who are capable of functioning competently at the beginning level of entry into practice. Recognizing the rapid changes in healthcare delivery, the Department also inculcates in students the necessity of continued professional growth and development.

PROGRAM OUTCOMES
a. Provide competent nursing care at the advanced beginner level to diverse populations.
b. Establish and maintain ethical relationships in order to act within the context of the Nurse Practice Act.
c. Provide nursing care that promotes, protects, and improves health for individuals, families and communities.
d. Deliver culturally competent care that reflects sensitivity to racial, ethnic and cultural diversity.
e. Utilize nursing and allied health related research in the delivery of nursing care.
f. Participate in coordinated care by practicing shared decision-making, delegating aspects of care, and working in teams.
g. Deliver nursing care that is cost-effective and assures financial accountability.
h. Utilize multiple sources of information, which include computer-based data, to critique and improve clinical decisions.
i. Engage in critical self-assessment in order to maintain life-long learning.

For additional information, visit our Web site at SJRstate.edu or call the Palatka nursing office at (386) 312-4176 or the Orange Park nursing office at 904-276-6863.

The purpose of the program is to provide students with the knowledge, attitude, and skills required in professional nursing practice and to contribute to the promotion of health in the community. Care and concern for humanity is interrelated with scientific knowledge to promote health and the quality of life. Also, the achievement of personal and professional goals, individual intellectual, social, and economic advancement is presented in the content of community service responsibilities.

The program consists of 72 credit hours of general education, nursing-related and nursing core courses.

APPLICANTS MAY APPLY:  Orange Park - August enrollment (fall) May 1 - 31
Orange Park - May enrollment (summer) February 1 - 28
Palatka - August enrollment (fall) May 1 - 31

The Nursing Core Courses will be offered on the Palatka and Orange Park campuses for the respective programs with selected clinical experiences in health care facilities within and around the tri-county service area of SJR State. A student must earn a grade of “C” or above in all courses required in the program.

ADMISSION REQUIREMENTS
The ASN program is a limited access program. To apply for admission to the nursing program a student must have completed all of the following:
1. application process to SJR State;
2. application to nursing program;
3. achieved satisfactory scores on college placement tests or have completed all college preparatory courses;
4. complete Chemistry course prior to application period CHM 1032 and 1032L Principle of General Chemistry and Lab or CHM 1045 and 1045L General Chemistry and Lab; and
5. complete the nine prerequisite courses prior to the application period:
   BSC 2085 & 2085L…… Human Anatomy and Physiology I and Lab
   BSC 2086 & 2086L…… Human Anatomy and Physiology II and Lab
   DEP 2004………………… Human Growth and Development
   ENC 1101……………….. Composition I
**STUDENT SELECTION**

Student selection is objective and based on the following point system: (MAXIMUM POSSIBLE POINTS 197)

1. **120 POSSIBLE POINTS** for prerequisites- Completion of general education and nursing-related courses. Total of 30 semester hours of credit are available for point consideration. (See explanation of point calculation listed below.)
2. **10 POINTS** for residency in Putnam, St. Johns, or Clay Counties
3. **10 POINTS** for LPN with proof of current state licensure or 5 POINTS for other related health occupations with proof of current state licensure/certification
4. **MAX 9 POINTS** for classes with SJR State – 1 point will be awarded for each prerequisite course taken at St. Johns River State College
5. **MAX 15 POINTS** for degree – 5 points will be awarded if the applicant has an A.A./A.S. Degree; 10 points will be awarded if an applicant has a BA / BS Degree; 15 points will be awarded if an applicant has a MA / MS Degree
6. **5 POINTS** for grade of B or better in SJR State Pre-Allied Health course: Professions of Caring
7. **12 POSSIBLE POINTS** for completion of College Algebra (MAC 1105). Total of 3 semester hours of credit are available for point consideration.
8. **16 POSSIBLE POINTS** for completion of chemistry (CHM 1032/1032L or CHM 1045/1045L). Total of 4 semester hours of credit are available for point consideration. (See explanation of point calculation listed below.)

The method of point calculation for the completion of the general education and nursing-related courses is based on the following formula:

\[(\text{Letter Grade value} \times \text{credits} = \text{Points assigned})\]

Calculation example: Student achieves a letter grade (B) in MCB 2010 (3 credits) = 9 points and a letter grade (A) in MCB 2010L (1 credit) = 4 points for a total of 13 points

A = 4 points; B = 3 points; C=2 points

To be considered for admission, the student is to be cleared by Admissions / Records that all external college transcripts are received and that the student has a cleared admission file.

**Admission by level:**

Students in category 1 will be chosen first, Category 2, and then Category 3 follows.

* **Category 1**
  (a) Successful completion of ALL the required nursing prerequisite courses with a prerequisite cumulative GPA of 3.50 or better, (b) an A2 HESI Admissions Test composite score of 85 or better with a score of 85 or better in reading comprehension and a score of 85 or better in essential mathematics.

* **Category 2**
  (a) Successful completion of ALL the required nursing prerequisite courses with a prerequisite cumulative GPA of 3.00 to 3.49, (b) an A2 HESI Admissions Test composite score of 80 or better with a score of 80 or better in reading comprehension and a score of 80 or better in essential mathematics.

* **Category 3**
  (a) Successful completion of ALL the required nursing prerequisite courses with a prerequisite cumulative GPA of 2.50 to 2.99, (b) an A2 HESI Admissions Test composite score of 75 or better with a score of 75 or better in reading comprehension and a score of 75 or better in essential mathematics.
**POST ADMISSION REQUIREMENT:**
Following acceptance into the program, ASN students must complete/attend the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. All students are asked to sign a consent and waiver to perform a criminal and professional background check and drug screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Attend nursing student orientation on the specified date.
3. Prior to the first day of class, students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR & AED) program - Good for 2 years.
4. Have an annual physical examination verifying acceptable health status and completing all the requirements for the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
5. Have liability/malpractice insurance $1,000,000 per incident and $3,000,000 per aggregate. (Payment included with lab fees during registration)

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 2004</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>+* ____ ____</td>
<td>Humanities</td>
<td>3</td>
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<tr>
<td>MCB 2010</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>MCB 2010L</td>
<td>Microbiology Lab</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
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</tr>
<tr>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
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**NURSING RELATED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>BSC 2085</td>
<td>Human Anatomy and Physiology I</td>
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<td>BSC 2085L</td>
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<td>+ BSC 2086</td>
<td>Human Anatomy and Physiology II</td>
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<td>BSC 2086L</td>
<td>Human Anatomy and Physiology II Lab</td>
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<td>HUN 1201</td>
<td>Human Nutrition</td>
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**NURSING CORE COURSES:**

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>+ NUR 1020</td>
<td>Foundations of Nursing Practice I</td>
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</tr>
<tr>
<td>+ NUR 1020L</td>
<td>Foundations of Nursing Practice I Lab</td>
<td>5</td>
</tr>
<tr>
<td>+ NUR 1140</td>
<td>Clinical Pharmacology</td>
<td>3</td>
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<tr>
<td>+ NUR 1210C</td>
<td>Adult Health Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>+ NUR 1212C</td>
<td>Adult Health Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>+ NUR 1521C</td>
<td>Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>+ NUR 2244C</td>
<td>Adult Health Nursing III</td>
<td>5</td>
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<tr>
<td>+ NUR 2460C</td>
<td>Parent Child Nursing</td>
<td>5</td>
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<tr>
<td>+ NUR 2251C</td>
<td>Adult Health Nursing IV</td>
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</tr>
<tr>
<td>+ NUR 2943C</td>
<td>Transitional Nursing</td>
<td>4</td>
</tr>
</tbody>
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**REQUIRED TOTAL CREDIT HOURS** ........................................................................................................... 72

*Refer to A.A. degree general education requirements. +Prerequisite course required. See course description in catalog.

NOTE: Any person having been arrested or convicted of any offense other than a minor traffic violation should refer to Florida Statutes, Chapter 464, regarding nursing licensure. For further information, contact the Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing, 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252. (850) 245-4158. FAX (850) 245-4172.
NURSING ASSISTANT
VOCATIONAL CERTIFICATE

This program is designed to prepare students for employment as nursing assistants, nursing aides, and orderlies in nursing homes. Upon successful completion of this program, students are eligible to take the national nursing assistant examination being utilized in Florida in accordance with Chapter 400.211, F.S. and Part II Chapter 464, F.S. Nursing Assistants do not need to be certified except to work in nursing homes, unless it is a condition for employment in other institutions.

Program content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including American Health Association Life Support/Health Care Provider CPR and employability skills.

For additional information, call the Palatka nursing office at (386) 312-4176 or the Orange Park nursing office at (904) 276-6863.

LONG TERM CARE (0206):

HCP 0120C Nursing Assistant ................................................................................................................. 120

TOTAL CONTACT HOURS ......................................................................................................................... 120

ARTICULATED (0207):

HCP 0001 Health Careers Core ............................................................................................................ 90
HCP 0121 Nurse Aide and Orderly ........................................................................................................ 75

TOTAL CONTACT HOURS ......................................................................................................................... 165

POST ADMISSION REQUIREMENT: All students are asked to sign a consent and waiver for SJR State to perform a Criminal Background Check and Drug Screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal Background Check and Drug Screen.
This program is designed to meet the needs of students desiring college-level training in office administration and meets the needs of students desiring employment as medical secretaries and medical transcriptionists in offices and hospitals.

If you need additional information after seeing a counselor, please call (904) 808-7454.

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>Humanities</td>
<td>3</td>
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**DEGREE SPECIFIC COURSES:**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 1241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Application Software</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>+ HSA 2252</td>
<td>Health Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care Delivery Systems</td>
<td>2</td>
</tr>
<tr>
<td>+ HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2930</td>
<td>Special Topics - Capstone</td>
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</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>OST 1461</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OST 1581</td>
<td>Professional Development in the Work Environment</td>
<td>3</td>
</tr>
<tr>
<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>OST 2850</td>
<td>MS Office Professional</td>
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**ELECTIVES (CHOOSE 4 CREDIT HOURS):**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>BSC 2085</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+ HIM 2432</td>
<td>Concepts of Disease</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**

63

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course descriptions in catalog.
This program prepares students to be medical secretaries or transcriptionists. This program provides supplemental training for persons desiring employment in this occupation.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Medical Office.

If you need additional information after seeing a counselor, please call (904) 808-7454.

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2214</td>
<td>Business Communications</td>
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<td>OST 1581</td>
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</tr>
<tr>
<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>+ OST 2850</td>
<td>Microsoft Office Professional</td>
<td>3</td>
</tr>
</tbody>
</table>

**ELECTIVES (CHOOSE 11 CREDIT HOURS):**

<table>
<thead>
<tr>
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<th>Title</th>
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</tr>
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<tr>
<td>BSC 2085</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Human Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+ HIM 2432</td>
<td>Concepts of Disease</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1949</td>
<td>Cooperative Education Internship I</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**: 38

+Prerequisite course required. See course description in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0433employ.html
This program prepares students for employment in the medical industry in positions such as administrative assistant, form processor, general/medical office assistant, medical posting clerk, and medical receptionist. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Medical Office.

If you need additional information after seeing a counselor, please call (904) 808-7454.

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
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<td>HSC 1531</td>
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<td>GEB 2214</td>
<td>Business Communications</td>
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<tr>
<td>OST 1461</td>
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<td>3</td>
</tr>
<tr>
<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**

18

*Prerequisite course required. See course description in catalog.*

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0453employ.html
OFFICE SUPPORT (0463) MEDICAL OFFICE SUPPORT

This program prepares students for employment in the medical industry in entry level positions such as assistant office manager, office assistant, information clerk, receptionist, staff assistant and support clerk. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

This program is an intermediate step toward and Associate in Science degree Office Specialist-Medical Office Specialist.

If you need additional information after seeing a counselor, please call (904) 808-7454.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS ................................................................. 12

+Prerequisite course required. See course description in catalog.
This program is designed to prepare students for employment as phlebotomists or healthcare support workers in hospitals, nursing homes and home health care agencies. There is no state licensure required for phlebotomists however, graduates with required amounts of work experience may obtain certification from national credentialing agencies such as the National Certification Agency for Laboratory Personnel, American Society of Clinical Pathologists and the American Society of Phlebotomy Technicians.

Program content includes, but is not limited to, interpersonal skills, employability skills, safe and efficient work practices in obtaining adequate and correct blood specimens, maintaining the integrity of the specimen, preparing blood smears, labeling specimens, collecting timed specimens, promoting the comfort and well-being of the patient, observing safety policies and procedures, medical terminology, emergency procedures including American Health Association Life Support/Health Care Provider CPR, delivering clinical specimens, sorting and recording specimens, centrifuging specimens and preparing aliquots of samples, distributing samples and preparing collection trays.

For additional information, call the Palatka nursing office at (386) 312-4176 or the Orange Park nursing office at (904) 276-6863.

PHLEBOTOMIST COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HCP 0001</td>
<td>Health Careers Core</td>
<td>90</td>
</tr>
<tr>
<td>HCP 0750C</td>
<td>Phlebotomist</td>
<td>75</td>
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</table>

TOTAL CONTACT HOURS ................................................................................................................................................ 165

POST ADMISSION REQUIREMENTS: All students are asked to sign a consent and waiver for SJR State to perform a Criminal Background Check and Drug Screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal Background Check and Drug Screen.
The Associate in Science degree prepares students for careers as radiologic technologists. Graduates will be eligible to apply for and take the National Certification Examination in (radiography) administered by the American Registry of Radiologic Technologists. ARRT certification is recognized throughout the country. Some states also require state licensure. Successful completion of the ARRT examination allows students to become licensed by the State of Florida to practice radiography in the state. State licensure does not require additional testing of education. The radiography curriculum is intended to provide qualified students with the educational experiences and practical skills required to function competently in the field of radiologic technology as an entry-level radiologic technologist.

The program core courses are delivered over a 20-month period covering 6 consecutive college terms. The overall curriculum includes: general education courses, program related courses, radiologic technology core courses, and practical experience gained at regional hospitals and clinics.

All clinical education courses will be scheduled at the various clinical sites located in the tri-county service area or adjacent counties. Students must earn a minimum “C” 2.0 grade in each of the required courses to continue the program.

**PROGRAM MISSION STATEMENT**

The Radiography curriculum is intended to provide qualified students with the educational experiences and practical skills required to function competently in the field of Radiologic Technology as an entry-level Radiographer. In addition, the program will be conducted in a manner which will motivate students to become patient advocates in their field, and to perform their duties with consideration, empathy, and respect toward all patients in all circumstances.

For additional information check our Web site at: SJRstate.edu under Workforce Education or call 904-808-7465.

**ADMISSION REQUIREMENTS**

The Radiologic Technology program is a limited access program.

The Radiologic Technology program begins in August of each year.

To apply for admission to the Radiologic Technology program a student must have completed all of the following prior to the program application deadline in May of each year:

1. application process to SJR State;
2. achieve satisfactory scores on college placement tests or have completed required college preparatory courses;
3. application to SJR State Radiologic Technology program;
4. Successful completion (C minimum) of the following prerequisite courses prior to the program application deadline in May of each year:

   - **BSC 2085** Human Anatomy and Physiology I ................................................................. 3
   - **BSC 2085L** Human Anatomy and Physiology I Lab ......................................................... 1
   - **BSC 2086** Human Anatomy and Physiology II .......................................................... 3
   - **BSC 2086L** Human Anatomy and Physiology II Lab ...................................................... 1
   - **CGS 1100** Microcomputer Applications........................................................................ 3
   - **ENC 1101** Composition I ............................................................................................. 3
   - **HSC 1531** Medical Terminology ..................................................................................... 3
   - **MAC 1105** College Algebra ......................................................................................... 3
   - **PSY 2012** General Psychology ...................................................................................... 3

**STUDENT SELECTION**

The student selection process is based on the following point system: **(MAXIMUM POSSIBLE POINTS 176)**

1. **104 POSSIBLE POINTS** – Points tabulated from the prerequisite courses identified in the admission requirements will contribute to the total points assigned to this category. A total of 31 semester hours of credit are available for point consideration. The method of point calculation for this category is based on the following
formula:
(Letter Grade value \times \text{credit hours} = \text{Points assigned})

Calculation example: Student achieves a letter grade (B) in BSC 2805 (3 credits) = 9 points and a letter grade (A) in BSC 2085L (1 credit) = 4 points for a total of 13 points.

A=4 points; B=3 points; C=2 points

2. **15 POINTS AWARDED** – Points awarded for proof of residence in Clay, Putnam, or St. Johns counties, Florida. Residency is not a requirement.


4. **15 POSSIBLE POINTS AWARDED** – 5 points will be awarded if applicant has an A.A./A.S. Degree; 10 points will be awarded if applicant has a BA/BS Degree; 15 points will be awarded if applicant has a MA/MS Degree.

5. **16 POSSIBLE POINTS AWARDED** – 2 Points will be awarded for each prerequisite course taken at St. Johns River State College (excluding lab courses).

6. **6 POSSIBLE POINTS AWARDED** – 6 Points will be awarded for an “A”, 4 points for a “B”, 2 points for a “C” in HSC 1004 Professions of Caring (not required but recommended).

In case two or more students are tied in points for the last available position, admission will be awarded to the student with the earliest date the application was received from the applicants with the tied score.

**FOLLOWING ACCEPTANCE INTO THE PROGRAM APPLICANTS MUST:**

1. Must successfully complete a Basic Life Support Health Care Provider (BLS) course accredited by the American Heart Association. A course will be given at the St. Augustine campus during Summer term.

2. Have a physical examination verifying acceptable health status for the program. Requirements for the physical are included on the form provided to each student admitted into the radiologic technology program.

3. Attend the radiologic technology program and clinical site orientations and clinical shadowing requirements on the specified dates. These are scheduled during the summer term.

4. All students are asked to sign a consent and waiver for SJR State to perform a criminal background check and receive drug screen results. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen results. Additional random and scheduled drug screening may be required at any time during the program.

**NOTE:** An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime should file a pre-application with the American Registry of Radiologic Technologists (ARRT) in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. The pre-application fee is $75.00 and is non-refundable. Go to www.arrt.org for more information.

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2085</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BSC 2086</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
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<tr>
<td>BSC 2086L</td>
<td>Human Anatomy and Physiology II Lab</td>
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<td>ENC 1101</td>
<td>Composition I</td>
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</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
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**RADIOLOGIC TECHNOLOGY RELATED COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
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</table>

**RADIOLOGIC TECHNOLOGY CORE COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 1000C</td>
<td>Introduction to Patient Care in Radiologic Sciences</td>
<td>2</td>
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## RADIOLOGIC TECHNOLOGY (2155) CONTINUED

**ASSOCIATE IN SCIENCE DEGREE**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>RTE 1418C</td>
<td>Radiologic Science</td>
<td>4</td>
</tr>
<tr>
<td>RTE 1385</td>
<td>Radiobiology and Protection</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1503C</td>
<td>Radiographic Positioning I</td>
<td>5</td>
</tr>
<tr>
<td>+ RTE 1513C</td>
<td>Radiographic Positioning II</td>
<td>5</td>
</tr>
<tr>
<td>RTE 1804</td>
<td>Clinical Education I</td>
<td>2</td>
</tr>
<tr>
<td>+ RTE 1814</td>
<td>Clinical Education II</td>
<td>4</td>
</tr>
<tr>
<td>+ RTE 1824</td>
<td>Clinical Education III</td>
<td>6</td>
</tr>
<tr>
<td>+ RTE 2061</td>
<td>Radiologic Science Seminar</td>
<td>3</td>
</tr>
<tr>
<td>+ RTE 2573C</td>
<td>Special Imaging Modalities</td>
<td>3</td>
</tr>
<tr>
<td>+ RTE 2613</td>
<td>Radiologic Physics</td>
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<tr>
<td>RTE 2782C</td>
<td>Radiographic Pathology</td>
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<tr>
<td>+ RTE 2844</td>
<td>Clinical Education IV</td>
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<tr>
<td>+ RTE 2854</td>
<td>Clinical Education V</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED CREDITS** .............................................................................................................  77

+ Prerequisite course required. See course description in catalog.
* Refer to A.A. degree general education requirements.
Radiologic Technology core courses are selective access and can only be taken after admission to the program.
FOR HOSPITAL BASED GRADUATES

Must presently be a registered radiologic technologist.

The Associate in Science degree for hospital based radiography graduates is a program that provides a means for graduates of Joint Review Committee Education in Radiologic Technology (JRCERT) accredited two year programs to pursue an associate degree. All applicants must be currently registered with the American Registry of Radiologic Technologists and certified in radiography. Completion of the degree requires a total of 77 semester hours of credit, which includes 46 semester hours of credit awarded for the ARRT credential.

For additional information check our Web site at: SJRstate.edu under Workforce Education or call 904-808-7465.

ADMISSION REQUIREMENTS
To apply for admission to the Radiologic Technology program a student must have completed all of the following:

1. application process to SJR State;
2. achieved satisfactory scores on college placement tests or have completed all college prep courses;
3. provide evidence of registration with the American Registry of Radiologic Technologists;

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
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<td>MAC 1105</td>
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<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>+* _____</td>
<td>Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

RADIOLOGIC TECHNOLOGY RELATED COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2086</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2086L</td>
<td>Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
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<td>Business Law I</td>
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<td>HSC 1000</td>
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<td>2</td>
</tr>
<tr>
<td>+* HIM 2432</td>
<td>Concepts of Disease</td>
<td>3</td>
</tr>
</tbody>
</table>

CREDITS AWARDED FOR ARRT CREDENTIAL........................................................................... 46
TOTAL CREDITS................................................................................................................... 77

* Refer to A.A. degree general education requirements.
+ Prerequisite course required. See course description in catalog.
RESPIRATORY CARE (2125)

ASSOCIATE IN SCIENCE DEGREE

The two-year Associate in Science degree in respiratory care prepares students for a career as a respiratory care professional. Upon successful completion of the 20 month curriculum the student will be eligible to apply to take the national certification exams for Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT), both administered by the National Board of Respiratory Care.

PROGRAM MISSION STATEMENT
The mission of the respiratory care program at St. Johns River State College is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

For additional information check our Web site at: SJRstate.edu under Workforce Education or call 904-808-7465.

The purpose of the program is to provide students with the knowledge, attitude, and skills required to help meet the growing demands for respiratory therapists in the health care industry. Students will be trained in the skills needed to work in areas such as pediatric care, nursing homes and in hospitals. Asthma, bronchitis, emphysema, lung cancer and pneumonia are some of the conditions that require the care of a respiratory therapist.

The program consists of 77 semester hours of general education, and respiratory care core courses.

APPLICANTS MAY APPLY TO THE RESPIRATORY CARE PROGRAM: St. Augustine - May 1 to August 15, 2011 for the January enrollment.

The Respiratory Care Core Courses will be offered on the St. Augustine Campus with selected clinical experiences in health care facilities within and around the tri-county service area of SJR State. A student must earn a grade of “C” or above in all courses required in the program.

ADMISSION REQUIREMENTS
The Respiratory Care program is a limited access program.

To apply for admission to the respiratory care program a student must have completed all of the following:
1. application process to SJR State;
2. application to respiratory care program; by the advertised deadline
3. achieved satisfactory scores on college placement tests or have completed all college preparatory courses;
4. Schedule and attend an interview with the respiratory care faculty.
5. Complete the following prerequisite courses prior to the program application deadline:

   ENC 1101................................. Composition I
   BSC 2085 & 2085L .................... Human Anatomy and Physiology I and Lab
   BSC 2086 & 2086L .................... Human Anatomy and Physiology II and Lab
   CGS 1100................................. Microcomputer Applications
   MAC 1105................................. College Algebra
   MCB 2010 & 2010L .................... Microbiology and Lab
   PSY 2012................................. General Psychology
   ___ ..................................... Humanities

STUDENT SELECTION
Student selection is objective and based on the following point system: (MAXIMUM POSSIBLE POINTS 181)

1. 114 POSSIBLE POINTS AWARDED - Points tabulated from the prerequisite and other general education courses identified in the degree requirements will contribute to the total points assigned to this category. A total of 27 semester hours of credit are available for pointing consideration. The method of point calculation for this category is based on the following formula:
   (Letter Grade value X credits = Points assigned) Calculation example: Student achieves a letter grade (B) in ENC 1101 X (3 credits) = 9 points; A=4 points; B=3 points; C=2 points
2. 15 POINTS AWARDED - Residence in Clay, Putnam, or St. Johns counties, Florida.
3. 15 POSSIBLE POINTS AWARDED - 5 points will be awarded if applicant has an A.A./A.S. Degree; 10 points will be awarded if applicant has a BA/BS Degree; 15 points will be awarded if applicant has a MA/MS Degree.
4. **16 POSSIBLE POINTS AWARDED** - 2 points will be awarded for each prerequisite course (Maximum 10 points) and other required general education courses (Maximum 6 points) taken at St. Johns River State College. Note: lab courses are not included in this point total.

5. **6 POSSIBLE POINTS AWARDED** - Completion of HSC 1004 with a grade of C or better. Points will be awarded according to the following scale: A=6, B=4, C=2

**POST ADMISSION REQUIREMENTS:**
Following acceptance into the respiratory care program students must complete/attend the following: Failure to comply with these requirements may result in administrative withdrawal from the respiratory care program.

1. All students are asked to sign a consent and waiver form for SJR State to perform a criminal background check and drug screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Have a physical examination verifying acceptable health status and completing all of the requirements for the respiratory care program. The medical requirements for the physical exam are documented on the form provided to each student after admission to the respiratory care program.
3. Attend Respiratory Care orientation on the specified date.

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ BSC 2085</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
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<tr>
<td>+ BSC 2085L</td>
<td>Anatomy and Physiology I Lab</td>
<td>1</td>
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<tr>
<td>+ ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>+ MCB 2010</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>+ MCB 2010L</td>
<td>Microbiology Lab</td>
<td></td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Humanities</td>
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**RESPIRATORY CARE RELATED COURSES:**

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<thead>
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<th>Title</th>
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<tr>
<td>+ BSC 2086</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>+ BSC 2086L</td>
<td>Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>+ MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
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**RESPIRATORY CARE CORE COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RET 1024C</td>
<td>Fundamentals of Respiratory Care</td>
<td>4</td>
</tr>
<tr>
<td>+ RET 1027C</td>
<td>Respiratory Therapeutics and Diagnostics</td>
<td>4</td>
</tr>
<tr>
<td>+ RET 1264C</td>
<td>Introduction to Respiratory Critical Care</td>
<td>3</td>
</tr>
<tr>
<td>+ RET 1284C</td>
<td>Cardiac Diagnostics</td>
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</tr>
<tr>
<td>RET 1350C</td>
<td>Cardiopulmonary Pharmacology</td>
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</tr>
<tr>
<td>RET 1485C</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RET 1874L</td>
<td>Clinical Education I</td>
<td>1</td>
</tr>
<tr>
<td>+ RET 1875L</td>
<td>Clinical Education II</td>
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</tr>
<tr>
<td>+ RET 2280C</td>
<td>Advanced Respiratory Critical Care</td>
<td>4</td>
</tr>
<tr>
<td>+ RET 2418C</td>
<td>Advanced Diagnostics and Therapeutics</td>
<td>3</td>
</tr>
<tr>
<td>+ RET 2601C</td>
<td>Cardiopulmonary Pathophysiology</td>
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<tr>
<td>+ RET 2714C</td>
<td>Pediatric and Neonatal Respiratory Care</td>
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<td>+ RET 2876</td>
<td>Clinical Education III</td>
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<td>+ RET 2877</td>
<td>Clinical Education IV</td>
<td>3</td>
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<tr>
<td>+ RET 2878L</td>
<td>Clinical Education V</td>
<td>3</td>
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<tr>
<td>+ RET 2930C</td>
<td>Respiratory Care Seminar</td>
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</table>

**REQUIRED TOTAL CREDIT HOURS** ............................................................................................................. 77
Respiratory Care Agencies and Societies:

Accreditation by CoARC
Commission on Accreditation for Respiratory Care http://coarc.com/
1248 Harwood Rd
Bedford, TX 76021

Therapists credentialed by NBRC
National Board for Respiratory Care http://www.nbrc.org/default.html
18000 W 105th St
Olathe, KS 66061

AARC Professional Association, Sets Current Clinical Practice Guidelines
American Association for Respiratory Care http://aarc.org/
9425 N MacArthur Blvd Suite 100
Irving, TX 75063

Florida Society for Respiratory Care http://fsrc.org/

NOTE: Any person having been arrested or convicted of any offense other than a minor traffic violation should contact:
The Department of Health, Board of Respiratory Care, 4052 Bald Cypress Way; Bin C05, Tallahassee, FL 32399-3255
to determine eligibility of state licensure.

The St. Johns River State College Respiratory Care program is accredited by the Commission on
Accreditation for Respiratory Care (www.coarc.com).

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 70621-4244
(817) 283-2835

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course description in catalog.
ST. JOHNS RIVER STATE COLLEGE

The Department of Criminal Justice Training at St. Johns River State College is committed, through the delivery of quality effective training in an academically sound environment, to providing law enforcement agencies and the community with professional and disciplined law enforcement and correctional officers who will possess the essential knowledge and skills to effectively serve as public safety professionals.

As a component of a comprehensive public two-year college committed to open access, student learning and achievement, the criminal justice program of St. Johns River State College will provide personalized attention to students, will embrace diversity and will use innovation to enhance teaching and learning.

CRIMINAL JUSTICE USE OF SOCIAL SECURITY NUMBERS
SJR State collects SSNs to verify entrance eligibility for criminal justice students to be placed into the Florida Department of Law Enforcement (FDLE) Automated Training Management System (ATMS) during the students’ attendance of basic law enforcement recruit, corrections cross-over to law enforcement, corrections basic recruit and law enforcement cross-over to corrections classes. The students’ SSNs are also used to validate their eligibility to sit for the FDLE state office certification exams.

PROGRAM MISSION STATEMENT

Corrections Officer
Criminal Justice Technology
Emergency Medical Services
Fire Science Technology
Law Enforcement Officer
CORRECTIONS OFFICER (0540)

VOCATIONAL CERTIFICATE

RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program provides job-related training to prepare candidates for entry-level employment as corrections officers. The curriculum is prescribed by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for corrections officer.

There are special admission requirements in addition to the College’s admission procedures and policies. In addition to the special admission standards, there are special program requirements including attendance, physical exercises, and demonstrations of proficiency. The program is challenging and physically and mentally demanding. Information on the program and its special requirements are available from the program director.

Candidates should make application for admission to the basic recruit program as soon as possible. All candidates must meet all entry requirements. Copies of the application packet outlining the entrance requirements are available by contacting the Criminal Justice Training Program at (904) 808-7490.

The Basic Abilities Test (BAT) is a program entry requirement for students. Applicants to the program must take and pass the BAT (with a minimum score of 72%) in order to enter the program.

Note: Students are encouraged to take this vocational certificate program as a part of the Associate in Science degree in Criminal Justice Technology. More information about this degree and the college credit given for the basic recruit can be found on page 128.

CORRECTIONS BASIC RECRUIT TRAINING

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CJK</td>
<td>CMS First Aid for Criminal Justice Officers</td>
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</tr>
<tr>
<td>CJK</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK</td>
<td>CMS Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK</td>
<td>Interpersonal Skills I</td>
<td>62</td>
</tr>
<tr>
<td>CJK</td>
<td>Interpersonal Skills II</td>
<td>50</td>
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<tr>
<td>CJK</td>
<td>Correctional Operations</td>
<td>64</td>
</tr>
<tr>
<td>CJK</td>
<td>Criminal Justice Legal I</td>
<td>46</td>
</tr>
<tr>
<td>CJK</td>
<td>Criminal Justice Officer Physical Fitness Training</td>
<td>40</td>
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<tr>
<td>CJK</td>
<td>Criminal Justice Legal II</td>
<td>22</td>
</tr>
<tr>
<td>CJK</td>
<td>Criminal Justice Communications</td>
<td>42</td>
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<tr>
<td>CJK</td>
<td>Emergency Preparedness</td>
<td>26</td>
</tr>
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</table>

TOTAL PROGRAM CONTACT HOURS ............................................................................. 552

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0540employ.html
RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed for those certified law enforcement officers who are planning a lateral movement between the criminal justice disciplines of law enforcement and corrections. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for corrections officer.

Intended to facilitate the lateral movement and to reduce duplication of instructional content, this program requires only those courses encompassing the discipline not previously taken in the basic recruit.

The Basic Abilities Test (BAT) is a program entry requirement for students. Applicants to the program must take and pass the BAT (with a minimum score of 72%) in order to enter the program.

There are special admission requirements in addition to the College's admission procedures and policies. More information about the program and copies of the special admission requirements are available by contacting the program at (904) 808-7490.

TRADITIONAL CORRECTIONAL – CROSS-OVER FROM CMS LAW ENFORCEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0101</td>
<td>Interpersonal Skills II</td>
<td>50</td>
</tr>
<tr>
<td>CJK 0102</td>
<td>Correctional Operations</td>
<td>64</td>
</tr>
<tr>
<td>CJK 0204</td>
<td>Law Enforcement Cross-over to Correctional Introduction</td>
<td>59</td>
</tr>
<tr>
<td>CJK 0480</td>
<td>Emergency Preparedness</td>
<td>26</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CONTACT HOURS ........................................................................................................ 199
RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed to prepare persons already in the field for management positions in criminal justice. College semester credit hours will be awarded for completion of the Florida Criminal Justice Standards and Training Commission (CJSTC) basic recruit program begun and completed after July 1, 1993, and for passing the state exam, as listed below:

Corrections Basic Recruit Training Program - 12 Credit Hours
Law Enforcement Basic Recruit Training Program - 15 Credit Hours

Persons who met CJSTC certification requirements before July 1, 1993, may still be granted college credit on an individual basis. Students who are not already certified corrections or law enforcement officers should be advised that the basic recruit segment of the Associate in Science degree in criminal justice technology has selective admission criteria over and above what is required for academic program admission by the College.

Recruit courses can be found on pages 126 and 127.

FOR MORE INFORMATION, CALL (904) 808-7490.

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>The Humanities I</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1112</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
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DEGREE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2230</td>
<td>The Humanities II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>PAD 1002</td>
<td>Introduction to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
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</table>

Electives ........................................................................................................... 13-16

ELECTIVES - CHOOSE FROM THE FOLLOWING:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2500</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2647</td>
<td>Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>CJC 1000</td>
<td>Introduction to Corrections</td>
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<tr>
<td>CJE 2112</td>
<td>Police Administration</td>
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<td>CJE 2202</td>
<td>Crime and Delinquency</td>
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<td>CJE 2400</td>
<td>Police Community Relations</td>
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<td>CJE 2600</td>
<td>Fundamentals of Criminal Investigation</td>
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<td>CJE 2640</td>
<td>Introduction to Criminalistics</td>
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<tr>
<td>CJE 2901</td>
<td>Criminal Justice Directed Study</td>
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<tr>
<td>CJE 1102</td>
<td>Criminal Evidence and Court Procedure</td>
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<tr>
<td>DSC 1005</td>
<td>Understanding Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1006</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
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</table>

Humanities, Social Science, Math or Natural Science .................................................................... 3-4

REQUIRED TOTAL CREDIT HOURS ........................................................................................................ 64

*Refer to A.A. degree general education requirements. *Prerequisite course may be required. See course descriptions in catalog.
CRIMINAL JUSTICE TECHNOLOGY (0091)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare students for employment into the criminal justice field as well as those interested in broadening their knowledge of criminal justice and field professionals seeking incentive benefits, career enhancement, or to increase their on-the-job competence. This associate degree does not qualify students for state certification as law enforcement or corrections officers.

FOR MORE INFORMATION, CALL (904) 808-7490.

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>The Humanities I</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1112</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
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DEGREE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1062</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2230</td>
<td>The Humanities II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>PAD 1002</td>
<td>Introduction to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
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ELECTIVES: (CHOOSE 22 CREDIT HOURS)

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<tbody>
<tr>
<td>CCJ 2500</td>
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<td>CCJ 2647</td>
<td>Organized Crime</td>
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<tr>
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<td>CJE 2112</td>
<td>Police Administration</td>
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<td>CJE 2202</td>
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<td>Introduction to Criminalistics</td>
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<td>Criminal Evidence and Court Procedure</td>
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<td>3</td>
</tr>
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</tr>
<tr>
<td>POS 1041</td>
<td>United States Federal Government</td>
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</table>

REQUIRED TOTAL CREDIT HOURS: 64

*Refer to A.A. degree general education requirements.
*Prerequisite course may be required. See course descriptions in catalog.
EMERGENCY MEDICAL SERVICES (0085)

ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare paramedics to work in a management position in emergency medical services. Florida-certified paramedics who have completed a Florida-approved program and have passed the state licensure exam will be awarded 42 semester hours of college credit toward the Associate in Science degree upon completion of the requirements outlined below.

For additional information, call (904) 808-7490.

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
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<tr>
<td>ENC 1102</td>
<td>Composition II</td>
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<tr>
<td>___ ___</td>
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<td>___ ___</td>
<td>Mathematics</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
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DEGREE SPECIFIC COURSES:

Paramedic Certificate .................................................. 42
Electives ........................................................................ 16

ELECTIVES - CHOOSE FROM THE FOLLOWING:

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<tr>
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<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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<tr>
<td>DSC 1005</td>
<td>Understanding Terrorism</td>
<td>3</td>
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<td>DSC 1006</td>
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<tr>
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<tr>
<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>POS 1112</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>Or</td>
<td>EMT Certificate</td>
<td>11</td>
</tr>
<tr>
<td>EMS 1119</td>
<td>Emergency Medical Technician</td>
<td>5</td>
</tr>
<tr>
<td>EMS 1119L</td>
<td>Emergency Medical Technician Lab</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1431</td>
<td>EMT Hospital/Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS ........................................................................... 73

*Refer to A.A. degree general education requirements.
+Prerequisite course may be required. See course descriptions in catalog.

EMERGENCY MEDICAL TECHNICIAN (4085)

COLLEGE CREDIT CERTIFICATE

This is an instructional program that prepares students for employment as emergency medical technicians to function at the basic pre-hospital emergency medical technician (basic) level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMTs in accordance with Chapter 64J of the Florida Administrative Code. This is the initial level for a career in emergency medical services and the primary prerequisite for paramedic training and certification.

For additional information, call (904) 808-7490.

DEGREE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1119</td>
<td>Emergency Medical Technician</td>
<td>5</td>
</tr>
<tr>
<td>EMS 1119L</td>
<td>Emergency Medical Technician Lab</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1431</td>
<td>EMT Hospital/Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS ........................................................................... 11
This program is designed to prepare persons already working in fire service for management positions. Florida-certified firefighters who completed a Florida-approved certification program and have passed the state exam will be awarded college credit toward the Associate in Science degree upon completion of the requirements outlined below.

For additional information, call (904) 808-7490.

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1112</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Mathematics for Liberal Arts I</td>
<td>3</td>
</tr>
<tr>
<td>+*</td>
<td>Humanities I or II</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
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**DEGREE SPECIFIC COURSES:**

**FIRE SCIENCE**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMT Certificate</td>
<td>11</td>
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<tr>
<td>Fire Fighter II Certificate</td>
<td>3</td>
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<tr>
<td>Fire Fighting Certifications**</td>
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<tr>
<td>College credit courses with a FFP prefix</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>3</td>
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**ELECTIVES - CHOOSE FROM THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DSC 1005</td>
<td>Understanding Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1006</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>+ ENC 1102</td>
<td>Composition II</td>
<td>3</td>
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<tr>
<td>FIN 1100</td>
<td>Personal Finance</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>Humanities I or II</td>
<td>3</td>
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<tr>
<td>*</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>Humanities, Social Science, Math or Natural Science</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS** ................................................. 60

*Prerequisite course required. See course descriptions in catalog.
*Refer to A.A. degree general education requirements.
**Credits may be awarded for any of the following certifications: Fire Officer I, Arson Investigator, Haz-Materials Inspector, Fire Safety Inspector
RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program provides job-related training to prepare candidates for entry-level employment as law enforcement officers. The curriculum is prescribed by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for law enforcement officer.

There are special admission requirements in addition to the College’s admission procedures and policies. In addition to the special admission standards, there are special program requirements including attendance, physical exercises, and demonstrations of proficiency. The program is challenging and physically and mentally demanding. Information on the program and its special requirements are available from the program director.

Candidates should make application for admission to the basic recruit program as soon as possible. All candidates must meet all entry requirements. Copies of the application packet outlining the entrance requirements are available by contacting the criminal justice training program at (904) 808-7490.

The Basic Abilities Test (BAT) is a program entry requirement for students. Applicants to the program must take and pass the BAT (with a minimum score of 79%) in order to enter the program.

Note: Students are encouraged to take this vocational certificate program as a part of the Associate in Science degree in Criminal Justice Technology. See page 128 for additional information.

LAW ENFORCEMENT BASIC RECRUIT TRAINING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJK 0007</td>
<td>Introduction to Law Enforcement</td>
<td>11</td>
</tr>
<tr>
<td>CJK 0011</td>
<td>Human Issues</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0017</td>
<td>Communications</td>
<td>76</td>
</tr>
<tr>
<td>CJK 0008</td>
<td>Legal</td>
<td>69</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>CMS Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>Dart Firing Stun Gun</td>
<td>8</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0061</td>
<td>Patrol I</td>
<td>58</td>
</tr>
<tr>
<td>CJK 0062</td>
<td>Patrol II</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0020</td>
<td>CMS Criminal Justice Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK 0071</td>
<td>Criminal Investigations</td>
<td>56</td>
</tr>
<tr>
<td>CJK 0082</td>
<td>Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0083</td>
<td>DUI Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0086</td>
<td>Traffic Crash Investigations</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0096</td>
<td>Criminal Justice Officer Physical Fitness Training</td>
<td>60</td>
</tr>
<tr>
<td>CJK 0076</td>
<td>Crime Scene Investigations</td>
<td>24</td>
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TOTAL PROGRAM CONTACT HOURS .............................................................................. 770

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/5005employ.html
RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

This program is designed for certified corrections officers who are planning a lateral movement between the criminal justice disciplines of corrections and law enforcement. The curriculum is prescribed by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for law enforcement officers.

Intended to facilitate the lateral movement and to reduce duplication of instructional content, this program requires only those courses encompassing the law enforcement discipline and those high liability proficiency skills demonstrations not previously taken in the corrections basic recruit.

The Basic Abilities Test (BAT) is a program entry requirement for students. Applicants to the program must take and pass the BAT (with a minimum score of 79%) in order to enter the program.

There are special admission requirements in addition to the College's admissions procedures and policies. More information about the program and copies of the special admission requirements are available by contacting the program director at (904) 808-7490.

LAW ENFORCEMENT OFFICER - CROSSOVER FROM CORRECTIONAL OFFICER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0020</td>
<td>CMS Law Enforcement Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK 0061</td>
<td>Patrol 1</td>
<td>58</td>
</tr>
<tr>
<td>CJK 0062</td>
<td>Patrol 2</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0071</td>
<td>Criminal Investigations</td>
<td>56</td>
</tr>
<tr>
<td>CJK 0076</td>
<td>Crime Scene Investigations</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0082</td>
<td>Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0083</td>
<td>DUI Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0086</td>
<td>Traffic Crash Investigations</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0212</td>
<td>Cross-Over Correctional to Law Enforcement CMS High-Liability</td>
<td>08</td>
</tr>
<tr>
<td>CJK 0221</td>
<td>Cross-Over Correctional to Law Enforcement Introduction and Legal</td>
<td>47</td>
</tr>
<tr>
<td>CJK 0222</td>
<td>Cross-Over Correctional to Law Enforcement Communications</td>
<td>56</td>
</tr>
<tr>
<td>CJK 0223</td>
<td>Cross-Over Correctional to Law Enforcement Human Issues</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>Dart-Firing Stun Gun</td>
<td>8</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CONTACT HOURS ........................................... 457

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0544employ.html
Early Childhood Education

Organizational Management
  Supervision and Management
Public Services Administration
Health Care Administration
The Bachelor of Science degree in Early Childhood Education at St. Johns River State College is designed as an initial teacher preparation program in compliance with Florida Statutes and State Board of Education Rule 6A-5.066. The program's goal is to prepare early childhood educators for employment in preschool, prekindergarten, and early elementary (grades prekindergarten through three) classrooms. Graduates will be eligible to obtain Florida Department of Education certification in the area of prekindergarten/primary education (ages 3 to grade 3) (Pending DOE Program Approval). The program meets the requirements of both the English for Speakers of Other Languages (ESOL) and Reading endorsements (Pending DOE Program Approval).

The curriculum for the Early Childhood Education degree includes coursework in foundations of education, ESOL, reading education, and early childhood education, in addition to multiple opportunities for student field experience in PreK-3 classrooms. Students will explore topics related to the education of young children including literacy, classroom management, teaching methods, diversity, cognition, creativity, and technology throughout the program.

Program prerequisites include an Associate in Arts degree and the three common teacher preparation courses: EDF 2005 (Introduction to the Teaching Profession), EDF 2085 (Introduction to Diversity for Educators), and EME 2040 (Introduction to Technology for Educators). Once admitted to the degree program, participants will complete an additional sixty credit hours of upper division Early Childhood Education courses for a total degree length of 120 semester hours.

For additional information, call (386) 312-4242.

ARTICULATED ASSOCIATE IN ARTS (A.A.) DEGREE TO INCLUDE PREREQUISITES ................................. 60

<table>
<thead>
<tr>
<th>LOWER LEVEL PREREQUISITE EDUCATION COURSES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 2005  Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085  Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040  Introduction to Technology for Educators</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>UPPER LEVEL EDUCATION COURSES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 3214  Human Development and Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDF 3430  Measurement, Evaluation, and Assessment in Education</td>
<td>2</td>
</tr>
<tr>
<td>EDG 4410  Classroom Management and Communication</td>
<td>2</td>
</tr>
<tr>
<td>EDG 3620  Curriculum and Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EEX 3012  Educational Needs of Students with Exceptionalities</td>
<td>3</td>
</tr>
<tr>
<td>EEX 4604  Behavior Management for Special Needs &amp; At-Risk Students</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>UPPER LEVEL EARLY CHILDHOOD EDUCATION COURSES &amp; PRACTICUM:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>EEC 3404  Child, Family, and Community Partnerships</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4211  Integrated Mathematics and Science</td>
<td>4</td>
</tr>
<tr>
<td>EEC 4212  Integrated Language Arts, Children's Literature, Social Sciences</td>
<td>5</td>
</tr>
<tr>
<td>EEC 4241  Integrated Music, Art, and Movement</td>
<td>4</td>
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<tr>
<td>EEC 4940  Student Internship</td>
<td>10</td>
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<tr>
<td>EEC 4930  Senior Seminar</td>
<td>2</td>
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<table>
<thead>
<tr>
<th>UPPER LEVEL READING EDUCATION COURSES &amp; PRACTICUM:</th>
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<tbody>
<tr>
<td>RED 3309  Early and Emergent Literacy</td>
<td>3</td>
</tr>
<tr>
<td>RED 4511  Intermediate Literacy: Reading and Thinking</td>
<td>3</td>
</tr>
<tr>
<td>RED 4519  Diagnosis and Intervention in Reading</td>
<td>3</td>
</tr>
<tr>
<td>RED 4940  Final Reading Practicum</td>
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<table>
<thead>
<tr>
<th>UPPER LEVEL ESOL COURSES:</th>
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<tbody>
<tr>
<td>TSL 3080  Principles and Practices of ESOL I</td>
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</tr>
<tr>
<td>TSL 4081  Principles and Practices of ESOL II</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS .................................................................................................................. 120
This program provides the skills and knowledge necessary to enter the workforce or advance in a mid-management level position. The program will prepare for careers within the public, private and non-profit sectors. A practical approach with real-world applications of skills and knowledge will be used to gain an understanding of leadership issues involved in the operations of a business organization. This program is designed to layer on top of specified Associate in Science (A.S.) Degrees or an Associate in Arts (A.A.) degree.

For additional information, call (386) 312-4062.

**GENERAL EDUCATION COURSES**
(Refer to Associate in Arts General Education Requirements)

**LOWER LEVEL SPECIALIZED COURSES** *

**ORGANIZATIONAL MANAGEMENT CORE COURSES:**

- **BUL 3130** Legal, Ethical, and Social Aspects of Business ................................................................. 3
- **GEB 3213** Advanced Business Communications ................................................................................. 3
- **MAN 3240** Organizational Behavior ..................................................................................................... 3
- **MAN 3353** Management Theory and Practices ....................................................................................... 3
- **MAN 4120** Leadership and Group Dynamics ......................................................................................... 3
- **MAN 4301** Human Resource Management ........................................................................................... 3

**MAJOR CONCENTRATION COURSES:**

- **CGS 4362** Organization and Information Technology Systems ............................................................. 3
- **FIN 3400** Financial Management .......................................................................................................... 3
- **ISM 4011** Introduction to Management Information Systems ............................................................... 3
- **MAN 4162** Customer Relations for Managers ......................................................................................... 3
- **MAN 4342** Supervisory Skills .................................................................................................................. 3
- **MAN 4504** Operational Decision Making .............................................................................................. 3
- **MAN 4900** Capstone – Supervision and Management ........................................................................... 3

**REQUIRED TOTAL CREDIT HOURS** ....................................................................................................... 120

*For A.A. students, of the 42 credit hours, 18 hours (6 courses) need to be selected from the list of track-specific courses listed below. Additional lower level specialized courses may be approved by the Director of Organizational Management.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
</tr>
<tr>
<td>BUL 1241</td>
<td>Business Law</td>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>MAR 2141</td>
<td>International Marketing</td>
</tr>
<tr>
<td>CGS 1515</td>
<td>Advanced Spreadsheet Concepts</td>
<td>MKA 2021</td>
<td>Personal Selling</td>
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<td>ECO 2013</td>
<td>Macroeconomics</td>
<td>MKA 2511</td>
<td>Advertising</td>
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<td>ECO 2023</td>
<td>Microeconomics</td>
<td>RMI 2110</td>
<td>Personal Insurance Planning</td>
</tr>
<tr>
<td>FIN 1100</td>
<td>Personal Finance</td>
<td>RMI 2212</td>
<td>Personal and Business Property Insurance</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>RMI 2662</td>
<td>Introduction to Risk Management and Insurance</td>
</tr>
<tr>
<td>GEB 2214</td>
<td>Business Communications</td>
<td>SPC 1608</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>GEB 2350</td>
<td>Introduction to International Business</td>
<td>STA 2023</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Survey of Calculus</td>
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</table>
This program provides the skills and knowledge necessary to enter the workforce or advance in a mid-management level position. The program will prepare for careers within the public, private and non-profit sectors. A practical approach with real-world applications of skills and knowledge will be used to gain an understanding of leadership issues involved in the operations of a business organization. This program is designed to layer on top of specified Associate in Science (A.S.) degrees.

For additional information, call (386) 312-4062.

GENERAL EDUCATION COURSES ........................................................................................................ 36
(Refer to Associate in Arts General Education Requirements)

LOWER LEVEL SPECIALIZED COURSES ................................................................................................ 42

ORGANIZATIONAL MANAGEMENT CORE COURSES:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BUL</td>
<td>3130 Legal, Ethical, and Social Aspects of Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB</td>
<td>3213 Advanced Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAN</td>
<td>3240 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN</td>
<td>3353 Management Theory and Practices</td>
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<tr>
<td>MAN</td>
<td>4120 Leadership and Group Dynamics</td>
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<td>MAN</td>
<td>4301 Human Resource Management</td>
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MAJOR CONCENTRATION COURSES:

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<tr>
<td>HSA</td>
<td>3110 Introduction to Health Administration</td>
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<tr>
<td>HSA</td>
<td>3113 U.S. Health Care Systems</td>
<td>3</td>
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<tr>
<td>HSA</td>
<td>3181 Health Care Administrative Management</td>
<td>3</td>
</tr>
<tr>
<td>HSA</td>
<td>3191 Health Care Automation/Technology</td>
<td>3</td>
</tr>
<tr>
<td>HSA</td>
<td>4170 Health Care Finance</td>
<td>3</td>
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<tr>
<td>HSA</td>
<td>4383 Continuous Quality Improvement/Risk Management Systems</td>
<td>3</td>
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<tr>
<td>HSA</td>
<td>4430 Health Care Economics</td>
<td>3</td>
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<tr>
<td>HSA</td>
<td>4850 Internship/Capstone Course</td>
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</tr>
</tbody>
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REQUIRED TOTAL CREDIT HOURS ........................................................................................................ 120
This program provides the skills and knowledge necessary to enter the workforce or advance in a mid-management level position. The program will prepare for careers within the public, private and non-profit sectors. A practical approach with real-world applications of skills and knowledge will be used to gain an understanding of leadership issues involved in the operations of a business organization. This program is designed to layer on top of specified Associate in Science (A.S.) Degrees or an Associate in Arts (A.A.) degree.

For additional information, call (386) 312-4062.

GENERAL EDUCATION COURSES .................................................................................. 36

(Refer to Associate in Arts General Education Requirements)

LOWER LEVEL SPECIALIZED COURSES * ...................................................................... 42

ORGANIZATIONAL MANAGEMENT CORE COURSES:

BUL 3130 Legal, Ethical, and Social Aspects of Business ............................................. 3
GEB 3213 Advanced Business Communications ............................................................ 3
MAN 3240 Organizational Behavior ............................................................................... 3
MAN 3353 Management Theory and Practices ............................................................... 3
MAN 4120 Leadership and Group Dynamics ................................................................ 3
MAN 4301 Human Resource Management .................................................................. 3

MAJOR CONCENTRATION COURSES:

DSC 3038 Preparation and Response for Terrorism ......................................................... 3
DSC 3079 Foundation of Public Safety ......................................................................... 3
DSC 3564 Homeland Security Threat Strategy .............................................................. 3
GEB 4891 Strategic Management and Decisions Making .............................................. 3
PAD 3223 Public Sector Budgeting .............................................................................. 3
PAD 3426 Public Sector Labor Relations ...................................................................... 3
PAD 4232 Grant Administration and Resource Development ..................................... 3
PAD 4878 Public Services Administration Capstone ...................................................... 3

REQUIRED TOTAL CREDIT HOURS .............................................................................. 120

*For A.A. students, of the 42 credit hours, 18 hours (6 courses) need to be selected from the list of track-specific courses listed below. Additional lower level specialized courses may be approved by the Director of Organizational Management.

ACG 2021C Principles of Financial Accounting GEB 2350 Introduction to International Business
ACG 2071 Principles of Managerial Accounting MAC 2233 Survey of Calculus
BUL 1241 Business Law MAN 2021 Principles of Management
CCJ 1020 Introduction to Criminal Justice MAN 2300 Introduction to Human Resource Management
CCJ 2500 Juvenile Delinquency MAR 2011 Principles of Marketing
CCJ 2647 Organized Crime MAR 2141 International Marketing
CGS 1100 Microcomputer Applications Software MKA 2021 Personal Selling
CGS 1515 Advanced Spreadsheet Concepts MKA 2511 Advertising
CJL 1062 Constitutional Law PAD 1002 Introduction to Public Administration
CJL 1100 Criminal Law RMI 2110 Personal Insurance Planning
ECO 2013 Macroeconomics RMI 2212 Personal and Business Property Insurance
ECO 2023 Microeconomics RMI 2662 Introduction to Risk Management and
FIN 1100 Personal Finance Insurance
GEB 1011 Introduction to Business SPC 1608 Fundamentals of Speech
GEB 2214 Business Communications STA 2023 Elementary Statistics
ADULT EDUCATION

St. Johns River State College offers adult education classes on the Palatka Campus for students who wish to improve their basic educational skills and/or prepare to earn a Florida High School Diploma through the General Educational Development (GED) program. The program consists of:

- open entry enrollment
- self-paced and computer-assisted instruction
- free use of textbooks and handouts
- dedicated, caring, and qualified instructors

Registration fees vary and are based on entry level scores and courses desired. Some classes, including GED preparation, are fee exempt.

The Adult Education program also provides a supportive environment for students who wish to improve their educational skills in order to enter a college or vocational program.

Information concerning courses, examination dates, registration and fees may be obtained from the Adult Education Office (386) 312-4080.
OPEN CAMPUS

ST. JOHNS RIVER STATE COLLEGE

PURPOSE

Open Campus is committed to extending the College beyond its traditional course offerings and campuses into the community through a variety of credit and non-credit programs.

PROGRAMS

The Open Campus is home to several programs including:

• Articulated Baccalaureate and Graduate Degree opportunities
• Child Care Training
• College Access and Readiness
• Continuing and Community Education courses
• Contract Customized Training for Business and Industry
• Distance Learning courses
• Dual Enrollment courses
• Educator Preparation Institute
• Military Educational Opportunities
• Non-credit Job Enhancement courses
• Non-credit Recreation and Leisure courses

ALTERNATIVES TO THE TRADITIONAL CLASSROOM

So as to serve the community and its need, the Open Campus offers a wide variety of credit and non-credit courses in locations, times, and mediums beyond the confines of the College’s three campuses and traditional academic calendar. Students’ options include taking:

• Distance Learning courses: SJR State offers courses required for the A.A. and A.S. degree via distance learning. SJR State’s distance learning program consists of online courses that do not require the student to be on campus on a regularly scheduled basis.

• Off Campus courses: The Open Campus regularly offers many of the courses required for the A.A. and A.S. degree at various high schools and other sites throughout Clay, Putnam, and St. Johns counties.

• Evening and Weekend courses: SJR State’s Open Campus offers a wide variety of college classes in the evening and frequently on Saturdays at all campus locations. These classes normally meet one or two evenings per week or on Saturdays for the duration of the regular college semester. The availability of these classes enables many working adults to earn a major portion of degree or certification requirements without interrupting other obligations in their schedules.

OPEN CAMPUS
Administration Building, A166
Palatka Campus
5001 St. Johns Avenue
Palatka, FL 32177
(386)312-4211
SJState.edu/opencampus.html
ARTICULATED BACCALAUREATE/GRADUATE DEGREE OPPORTUNITIES

OPEN CAMPUS

St. Johns River State College believes in assisting the nontraditional student by recognizing that for some students, access to advanced degree programs can sometimes be limited due to geographic placement or family and employment responsibilities. Additionally, while Florida has a statewide articulation agreement which guarantees that Florida College System Associate in Arts (A.A.) degree graduate must be admitted into a state university upon graduation provided that the student has met all requirements for the A.A. degree and maintained a 2.0 cumulative grade point average, this does not mean that every A.A. graduate will be admitted at the state university of his/her choice or into the upper division program of his/her choice.

For these reasons, the College has collaborated with several regionally accredited public and private universities and colleges to make higher education more accessible for residents of Putnam, Clay, and St. Johns counties. SJR State has entered into collaborative agreements with the colleges and universities listed on this page to ensure smooth transitions for transferring students and in some cases even bring courses and programs directly to students living within SJR State’s district through distance learning and off-campus programming.

St. Johns River State College is a member of the Florida Distance Learning Consortium. In addition to the colleges and universities listed on this page with which SJR State has collaborated after completing their Associates degree, SJR State students can transfer to one of the many accredited colleges and universities throughout the state of Florida offering Bachelor’s and Graduate degrees via distance learning. To search the distance learning baccalaureate and graduate degrees offered by members of the Florida Distance Learning Consortium, go to: www.distancelearn.org.

Each participating college or university offers various programs of study and course delivery methods. For more information about these programs, call (386)312-4211 or e-mail opencampus@SJRstate.edu.

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY
Bachelor of Science in Aeronautical Science
Bachelor of Science in Air Traffic Management
Bachelor of Science in Applied Meteorology
Bachelor of Science in Aviation Maintenance Science
Bachelor of Science in Business Administration
Bachelor of Science in Civil Engineering
Bachelor of Science in Communications
Bachelor of Science in Homeland Security
Bachelor of Science in Space Physics

FLAGLER COLLEGE
Bachelor of Science in Public Administration

FLORIDA STATE UNIVERSITY
Bachelor of Science in Computer Science
Bachelor of Science in Information Science
Bachelor of Science in Interdisciplinary Social Science
Bachelor of Science in Nursing (RN to BSN)
Master of Science in Criminology & Criminal Justice
Master of Science in Educational Leadership
Master of Science in Information Studies
Master of Science in Instructional Systems
Master of Science in Math Education
Master of Science in Mechanical Engineering
Master of Science in Risk Management/Insurance
Master of Science in Social Work

JACKSONVILLE UNIVERSITY
Bachelor of Science in Nursing (RN to BSN)

KAPLAN UNIVERSITY
Bachelor of Science in Accounting
Bachelor of Science in Business Administration
Bachelor of Science in Communications
Bachelor of Science in Criminal Justice
Bachelor of Science in Criminal Justice Administration and Management
Bachelor of Science in Environmental Policy and Management
Bachelor of Science in Fire and Emergency Management
Bachelor of Science in Fire Science
Bachelor of Science in Health and Wellness
Bachelor of Science in Health Care Administration
Bachelor of Science in Health Science
Bachelor of Science in Human Services
Bachelor of Science in Information Technology
Bachelor of Science in International and Comparative Criminal Justice
Bachelor of Science in Legal Studies
Bachelor of Science in Nutrition Science
Bachelor of Science in Paralegal Studies
Bachelor of Science in Political Science
Bachelor of Science in Professional Studies
Bachelor of Science in Psychology
Bachelor of Science in Public Administration and Policy
Bachelor of Science in Public Health

NOVA SOUTHEASTERN UNIVERSITY
Bachelor of Science in Health Sciences
Bachelor of Science in Nursing

SAINT LEO UNIVERSITY
Bachelor of Arts in Business Administration
Bachelor of Arts in Elementary Education
Bachelor of Arts in Health Care Administration
Bachelor of Arts in Psychology
Bachelor of Science in Computer Information Systems

Master of Business Administration

**UNIVERSITY OF CENTRAL FLORIDA**
Bachelor of Science in Nursing (RN to BSN)
Bachelor of Science in Health Information Management (AS to BS)

**UNIVERSITY OF FLORIDA**
Bachelor of Science in Business Administration

**UNIVERSITY OF NORTH FLORIDA**
Bachelor of Science in Nursing (RN to BSN)

**UNIVERSITY OF PHOENIX**
Bachelor of Science in Business Administration
Bachelor of Science in Management

**UNIVERSITY OF SOUTH FLORIDA**
Bachelor of Applied Science (AS to BS)
CHILD CARE TRAINING: COMMERCIAL

OPEN CAMPUS

Child care training is an essential component of commercial child care licensing. The goal of the training program is to provide child care personnel with the tools necessary to ensure quality care in our state's child care programs. To accomplish this task, the Department of Children and Families mandates minimum introductory training requirements along with annual continuing education for professional development.

FACILITY CHILD CARE WORKER

These courses present the state rules and regulations governing commercial childcare: health, safety, and nutrition; identifying and reporting child abuse; and principles of child growth and development. This program is designed to present the skills required to implement a developmentally appropriate, anti-bias program for children.

All child care facility personnel must begin the commercial child care worker training within 90 days of employment in the child care industry. The program must be completed within 1 year of the date training began. Minimum age: 16 years. No prerequisites (high school/GED not required). In addition to coursework, completion of training requires a minimum score of 70 or higher on each competency exam prior to licensure. (Schedule exams through DCF childcare Web site at www.myflorida.com/childcare).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWF 0004</td>
<td>Developmental Appropriate Practices, Mainstreaming Children with Special Needs</td>
<td>10 hours</td>
</tr>
<tr>
<td>CWF 0012</td>
<td>Child Growth and Development</td>
<td>6 hours</td>
</tr>
<tr>
<td>CWF 0013</td>
<td>Behavioral Observation and Screening</td>
<td>6 hours</td>
</tr>
<tr>
<td>CWF 0014</td>
<td>Health, Safety, and Nutrition</td>
<td>8 hours</td>
</tr>
<tr>
<td>CWF 0015</td>
<td>Identifying and Reporting Child Abuse and Neglect</td>
<td>4 hours</td>
</tr>
<tr>
<td>CWF 0016</td>
<td>Childcare Facilities State and Local Rules and Regulations</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

Literacy Requirement (met through completion of mandatory online literacy course offered by DCF) 5 hours

Total Contact Hours 45 hours

FLORIDA CHILD CARE DIRECTOR CREDENTIAL

Administering a child care program is a complex job—one that requires extensive skills and knowledge in both child development and program administration. The renewable director credential consists of educational and experiential requirements.

Core entrance requirements consist of high school diploma or GED, completion of facility child care worker training, and an active staff credential met through any one of the following: National Early Childhood Credential, Florida Child Care Professional Credential (formerly known as CDAE); a bachelor’s degree in early childhood, elementary, or special education; or an associate’s degree or higher with at least six college credit hours in early childhood education and/or child development and 480 hours experience in a child care setting.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2523</td>
<td>Child Care Center Management</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL: BIRTH THROUGH FIVE (FORMERLY CDAE)

The St. Johns River State College Florida Child Care Professional Credential (formerly known as the CDAE) is designed to meet the requirements for the training and verification that have been instituted by the Council of Early Childhood Professional Recognition. The FCCPC is awarded after completion of the nine credit hours (120 clock hours) of coursework and submission of the FCCPC portfolio including documented 480 hours of experience in a child care setting. The nine credit hours of course work count as elective credits towards the Associate in Arts degree at SJR State. SJR State is approved by the State of Florida to award the FCCPC. Students who earn the FCCPC or CDA(E) from another institution or agency may apply for up to nine (9) hours of college credit toward the associate degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 1220</td>
<td>Child Development for Teachers of Young Children</td>
<td>3 credits</td>
</tr>
<tr>
<td>EEC 1001</td>
<td>Introduction to Early Childhood Education</td>
<td>3 credits</td>
</tr>
<tr>
<td>EEC 2401</td>
<td>Home and Community</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Total Contact Hours 9 hours

For more information about child care programs at SJR State, please call (386) 312-4211 or e-mail opencampus@SJRstate.edu
This program prepares students for employment as family home child care providers. It meets or exceeds the Department of Children and Families mandated minimum introductory training requirements.

**FAMILY CHILD CARE HOME OPERATOR**
These courses present the state rules and regulations governing home child care. This program is designed for those who wish to run a home child care center. Minimum age: 16 years. No high school or GED prerequisite. In addition to coursework, completion of training requires completion of first aid training, infant and child Cardiopulmonary Resuscitation (CPR) Training, and a minimum score of 70 or higher on each competency exam prior to licensure. (Schedule exams through DCF childcare Web site at www.myflorida.com/childcare).

- **CWF 0012** Child Growth and Development ...... 6 hours
- **CWF 0013** Behavioral Observation and Screening........................................... 6 hours
- **CWF 0014** Health, Safety, and Nutrition......... 8 hours
- **CWF 0015** Identifying and Reporting Child Abuse and Neglect ..................... 4 hours
- **CWF 0017** Family Child Care Home State and Local Rules and Regulations......... 6 hours

Literacy Requirement (met through completion of mandatory online literacy course offered by DCF)............................... 5 hours

**Total Contact Hours ............................................. 35 hours**

For more information about child care programs at SJR State, please call (386) 312-4211 or e-mail opencampus@SJRstate.edu
St. Johns River State College's College Access and Readiness Initiatives are designed to equip current elementary, middle, high school, and non-traditional students with the tools required for success in post-secondary education.

Jr State's College Access programs provide outreach services into the College's community. Many College Access events are held throughout the year at each of the College's campuses and at high schools and middle schools throughout the three-county district. These events include College and Career Fairs; Middle and High School Counselor Orientation Sessions; College Goal Sunday; 8th and 12th Grade Open Houses; Go Higher, Get Accepted Programming; and a Speakers Bureau.

These events are designed to provide community members and middle and high school students with the information necessary to make informed decisions about available postsecondary educational opportunities.

SJR State – in cooperation with local high schools throughout the College’s three county district - offers a free College Placement Test (CPT) to eligible high school juniors as part of its college readiness initiative. The goal of this initiative is to increase the number of high school graduates classified as college-ready and to provide remediation for students who are not.

The initiative is in response to Senate Bill 1908 which requires both secondary and post-secondary schools to combine efforts to provide high school juniors better access to testing as well as making remediation available to high school seniors. Juniors who do not attain college-ready scores on the CPT have the option of enrolling in high school courses that count as college prep classes during their senior year of high school.

Testing is held each spring and is offered at participating high schools during the schools' operating hours. Eligible students are in the 11th grade and must have scored at levels 2, 3, or 4 on the mathematics portion of the 10th grade FCAT or levels 2 or 3 on the reading portion of the 10th grade FCAT. There is no GPA requirement. The student's scores on the CPT are then used by the high school to determine whether the student has the math and reading skills required for entrance in college credit classes. Students who do not have college-ready scores will be eligible to enroll in college preparation courses during their senior year in high school. Interested students should contact their guidance counselor for a test application as well as test dates.

For more information about College Access and Readiness programs at SJR State, please call (386) 312-4211 or e-mail opencampus@SJRstate.edu.
Continuing and community education is an integral part of the total program at SJR State. Continuing and community education extends the College into the community through a variety of training programs reaching beyond the traditional offerings of the College. Continuing education classes are provided by the College to students of Clay, Putnam, and St. Johns counties.

SJR State’s continuing and community education program is comprised of four divisions:

1. **Contract customized training for business, industry, municipalities and military.** The continuing education program’s division of contract customized training is focused on meeting the employee training and development needs of business, industry, municipalities, and the military in Clay, Putnam and St. Johns counties. The contract customized training curriculum consist of credit and non-credit courses specifically tailored to meet the needs of the organization and its staff and may include a series of topics or may focus on one set of special skills. Contract customized training courses may be held on one of SJR State’s campuses or conducted at a facility of the client’s choice.

2. **Non-credit on campus community education recreation and leisure courses.** Numerous non-credit recreation and leisure courses are offered regularly for the residents of Clay, Putnam, and St. Johns counties. Some of the regularly offered community education courses include Introduction to Computers, Spanish for Travelers, Yoga, Navigating the Internet, Word for Windows, Conversational Spanish, Dog Training and more. To view the courses being offered during a particular semester, please see the SJR State course Schedule.

3. **Non-credit on campus job enhancement courses.** The job enhancement division of the continuing education program provides training opportunities for individuals wanting to upgrade job skills or explore new career fields. To view the relevant courses being offered during a particular semester, please see the SJR State course schedule.

4. **Non-credit online job enhancement, recreation, and leisure courses.** Instructor-facilitated online continuing education courses are informative, fun, convenient, and highly interactive. Online continuing education classes are designed to provide training opportunities for individuals who want to upgrade their job skills, explore new career fields, or experience personal enrichment. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. All courses run for six weeks with a two-week grace period at the end. SJR State’s online continuing education courses are offered through a partnership with Ed2Go. For a list of courses, detailed course descriptions, and information about registering for online continuing education courses, go to www.ed2go.com/sjrcc.

Non-credit continuing and community education classes cannot be used to satisfy requirements of a degree program. There are no requirements or prerequisites for non-credit continuing and community education courses.

Fees are not refundable after classes begin.

For more information about continuing and community education at SJR State, please call (386) 312-4211 or e-mail opencampus@SJRstate.edu.
Many students have difficulty meeting educational goals because other responsibilities prevent them from taking courses in the traditional manner. Distance learning is often the tool that enables these students to make their dream of a college education a reality. At SRJ State, distance learning students may take online courses that do not require them to be on campus on a regularly scheduled basis.

Distance learning is simply learning that takes place when the instructor and the students are in physically separate locations for some or all of a course. Distance learning allows students to take college courses from home and accommodates students who have work or home schedules that would prevent them from being able to attend a traditional on-campus class. The distance learning courses provide a complete educational experience comparable to the course objectives, assignments, and examinations required in traditional classroom instruction. The content and college credit hours earned in distance learning courses are equivalent to on-campus courses.

Distance learning courses use technology for teaching and communication. At SJR State, distance learning courses utilize a learning management system that contains tools for managing the course, such as an online syllabus; course content and notes; e-mail, discussion board, and chat system for collaboration and communication; interactive quizzes and exams; and much more. Distance learning instructors use a variety of learning methods and assignments in online courses just as they do in an on-campus class.

All of SJR State’s distance learning courses are instructor-led and use the same schedule as on-campus courses. Contrary to many people’s assumption, distance learning courses are not a “learn at your own pace” type of course. The courses require students to work from written directions without face-to-face instructions, adhering to timelines and due dates. Distance learning courses require students to dedicate AT LEAST as much time as on-campus courses.

In a typical distance learning course, students may have regular reading and writing assignments, quizzes, tests, midterm and final exams, papers, and discussion assignments to complete, all with deadlines explained on the course schedule. Although distance learning courses do have firm deadlines and due dates, they also provide the students the flexibility to “attend” class and submit assignments any time of the day or night according to their schedule. Some distance learning classes require on-campus tests, labs, or other meetings. See course schedule for details.

All distance learning students are required to have access to and be comfortable using the following technology:

- Computer with access to the Internet (e.g., computer with a modem, DSL, or cable modem connection)
- SJR State student e-mail account and portal
- Web-browser software, at least Internet Explorer 4.5 or Netscape 4.7
- Virus checking software
- MS Word
- Some courses may require additional software.
  For details about specific course requirements, refer to the information found online at SJRstate.edu/distance.html

For more information about distance learning at SJR State, please call (386)312-4211 or visit our Web site at SJRstate.edu/distance.html
DUAL ENROLLMENT

OPEN CAMPUS

Dual enrollment at SJR State provides eligible accelerated high school students the opportunity to simultaneously earn college credit while earning credit toward a high school diploma. Public and private high school students as well as home-schooled students are served by this program that was created by Florida Statute 1007.271 and is governed by state law.

REASONS TO CONSIDER DUAL ENROLLMENT:

1. Dual enrollment saves money. Tuition and lab fees are free for all dual enrollment students. Textbooks are free for all public school students.

2. Dual enrollment saves time. Students can shorten the time necessary to obtain a college degree since classes count both for high school credit as well as college credit. As a result, students can reduce their course load per term when they attend college full time.

3. Dual Enrollment eases the transition from high school to college. Students can “test the waters” of college learning, helping improve the transition from high school to college.

To be qualified for SJR State’s dual enrollment program, students must have a 3.0 unweighted high school grade point average; acceptable test scores (ACT, SAT, or CPT); must be classified as a senior, be classified as a junior, or be otherwise designated for participation in Dual Enrollment; and have demonstrated academic, social, and emotional maturity to ensure success in college-level study. High school juniors and seniors with a 2.0 unweighted grade point average, acceptable test scores, and a recommendation from their high school principal and guidance counselor are eligible to participate in SJR State’s dual enrollment vocational certificate programs.

Classes are offered on SJR State’s Orange Park campus, Palatka campus and St. Augustine campus. Additionally, some classes are available online, and others are even held at local high schools. Students can take dual enrollment courses that will lead toward the A.A. or A.S. degree or college credit certificate.

Dual Enrollment credits are transferable, especially to Florida state colleges and universities, due to Florida’s Common Course Numbering System and the statewide articulation agreement. For out of state and private schools, students should check with the individual schools. Grades earned in dual enrollment courses will be on and remain on students’ college transcripts. Credits earned toward a vocational certificate program are not transferable for college credit.

Students interested in dual enrollment should see their high school guidance counselor for a dual enrollment application (blue form), complete the application and take the necessary test (ACT, SAT, or CPT), turn the application and test scores in to their counselor, and then set up an appointment with their high school guidance counselor for advice about what classes to take.

For more information about dual enrollment at SJR State, please call (386)312-4136 or visit our Web site at SJRstate.edu/dual.html
Through the Educator Preparation Institute (EPI), the College provides quality training for both current and future educators.

The St. Johns River State College Educator Preparation Institute program was established to provide **four types of educator preparation**:

- Professional development instruction to assist in-service teachers in improving classroom instruction and in meeting certification and recertification requirements;
- Instruction to assist potential and existing substitute teachers in performing their duties;
- Instruction to assist paraprofessionals in meeting education and training requirements;
- Instruction for baccalaureate degree holders to become certified teachers through competency-based alternative certification programs.

**ALTERNATIVE TEACHER CERTIFICATION**:

The EPI's alternative teacher certification prepares non-education bachelor degree holders for teacher certification.

The EPI alternative teacher certification program consists of seven courses and two field experiences for a total of 21 credits:

- **EPI 0001** Classroom Management (3 credits)
- **EPI 0002** Instructional Strategies (3 credits)
- **EPI 0003** Technology (3 credits)
- **EPI 0004** The Teaching and Learning Process (3 credits)
- **EPI 0010** Foundations of Research-Based Practices in Reading (3 credits)
- **EPI 0020** Professional Foundations (2 credits)
- **EPI 0940** Field Experience for Professional Foundations (1 credit)
- **EPI 0030** Diversity (2 credits)
- **EPI 0945** Field Experience for Diversity (1 credit)

These 21 credits can be completed in as little as a year's time or even less. All 21 credits are offered each semester (fall, spring, and summer) either online or on the Palatka, Orange Park, and St. Augustine campuses. Upon completion of the 21 credits and receipt of successful scores on the Florida Teacher Certification Exams, participants will be eligible for the professional teaching certificate.

**ALTERNATIVE TEACHER CERTIFICATION ADMISSIONS**:  
To be admitted into the Educator Preparation Institute alternative teacher certification program, an applicant must meet the following requirements:

- Possess a baccalaureate degree from a regionally accredited college or university;
- Submit to finger printing for background check;
- Possess the dispositions suitable for becoming a teacher;
- Be of good moral character;
- Be competent and capable of performing the duties, functions, and responsibilities of an educator;
- Interview with EPI director prior to acceptance into the program.

Enrollment in the Educator Preparation Institute alternative teacher certification program is limited. In addition to the College's admission requirements, the Florida Department of Education requires applicants to apply for and receive a statement of eligibility for teacher certification prior to program admission. When the number of applicants exceeds the number of spaces available in the program, student selection will be objectively based on a point system as established by a committee.

It is the participant's responsibility to furnish all required documents. All registration dates and times are publicized well in advance of the beginning of the term. Participants should complete all admission requirements prior to that time. Participants must officially register each term. Registration is not complete until all fees have been paid and the student has received a validated invoice.

All admission requirements must be sent to the Office of Open Campus, EPI alternative teacher certification program. Upon admission to the EPI alternative teacher certification program, participants will be given instructions for online registration.

For more information about the Educator Preparation Institute at SJR State, please call (386)312-4242 or e-mail opencampus@SJRstate.edu.
MILITARY EDUCATIONAL OPPORTUNITIES

OPEN CAMPUS

St. Johns River State College is dedicated to meeting the needs of its military students. Whether you are currently serving in the active military, National Guard, or Reserves, or if you are a former member of any of the Armed Services, the Open Campus’ Office of Military Educational Opportunities is here.

To meet the College-wide goal of providing education and training opportunities for military service personnel, their family members, and government employees, SJR State provides:

- **College credit courses** with an emphasis on the general education requirements. College credit courses are offered throughout Clay, Putnam, and St. Johns counties. Additionally, some courses are offered via distance learning and do not require students to come on campus. Courses may be offered for military students during traditional semester terms, in condensed-length terms, or in extended-length terms.

- **Advising, registration, and orientation services**, including placement testing, for military students.

- **Evaluation of military training** and experience by submitting the appropriate American Council on Education (ACE) Registry Transcript (SMART for U.S. Navy and Marine Corps and AARTS for U.S. Army and Army National Guard) and/or an institutional transcript from a military institution (CCAF - Community College of the Air Force, USCGI - United States Coast Guard Institute). Military and government personnel can apply these recommended college credits toward a degree related to their career field or other field of their choice.

- **Non-college credit courses and certificates** for students desiring to upgrade career and occupational skills or seeking personal enrichment.

For more information about military educational opportunities at SJR State, please call 386-312-4211 or e-mail opencampus@SJRstate.edu
### Program Placement Information

Programs not listed have not been in existence long enough to produce graduates.

<table>
<thead>
<tr>
<th>Program</th>
<th>Award</th>
<th>2007 %</th>
<th>2008 %</th>
<th>2009 %</th>
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<tr>
<td><strong>Allied Health Education</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Health Information Management</td>
<td>A.S.</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Health Services Management</td>
<td>A.S.</td>
<td>NA</td>
<td>NA</td>
<td>78</td>
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Placement information is provided by Florida Education and Training Placement Information Program.

*Program did not exist yet.

NA = Not applicable due to no graduates.
FLORIDA SCHOOL OF THE ARTS

ST. JOHNS RIVER STATE COLLEGE

VISUAL ART
- Studio Art
- Graphic Design/New Media
  - New Media/Design
  - New Media/Photography

ACTING

DANCE
- Dance Performance
- Dance Entertainment

MUSICAL THEATER

THEATER TECHNOLOGY
- Costume Technology
- Scenic/Lighting Technology

STAGE MANAGEMENT
- Stage Technology
PURPOSE
Florida School of the Arts is dedicated to the premise that both intense, individualized instruction and practical “hands-on” experience are essential to the full development of a student’s creative abilities. As part of public education in the state, Florida School of the Arts provides comprehensive artistic training appropriate to each student’s talent, enabling each student to acquire knowledge, skills, and appreciation of the chosen arts discipline required for employment in the arts profession. Through a rigorous course of training, students receive professional art instruction and training from the beginning of enrollment. As a professional arts school, Florida School of the Arts provides a learning environment in which students are expected to adhere to standards of professionalism and academic excellence.

THE SCHOOL
Florida School of the Arts, established in 1974 by the Florida State Board of Education, specializes in preparing students for successful careers in visual and performing arts.

Florida School of the Arts is located on the Palatka Campus and is part of the academic and administrative structure of St. Johns River State College. It is administered by a dean under the general supervision of the St. Johns River State College District Board of Trustees and the College president. The school, however, is statewide in scope, and has its own arts facility, faculty, administrative staff, mission statement, and curricula specific to each degree program. This information can also be obtained on the school Web site at floarts.org.

The academic year at Florida School of the Arts consists of a Fall term, Spring term, and Summer term A. Enrollment is required during each of the three terms.

ASSOCIATE IN ARTS DEGREE
In addition to the required 36 hours of general education electives, Florida School of the Arts students may concentrate their elective courses in the following areas:

- VISUAL ART
  - Studio Art
  - Graphic Design/New Media
- ACTING
- DANCE
- PRODUCTION/DESIGN
  - Costume Design
  - Scenic/Lighting Design

ASSOCIATE IN SCIENCE DEGREE
- VISUAL ART
  - Studio Art
  - Graphic Design/New Media
    - New Media Design
    - New Media Photography
- ACTING
- DANCE STUDIES
  - Dance Performance
  - Dance Entertainment
- MUSICAL THEATER
- THEATER TECHNOLOGY
  - Costume Technology
  - Scenic/Lighting Technology
- STAGE MANAGEMENT

COLLEGE CREDIT CERTIFICATE
- THEATER TECHNOLOGY
  - Stage Technology

ADMISSION
Florida School of the Arts students must also be admitted to St. Johns River State College and are responsible for compliance with all College policies and procedures. All applications, recommendations, transcripts and test scores are to be sent directly to the Florida School of the Arts.

Admission to the Florida School of the Arts requires a resume, current transcript, statement of purpose and two letters of recommendation. Of the two letters of recommendation, one must be from someone familiar with the artist’s artistic abilities, and the second from the candidate’s most recent teacher in his or her discipline. Upon graduation from high school, the candidate must also send an official transcript in order to complete the admissions file. Additionally all candidates must participate in an audition or furnish a portfolio for review.

For the performing arts programs (Acting, Musical Theater, Dance and Dance Entertainment), applicants are required to schedule an audition on one of the designated dates.

In the visual arts programs (Studio Art, Graphic Design/New Media, New Media Photography, Theater and Entertainment Technology), applications are accepted by mail. A digital visual portfolio in the form of a DVD or CD must be furnished with all application materials listed above. Optional personal interviews are available to those who visit the campus on the scheduled audition dates.

Students will find, available for download, the application, descriptions of all required letters and transcripts, audition dates and requirements, and portfolio requisites at the Florida School of the Arts Web site: floarts.org. For additional information or questions please call (386) 312-4300.
FINANCIAL AID

College students admitted into Florida School of the Arts programs are eligible for all college financial aid programs. Among these are college student worker programs, loan programs, government grants, and special scholarships from the state and private funds. Consult the financial aid section of this catalog for detailed information.

HOUSING

Florida state law prohibits the College from maintaining student housing and dorms. Florida School of the Arts maintains a housing file that students may refer to in locating suitable accommodations in the area.

SEMESTER EVALUATIONS

At the end of every semester, each student is evaluated by faculty on the basis of performance or portfolio and overall progress toward fulfilling program requirements. These evaluations are shared with the student in order to reinforce strengths and identify areas for improvement. Based on these evaluations, the faculty and the Dean of Florida School of the Arts determine probationary status or recommend suspension of students from Florida School of the Arts.

REQUIRED COLLEGE COURSEWORK

All students must complete a minimum of 25% of all credit hours required for graduation through the Florida School of the Arts and/or St. Johns River State College.

FLORIDA SCHOOL OF THE ARTS

PROBATION AND SUSPENSION POLICIES

Florida School of the Arts students are subject to the academic regulations of St. Johns River State College and Florida School of the Arts in regard to probation and suspension.

Students on full status are eligible to participate in all Florida School of the Arts classes and extracurricular activities. To remain on full status a student must maintain a cumulative grade point average of 2.0 as well as an arts grade point average of 2.5. Full status students must also be in good standing with the Disciplinary Committee. For the specific policies and procedures related to Florida School of the Arts probation, continuing probation, and suspension, please refer to the Florida School of the Arts Student Handbook.
SPECIALIZATION AREAS

FLORIDA SCHOOL OF THE ARTS

VISUAL ART PROGRAMS

STUDIO ART
Social and technological changes have transformed the way artists work. The studio art program emphasizes fundamental principles through practical exercises while exploring the contemporary discourse that surrounds art and art communities. Studio art students are expected to explore relevant concepts while experimenting with cross-disciplinary practices which include painting, drawing, photography, printmaking, and installation art. Students in the program learn professional gallery display techniques and have the opportunity to show their works in scheduled exhibitions throughout the year.

GRAPHIC DESIGN/NEW MEDIA
New Media Design
The new media design specialization encompasses the use of new technologies in the making of art for both functional and creative arenas. New media involves practices ranging from conceptual and virtual art to commercial and visual communications. The specialization is a cross-disciplinary field involving computer graphics, photography, digital video, vector imaging and flash animation.

New Media Photography
From pinhole to pixel, silverprint to pigment ink, the photography specialization brings historical perspective to digital technologies. This is confirmed by the belief that teaching essential technical skills along with contemporary practices and ideas allows for the broadest opportunities and for the boldest solutions to an evolving medium.

THEATER AND ENTERTAINMENT TECHNOLOGY PROGRAMS

PRODUCTION/DESIGN
The costume design, scenic/lighting design and stage management curricula offer students well-rounded, thorough, and practical training in scenic, lighting, sound and costume technology, production and design. Students, with faculty guidance and assistance, design and construct sets and costumes for all theater-related productions at the school. The school’s heavy production schedule and accelerated program afford incoming students immediate “hands-on” experience.

Costume Technology & Design
The costume design curriculum at Florida School of the Arts begins with an examination of the fundamental techniques of costume design through a series of historical and problem-oriented projects. Emphasis is placed on imagination and problem solving in costume rendering and presentation of work. Students in the costume program also have the unique opportunity to design and construct costumes for the many school productions throughout the year. Upon completion of the costume program, a student is prepared for employment as a costume/wardrobe professional or as a costume technician in a professional shop. Students may also choose to continue their education in costume design at the university level.

Scenic/Lighting Technology and Design
The scenic/lighting design curriculum at Florida School of the Arts is unique in that it provides students instantaneous, practical stage experience balanced with classroom instruction. The program requires students to develop and present major projects in scenic/light and audio design. These projects ultimately contribute to the student’s portfolio. Former technical theater students have found successful employment in professional theater houses as well as touring companies, and many students have gone on to continue their education at four-year universities.

Stage Technology Certificate
The purpose of this program is to prepare students for employment as theater and entertainment technicians, lighting equipment operators, stage hands and design assistants or to provide supplemental training for persons previously or currently in these occupations.

Stage Management
The stage management curriculum at Florida School of the Arts begins with fundamentals of management and organizational patterns and continues through the design, production meetings, rehearsals and ultimately, productions. Practical hands-on experience is gained through participation in dance and theater productions as stage manager or assistant stage manager for the school’s heavy production schedule. Upon completion of the stage management program, students are prepared for entry-level positions in theater and/or continued education.

PERFORMANCE
The performance curricula offer students well-rounded, creative, and practical training in dance, dance entertainment, musical theatre and acting. The department’s accelerated programs along with their production schedules allow in-coming students immediate “hands-on” experience. Upon program completion, performance students have received an excellent foundation to either begin their professional careers or to continue on to a university or conservatory for advanced level training.

Acting
A Florida School of the Arts acting major has the unique opportunity to audition and perform in a number of productions each year, including four main stage and other productions. Students re-
receive practical, creative and insightful “hands-on” instruction in the classroom and on the stage. This intensive training, consisting of the development of the voice, body, gesture, and creative imagination, enables the actor to work in a myriad of forms of theatre—from the classics to contemporary, comedy drama, and musicals. Students also gain valuable instruction in all phases of theatre production including stage design/construction, lighting, sound, costume design/construction, make-up and stage movement. Upon completion of the program, acting students are prepared for entry-level positions in the acting profession, or to proceed to four-year university or conservatory programs to further their training and study.

Musical Theater
Musical theater majors at Florida School of the Arts receive professional training in three core areas: music/singing, dancing, and acting. The music component of the degree requires that students study and pass music theory, sight singing, voice, and piano. For the dance component, students are cross-trained in ballet, jazz, and tap techniques. For the acting component, the coursework consists of practical, hands-on training to develop the actor's voice, gesture, body, and creative imagination. As part of the acting component, students also gain valuable instruction in all phases of theater production, including stage design/construction, lighting, sound, costume design/construction, makeup, and stage movement. Upon completion of this intense curriculum, graduates may go directly into a career in musical theater or the entertainment industry.

DANCE STUDIES
Dance study at Florida School of the Arts consists of a well-balanced curriculum that includes leveled technique classes in ballet, contemporary, jazz and tap. In addition, classes in music and voice enhance your study. Dance candidates are required to take audition technique classes demonstrating their proficiency in the different dance disciplines. Candidates are judged on artistic interpretation, movement retention, accuracy of movement, footwork and technical training. A dance studies degree from Florida School of the Arts provides an excellent foundation program toward professional career choices or continued education.

Dance Specialization
This progressive dance program consists of a well-balanced curriculum in ballet, contemporary, jazz, and various specialized styles. Upon graduation, the student is prepared for current career choices in professional dance companies, the entertainment industry, or continue on to a conservatory or four-year bachelor of fine arts school.

Entertainment Specialization
The dance entertainment specialization is a well-balanced curriculum of dance, music, voice and performance. The curriculum is designed for the dancer who is interested in performing for cruise ships, theme parks or videos. Upon graduation, the student is prepared for the competition and rigorous schedule of the entertainment industry.
ASSOCIATE IN ARTS DEGREE

Florida School of the Arts students may concentrate their elective course in the following fields:

- VISUAL ART
  - Studio Art
  - Graphic Design/New Media
- ACTING
- DANCE
- PRODUCTION/DESIGN
  - Costume Design
  - Scenic/Lighting Design

Each student must complete a planned program including course work in the area of specialization and related courses, as well as the general education requirements for English composition, humanities, social science, and mathematics.

Florida Statute 1008.30 requires standardized testing to assess the basic computation and communication skills of entering students. Students who do not meet minimum communication, reading, and/or computation scores established by the State Board rule must complete remediation through enrollment and satisfactory completion of college preparatory courses prior to admission to the college credit communications and/or mathematics courses. (See the college preparatory section). Students may take courses concurrently in other curriculum areas for which they are qualified while undergoing remediation.

SPECIAL ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Art specialization students and dance specialization students must demonstrate proficiency in the area of their specialization. Failure to do so may result in the student enrolling in additional courses in order to correct deficiencies. The graduate exhibition show serves as the proficiency exam for visual arts majors, while the dance concerts serve as the proficiency exam for dance majors.

ASSOCIATE IN SCIENCE DEGREE

- VISUAL ART
  - Studio Art
  - Graphic Design/New Media
    New Media Design
    New Media Photography
- ACTING
- DANCE STUDIES
  - Dance Performance
  - Dance Entertainment
- MUSICAL THEATER
- THEATER TECHNOLOGY
  - Costume Technology
  - Scenic/Lighting Technology
- STAGE MANAGEMENT

SPECIAL ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

The following majors require students to demonstrate proficiency in the area of their specialization.

- Visual Arts - A graduation exhibition show is required for all fine art, graphic design, illustration, and photography majors in the last year of residence.

- Acting - The mainstage productions shall serve as the proficiency exam for students in the acting program. Students who do not perform on mainstage in their final year may be required to perform a special proficiency exam consisting of three monologues: one comic, one serious and one classical.

- Dance Studies - Exit requirements for all dance majors include an adjudicated audition and a dance presentation in the student concert.

- Musical Theater - All musical theater majors must perform and pass a final vocal jury examination which shows an intermediate level of performance. The student will also present a completed vocal audition notebook.

- Scenic/Lighting Design and Costume Design students are required to perform two annual interviews, resumes, and portfolio presentations.

- Stage Management - Exit exam: Each student is required to stage manage or assistant stage manage a mainstage production during their final year. Students are also required to become First Aid and CPR certified before graduation. Proof of certification must be submitted to the school.

STATE UNIVERSITY SYSTEM - FOREIGN LANGUAGE REQUIREMENT

Florida Statute requires any student admitted to the state university system to have completed two credits of sequential foreign language at the secondary level or its equivalent (8–10 credit hours) at the postsecondary level. An A.A. degree student who does not meet the exemption may be admitted to the upper division of some universities but must fulfill the requirement before graduation. To avoid transfer and admission problems, students who have not yet completed the foreign language requirement should plan on doing so prior to their graduation and transfer to the state university system.
### Visual Arts

**ASSOCIATE IN ARTS**

#### Studio Art Specialization

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<td>ARH 2051</td>
<td>Art History II</td>
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<tr>
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<td>+ ART 1301C</td>
<td>Drawing II</td>
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<td>ART 1201C</td>
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Any combination of introductory media courses in painting, printmaking at the 2000 level or photography at the 1000 level...

**ASSOCIATE IN ARTS GENERAL EDUCATION REQUIRED COURSES**

- Comprehensive General Education Requirements
- Total Required Credit Hours: 60

#### Graphic Design/New Media Specialization

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Any combination of introductory media courses in painting, printmaking at the 2000 level or photography at the 1000 level...

**ASSOCIATE IN ARTS GENERAL EDUCATION REQUIRED COURSES**

- Comprehensive General Education Requirements
- Total Required Credit Hours: 60

**ADDITIONAL REQUIREMENTS:**
- Proficiency Exam: Graduation Exhibition Show
- Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.
- +Prerequisite course required. See course description in catalog.
### ACTING SPECIALIZATION

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<td>TPA 1248</td>
<td>Stage Make-Up</td>
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<td>TPA 1200</td>
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<td>+ TPA 2290L</td>
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<td>THE 1020</td>
<td>Introduction to Theater History</td>
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<td>THE 2300</td>
<td>Dramatic Literature</td>
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<td>THE 1925</td>
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**ASSOCIATE IN ARTS GENERAL EDUCATION REQUIRED COURSES** .................................................. 36
**TOTAL REQUIRED CREDIT HOURS** ...................................................................................... 60

### DANCE SPECIALIZATION

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<td>Contemporary Dance III</td>
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<td>+ DAA 2107</td>
<td>Contemporary Dance IV</td>
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<td>DAA 1204</td>
<td>Ballet I</td>
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<tr>
<td>+ DAA 2206</td>
<td>Ballet III</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2207</td>
<td>Ballet IV</td>
<td>2</td>
</tr>
<tr>
<td>DAA 1680</td>
<td>Dance Ensemble I</td>
<td>1</td>
</tr>
<tr>
<td>+ DAA 1681</td>
<td>Dance Ensemble II</td>
<td>1</td>
</tr>
<tr>
<td>+ DAA 2682</td>
<td>Dance Ensemble III</td>
<td>1</td>
</tr>
<tr>
<td>+ DAA 2683</td>
<td>Dance Ensemble IV</td>
<td>1</td>
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<tr>
<td>DAN 2600</td>
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<td>2</td>
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<tr>
<td>DAA 2610</td>
<td>Dance Composition and Improvisation I</td>
<td>2</td>
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</tbody>
</table>

**ASSOCIATE IN ARTS GENERAL EDUCATION REQUIRED COURSES** .................................................. 36
**TOTAL REQUIRED CREDIT HOURS** ...................................................................................... 60

### PRODUCTION/DESIGN SPECIALIZATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>THE 1020</td>
<td>Introduction to Theater History</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1290L</td>
<td>Production/Design Lab (Repeat for Credit)</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1200</td>
<td>Introduction Production/Design</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2100</td>
<td>Introduction to Acting</td>
<td>3</td>
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<tr>
<td>THE 2300</td>
<td>Dramatic Literature</td>
<td>3</td>
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**COSTUME DESIGN:**

<table>
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<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>TPA 1248</td>
<td>Stage Make-Up</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1230</td>
<td>Costume Construction I</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1040</td>
<td>Costume Design</td>
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**SCENIC/LIGHTING DESIGN:**

<table>
<thead>
<tr>
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<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>TPA 1208</td>
<td>Drafting for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 2220</td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 2060</td>
<td>Principles of Scenic Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN ARTS GENERAL EDUCATION REQUIRED COURSES** .................................................. 36
**TOTAL REQUIRED CREDIT HOURS** ...................................................................................... 60

Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.
+Prerequisite course required. See course description in catalog.
STUDIO ART (2506)

ASSOCIATE IN SCIENCE

VISUAL ART

All visual art students will be provided a solid art foundation in the principles of drawing, composition, design, and art history. This program prepares student artists for careers with professional art galleries and /or transfer to four-year BFA programs. The student will complete a professional portfolio for art agents and consultants.

GENERAL EDUCATION COURSES: ................................................................. 15
ENC 1101 Composition I ........................................................................ 3
+ ENC 1102 Composition II ................................................................... 3
* ___ ___ Mathematics ......................................................................... 3
* ___ ___ Social Science ....................................................................... 3
+* ___ ___ Humanities ......................................................................... 3

FOUNDATION: .................................................................................. 24
ARH 2050 Art History I ......................................................................... 3
ARH 2051 Art History II ....................................................................... 3
ART 1201C Two Dimensional Design .................................................. 3
ART 1300C Drawing I ........................................................................... 3
+ ART 1301C Drawing II ....................................................................... 3
+ ART 2203C Three Dimensional Design ........................................... 3
DIG 1000 Introduction to Digital Media ................................................ 3
PGY 1800 Photographic Techniques .................................................... 3

SPECIALIZATION: ........................................................................... 25
ARH 1006 Visual Ideas: Portfolio Seminar .............................................. 1
ART 2500C Painting I ........................................................................... 3
+ ART 2501C Painting II ....................................................................... 3
+ ART 2955 Portfolio Presentation: Capstone Seminar ....................... 1
GRA 1413 Professional Development: Portfolio Seminar ................... 1
DIG 2580 Digital Portfolio: Portfolio Seminar ..................................... 1

Choose (5) 1000-2000 level studio courses:
ART 1400C Printmaking I ..................................................................... 3
+ ART 2164C Mixed Media .................................................................. 3
+ ART 2210C Ideas and Concepts ......................................................... 3
+ ART 2302C Experimental Drawing .................................................. 3
+ ART 2330C Figure Drawing ............................................................... 3
+ ART 2375 Sketch Journal: Uses and Development ......................... 3
+ ART 2502C Figure Painting ................................................................. 3
+ DIG 1115C Digital Imaging ................................................................. 3
+ DIG 2284C Imagery in Motion ........................................................... 3
+ DIG 2282C Time Based Media .......................................................... 3
+ PGY 1446C Experimental Photography ............................................ 3
+ PGY 1201C Media Lighting Techniques .......................................... 3
+ PGY 2107C Large Format Photography ............................................ 3

REQUIRED TOTAL CREDIT HOURS ......................................................... 64

ADDITIONAL REQUIREMENTS:
Proficiency Exam: Graduation Exhibition Show
Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.
* Refer to A.A. degree general education requirements.
+ Prerequisite course required. See course description in catalog.
VISUAL ART

An interdisciplinary approach to the use of digital and emerging technologies based on creative convergence of art, science and technology for human expression, social communication and interaction.

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
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<tr>
<td>*</td>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>*</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>+*</td>
<td>Humanities</td>
<td>3</td>
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**FOUNDATION:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1201C</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1301C</td>
<td>Drawing II</td>
<td>3</td>
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<tr>
<td>ART 2203C</td>
<td>Three Dimensional Design</td>
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<tr>
<td>DIG 1000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
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<tr>
<td>PGY 1800</td>
<td>Photographic Techniques</td>
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<tr>
<td>ARH 2050</td>
<td>Art History I</td>
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<tr>
<td>ARH 2051</td>
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**SPECIALIZATION (SELECT ONE):**

**NEW MEDIA DESIGN:**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ARH 1006</td>
<td>Visual Ideas: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>+ ART 2955</td>
<td>Portfolio Presentation: Capstone Seminar</td>
<td>1</td>
</tr>
<tr>
<td>+ DIG 1115C</td>
<td>Digital Imaging</td>
<td>3</td>
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<tr>
<td>+ DIG 2282C</td>
<td>Time Based Media</td>
<td>3</td>
</tr>
<tr>
<td>+ DIG 2580</td>
<td>Digital Portfolio: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>GRA 1413</td>
<td>Professional Development: Portfolio Seminar</td>
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</table>

Choose (5) 1000-2000 level studio courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ ART 2164C</td>
<td>Mixed Media</td>
<td>3</td>
</tr>
<tr>
<td>+ ART 2210C</td>
<td>Ideas and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>+ ART 2375</td>
<td>Sketch Journal: Uses and Development</td>
<td>3</td>
</tr>
<tr>
<td>+ DIG 2100</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>+ DIG 2284C</td>
<td>Imagery in Motion</td>
<td>3</td>
</tr>
<tr>
<td>+ GRA 1206C</td>
<td>Typography: Expressive &amp; Experimental</td>
<td>3</td>
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<tr>
<td>+ GRA 2190C</td>
<td>Traditional and Digital Illustration</td>
<td>3</td>
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<tr>
<td>+ GRA 2191C</td>
<td>Subject Form and Content</td>
<td>3</td>
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<tr>
<td>+ GRA 2195C</td>
<td>Advertising Design</td>
<td>3</td>
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<tr>
<td>+ PGY 1446C</td>
<td>Experimental Photography</td>
<td>3</td>
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<tr>
<td>PGY 1201C</td>
<td>Media Lighting Techniques</td>
<td>3</td>
</tr>
<tr>
<td>+ PGY 2107C</td>
<td>Large Format Photography</td>
<td>3</td>
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### Graphic Design/New Media (0151) continued

**ASSOCIATE IN SCIENCE DEGREE**

**NEW MEDIA PHOTOGRAPHY:**

<table>
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<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ARH 1006</td>
<td>Visual Ideas: Portfolio Seminar</td>
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</tr>
<tr>
<td>ART 2955</td>
<td>Portfolio Presentation: Capstone Seminar</td>
<td>1</td>
</tr>
<tr>
<td>DIG 2580</td>
<td>Digital Portfolio: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>GRA 1413</td>
<td>Professional Development: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PGY 1201C</td>
<td>Media Lighting Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2220C</td>
<td>Commercial Photography</td>
<td>3</td>
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Choose (5) 1000-2000 level studio courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2164C</td>
<td>Mixed Media</td>
<td>3</td>
</tr>
<tr>
<td>ART 2210C</td>
<td>Ideas and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ART 2375</td>
<td>Sketch Journal: Uses and Development</td>
<td>3</td>
</tr>
<tr>
<td>DIG 1115C</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2100</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2284C</td>
<td>Imagery in Motion</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2282C</td>
<td>Time Based Media</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2191C</td>
<td>Subject Form and Content</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2195C</td>
<td>Advertising Design</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1446C</td>
<td>Experimental Photography</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2107C</td>
<td>Large Format Photography</td>
<td>3</td>
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</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS:** 64

**ADDITIONAL REQUIREMENTS:**

- **Proficiency Exam:** Graduation Exhibition Show
- Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.

*Refer to A.A. degree general education requirements.

*Prerequisites course required. See course description in catalog.
**THEATER AND ENTERTAINMENT TECHNOLOGY**

This intensive training, consisting of the development of the voice, body, gesture, and creative imagination, enables the actor to work in many forms of theater - from the classics to contemporary comedy, drama, and musicals. Upon graduation the student will be prepared for careers in the theater and entertainment industries.

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>+ ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>* ___ ___</td>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>* ___ ___</td>
<td>Social Science</td>
<td>3</td>
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<tr>
<td>+* ___ ___</td>
<td>Humanities</td>
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**FOUNDATION:**

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>TPP 2110</td>
<td>Acting I</td>
<td></td>
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<tr>
<td>+ TPP 2111</td>
<td>Acting II</td>
<td>3</td>
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<tr>
<td>TPP 1810</td>
<td>Stage Speech I</td>
<td>3</td>
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<tr>
<td>TPP 1510</td>
<td>Stage Movement for the Actor</td>
<td>3</td>
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<tr>
<td>THE 1020</td>
<td>Introduction to Theater History</td>
<td>3</td>
</tr>
<tr>
<td>THE 1925</td>
<td>Play Production</td>
<td>1</td>
</tr>
<tr>
<td>+ TPA 2290L</td>
<td>Theater Production Lab (Costume)</td>
<td>1</td>
</tr>
<tr>
<td>TPA 1200</td>
<td>Introduction to Production/Design</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1248</td>
<td>Stage Make-Up</td>
<td>3</td>
</tr>
<tr>
<td>MVV 1111</td>
<td>Class Voice I</td>
<td>2</td>
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<tr>
<td>OR</td>
<td>MVV 1871</td>
<td>Beginning Voice</td>
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<td>OR</td>
<td>MVV 2872</td>
<td>Intermediate Voice</td>
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**SPECIALIZATION:**

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<tr>
<td>+ TPP 2118</td>
<td>Acting III</td>
<td>3</td>
</tr>
<tr>
<td>+ TPP 2119</td>
<td>Acting IV</td>
<td>3</td>
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<tr>
<td>OR</td>
<td>TPP 2300</td>
<td>Play Directing</td>
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<td>OR</td>
<td>TPP 2141</td>
<td>Acting in Shakespeare</td>
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<tr>
<td>+ TPP 1811</td>
<td>Stage Speech II</td>
<td>3</td>
</tr>
<tr>
<td>+ TPP 2812</td>
<td>Stage Speech III</td>
<td>3</td>
</tr>
<tr>
<td>+ TPP 2803</td>
<td>Stage Speech IV</td>
<td>3</td>
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<tr>
<td>+ TPA 2290L</td>
<td>Theater Production Lab (Technical)</td>
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**OTHER ELECTIVES:**

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<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>+ TPP 2220</td>
<td>Audition Techniques</td>
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**ELECTIVES:** (FloArts courses recommended)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

**REQUIRED TOTAL CREDIT HOURS**

64

---

* Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.

* Refer to A.A. degree general education requirements.

+ Prerequisite course required. See course description in catalog.
THEATER AND ENTERTAINMENT TECHNOLOGY

This progressive dance program consists of a well-balanced curriculum in ballet and contemporary dance disciplines. Upon graduation the student is prepared for current career choices in professional dance companies as well as the entertainment field.

GENERAL EDUCATION COURSES: ................................................................. 22
- ENC 1101 Composition I ................................................................. 3
+ ENC 1102 Composition II ............................................................... 3
* Mathematics ............................................................................... 3
* Social Science ........................................................................... 3
+ HUM 2210 Humanities I ............................................................... 3
or
+ HUM 2230 Humanities II .............................................................. 3
* Science + Lab ............................................................................... 4

FOUNDATION: ................................................................................... 23
- DAA 1204 Ballet I ........................................................................ 2
+ DAA 1205 Ballet II ....................................................................... 2
+ DAA 2206 Ballet III ................................................................. 2
+ DAA 2207 Ballet IV ................................................................... 2
- DAA 1104 Contemporary Dance I ............................................. 2
+ DAA 1105 Contemporary Dance II ............................................ 2
+ DAA 2106 Contemporary Dance III ........................................... 2
+ DAA 2107 Contemporary Dance IV ........................................... 2
• DAA 1680 Dance Ensemble I .................................................... 1 (2)
• DAA 1681 Dance Ensemble II ................................................... 1 (2)
- DAN 2600 Music for Dance ....................................................... 3

SPECIALIZATION: ............................................................................. 11
- DAA 2504 Jazz Dance I ............................................................... 2
+ DAA 2505 Jazz Dance II ............................................................. 2
- DAA 2250 Partnering ................................................................. 2
+ DAA 2570 Musical Theater Jazz ................................................ 1
- DAA 2610 Dance Composition & Improvisation I .................. 2
+ DAA 2611 Dance Composition & Improvisation II ................. 2

DANCE ELECTIVES: (Choose 8 hours) ........................................ 8
- DAA 2220 Point or Men’s Technique ........................................... 2
+ DAA 2506 Jazz Dance III .......................................................... 2
+ DAA 2507 Jazz Dance IV ............................................................ 2
- DAA 2544 Musical Theatre Dance Styles ................................... 1
+ DAA 2562 Musical Theater Tap ................................................. 1
- DAA 2650 Dance Auditions ..................................................... 1
- DAA 2670 Ballet Repertory ....................................................... 2

REQUIRED TOTAL CREDIT HOURS ...................................................... 64

* Refer to A.A. degree general education requirements.
+ Prerequisite course required. See course description in catalog.
* Repeatable for 2 credits

ADDITIONAL REQUIREMENTS:
Exit Exam: An adjudicated audition and a dance presentation in the student concert.
Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.
THEATER AND ENTERTAINMENT TECHNOLOGY

The dance entertainment program consists of a well-balanced curriculum of dance, music and performance. The program is designed for the dancer who is interested in performing for cruise ships, theme parks, or videos. Upon graduation the student is prepared for the competition and rigorous schedule of the entertainment industry.

GENERAL EDUCATION COURSES: ................................................................. 15
  ENC 1101 Composition I ........................................................................... 3
  ENC 1102 Composition II ......................................................................... 3
  * ___ ___ Mathematics ........................................................................... 3
  * ___ ___ Social Science ........................................................................ 3
  + ___ ___ Humanities ................................................................ ........... 3

DANCE: ................................................................................................. 34
  DAA 1204 Ballet I .................................................................................. 2
  + DAA 1205 Ballet II ............................................................................. 2
  + DAA 2206 Ballet III ............................................................................ 2
  + DAA 2207 Ballet IV ............................................................................ 2
  DAA 2250 Partnering ............................................................................. 2
  DAA 2504 Jazz Dance I ......................................................................... 2
  + DAA 2505 Jazz Dance II ..................................................................... 2
  + DAA 2506 Jazz Dance III .................................................................... 2
  + DAA 2507 Jazz Dance IV .................................................................... 2
  + DAA 2933 Special Topics in Dance ..................................................... 1
  DAA 2521 Tap Dance I ......................................................................... 1
  + DAA 2522 Tap Dance II ..................................................................... 1
  + DAA 2523 Tap Dance III .................................................................... 1
  DAA 2544 Musical Theater Dance Styles ............................................. 1
  DAA 1680 Dance Ensemble I ................................................................. 1
  + DAA 1681 Dance Ensemble II ............................................................. 1
  + DAA 2682 Dance Ensemble III ........................................................... 1
  DAA 2650 Dance Auditions .................................................................. 1
  DAA 2610 Dance Composition & Improvisation I ................................. 1
  + DAA 2611 Dance Composition & Improvisation II ............................. 1

MUSIC: .................................................................................................. 9
  + MVV 1111 Class Voice I ................................................................. 2
  MUO 1002L Musical Theater Lab I ......................................................... 2
  + MUN 1001C Summer Ensemble Workshop ..................................... 2
  + MVV 2121 Class Voice II ................................................................. 2
  + MVV 1871 Beginning Voice ................................................................. 2

THEATER: ............................................................................................. 6
  TPA 1200 Introduction to Production Design ....................................... 3
  TPP 2100 Introduction to Acting ............................................................ 3

REQUIRED TOTAL CREDIT HOURS ............................................................ 64

Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course description in catalog.

ADDITIONAL REQUIREMENTS:
1. Students must earn at least two performance credits from the following: Musical Theater Ensemble, Summer Ensemble, Musical Theater Repertory, a musical or a play.
2. Exit Exam: An adjudicated audition and a dance presentation in the student concert.
# Musical Theater (0159)

**Theater and Entertainment Technology**

Musical theater students receive professional training in three core areas: music/singing, dancing and acting. Upon completion of this intense curriculum, the student can pursue a career in musical theater or the entertainment industry.

## General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
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<tr>
<td>*</td>
<td>Mathematics</td>
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<tr>
<td>*</td>
<td>Social Science</td>
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<td>+</td>
<td>Humanities</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVK 1111</td>
<td>Class Piano I</td>
<td>2</td>
</tr>
<tr>
<td>MVK 1112</td>
<td>Class Piano II</td>
<td>2</td>
</tr>
<tr>
<td>MUT 1111</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUT 1112</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUT 1221</td>
<td>Sight Singing I</td>
<td>1</td>
</tr>
<tr>
<td>MUT 1222</td>
<td>Sight Singing II</td>
<td>1</td>
</tr>
<tr>
<td>MUN 1641</td>
<td>Musical Theater Vocal Company (repeat for credit)</td>
<td>4</td>
</tr>
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</table>

## Voice:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVV 1111</td>
<td>Class Voice I</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MVV 1871</td>
<td>Beginning Voice</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MVV 1872</td>
<td>Intermediate Voice</td>
<td>2</td>
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</table>

## Theater:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TPP 2110</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2111</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2220</td>
<td>Audition Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1200</td>
<td>Introduction to Production/Design</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1248</td>
<td>Stage Make-Up</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>Theater Production Lab</td>
<td>1</td>
</tr>
</tbody>
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## Dance:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DAA 1201</td>
<td>Fundamentals of Ballet II (non-majors)</td>
<td>2</td>
</tr>
<tr>
<td>DAA 1501</td>
<td>Fundamentals of Jazz II (non-majors)</td>
<td>2</td>
</tr>
<tr>
<td>DAA 1521</td>
<td>Fundamentals of Tap II (non-majors)</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2544</td>
<td>Musical Theater Dance Styles</td>
<td>1</td>
</tr>
<tr>
<td>DAA 2562</td>
<td>Musical Theater Tap I</td>
<td>1</td>
</tr>
<tr>
<td>DAA 2570</td>
<td>Musical Theater Jazz I</td>
<td>1</td>
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</table>

## Required Total Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.

*Refer to A.A. degree general education requirements.
+Prerequisite course required. See course description in catalog.
** Students with insufficient dance background may be required to take remedial courses in dance, as determined at audition, prior to enrolling in the required courses.
THEATER TECHNOLOGY (0161)

ASSOCIATE IN SCIENCE

THEATER AND ENTERTAINMENT TECHNOLOGY

Upon completion of the production design program the costume student will be prepared for employment as a costume/wardrobe professional or as a costume technician in a professional shop. The technical theater student will be prepared for successful employment in professional theater houses as well as touring companies or for transfer to a four year BFA program.

GENERAL EDUCATION COURSES: ................................................................. 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
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</tr>
<tr>
<td></td>
<td>Humanities</td>
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FOUNDATION: ............................................................................................. 33

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>THE 1020</td>
<td>Introduction to Theater History</td>
<td>3</td>
</tr>
<tr>
<td>THE 2300</td>
<td>Dramatic Literature</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1202</td>
<td>Production Crafts</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1248</td>
<td>Stage Make-Up</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1290L</td>
<td>Production/Design Lab (repeat for credit)</td>
<td>8</td>
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<tr>
<td></td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduction to Acting</td>
<td>3</td>
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<td></td>
<td>Special Problems in Production/Design</td>
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</table>

SPECIALIZATION (SELECT ONE):

SCENIC/LIGHTING TECHNOLOGY: ............................................................... 16

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>TPA 1208</td>
<td>Drafting for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1273</td>
<td>Stage Properties</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1260</td>
<td>Sound for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1090</td>
<td>Approach to Design for the Stage</td>
<td>2</td>
</tr>
<tr>
<td>TPA 2091</td>
<td>Advanced Design (repeat for credit)</td>
<td>2</td>
</tr>
<tr>
<td>TPA 2077</td>
<td>Scene Painting</td>
<td>3</td>
</tr>
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</table>

COSTUME TECHNOLOGY: ............................................................................. 16

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>TPA 1230</td>
<td>Costume Construction I</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1239</td>
<td>Costume Pattern Drafting and Draping</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1040</td>
<td>Costume Design</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1090</td>
<td>Approach to Design for the Stage</td>
<td>2</td>
</tr>
<tr>
<td>TPA 2091</td>
<td>Advanced Design (repeat for credit)</td>
<td>2</td>
</tr>
<tr>
<td>TPA 2332</td>
<td>Costume Construction II</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS ................................................................... 64

Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.

* Refer to A.A. degree general education requirements.
+ Prerequisite course required. See course description in catalog.
STAGE TECHNOLOGY (0160)

COLLEGE CREDIT CERTIFICATE

THEATER TECHNOLOGY

Upon the completion of the theater technology certificate program the student will have the education necessary for assisting scenic, lighting, or sound designers and will be prepared for work as a stage hand or technical assistant in professional theater houses as well as touring companies.

This program is to be used as an intermediate step for those who are currently full-time students seeking an Associate in Science degree in Theater Technology (0161) Scenic/Lighting Design Technology.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>TPA 1202</td>
<td>Production Crafts</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1290L</td>
<td>Production/Design Lab (repeat for credit)</td>
<td>4</td>
</tr>
<tr>
<td>+ TPA 2220</td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 1208</td>
<td>Drafting for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 2077</td>
<td>Scene Painting</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2083</td>
<td>Special Problems in Production/ Design</td>
<td>1</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS ........................................................................................................... 17

+Prerequisite course required. See course description in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0160employ.html
Stage Management (2510)

ASSOCIATE IN SCIENCE

THEATER AND ENTERTAINMENT TECHNOLOGY

Upon completion of the stage management program the stage management student will be prepared for employment as a production assistant or assistant stage manager in a professional company.

GENERAL EDUCATION COURSES: ................................................................. 15
  ENC 1101 Composition I ............................................................................. 3
+ ENC 1102 Composition II .......................................................................... 3
* ___ ___ Mathematics .............................................................................. 3
* ___ ___ Social Science ............................................................................ 3
+* ___ ___ Humanities .............................................................................. 3

FOUNDATION: ......................................................................................... 34
  ART 1300C Drawing I ................................................................................. 3
  THE 1020 Introduction to Theater History ............................................... 3
  TPA 1202 Production Crafts ..................................................................... 3
  TPA 1600 Stage Management .................................................................... 3
+ TPA 1208 Drafting for the Stage ............................................................. 3
+ TPA 1040 Costume Design ..................................................................... 3
+ TPA 1260 Sound for the Stage ................................................................. 3
+ TPA 1273 Stage Properties ..................................................................... 3
+ TPA 1290L Production/Design Lab. (repeat for credit--1 technical, 1 costume) ......................................................................................... 4
  TPP 2100 Introduction to Acting ............................................................... 3
  OR
  TPP 2110 Acting I (by audition only) ........................................................ 3
+ TPA 2220 Lighting Design .................................................................... 3

SPECIALIZATION: ................................................................................... 14
  CGS 1100 Microcomputer Applications .................................................. 3
  DIG 1000 Introduction to Digital Media .................................................... 3
+ MUT 1011 Music Fundamentals ............................................................... 2
  MVK 1111 Class Piano I ........................................................................... 2
  TPA 1603 Stage Management Preparation and Practice (repeat for credit) ............................................................................................ 1
  TPP 2300 Play Directing .......................................................................... 3

ELECTIVE: ................................................................................................ 1

REQUIRED TOTAL CREDIT HOURS ........................................................... 64

Students are required to maintain a minimum arts GPA of 2.5 to remain on full status.
Students are required to become First Aid and CPR certified by graduation.

* Refer to A.A. degree general education requirements.
+ Prerequisite course required. See course description in catalog.
All courses are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). For more information on SCNS and the transferability of courses see page 181.

Unless indicated otherwise, registration in the courses listed below is limited to those students who have been admitted to the Florida School of the Arts.

* Laboratory fee required.
+ Open to any SJR State student
◆ Meets A.A. degree requirements

### VISUAL ART

#### FOUNDATION

**ARH 1006**

**VISUAL IDEAS: PORTFOLIO SEMINAR ◆**

(1 Credit - 1 Hour)

A comprehensive study of aesthetics, the historical development of art, and the analytical approaches to recognizing the formal qualities of works of art. Development of a visual vocabulary, principles of craftsmanship, preparation, and presentation in the visual arts. An exit grade of “C” or higher is required.

**ART 1201C**

**TWO-DIMENSIONAL DESIGN ◆◆**

(3 Credits - 6 Hours)

A studio investigation of basic visual phenomena in a two-dimensional design. Emphasis on the formal elements (line, shape, value, color, and texture) and the principles of design in the organization of the picture plane. An exit grade of “C” or higher is required.

**ART 1300C**

**DRAWING I ◆◆**

(3 Credits - 6 Hours)

Structured to develop basic drawing techniques by concentration on the elements of descriptive drawing – line, proportion, composition and full value – using a wide range of media. An exit grade of “C” or higher is required.

**ART 1301C**

**DRAWING II ◆◆**

(3 Credits - 6 Hours)

Prerequisites: ART 1201C and ART 1300C or permission of the instructor. Develop and refine your eye for drawing and composition by exploring art elements: shape, form, space, line, texture, unity, harmony, repetition, proportion, balance and movement. Several drawing techniques will be used to develop your own drawing style with classroom critique as constructive guide. The class is also designed to make you think and talk about art in ways that can strengthen your technical and conceptual skills. An exit grade of “C” or higher is required.

**ART 2203C**

**THREE-DIMENSIONAL DESIGN ◆◆**

(3 Credits - 6 Hours)

Prerequisites: ART 1201C and ART 1300C or permission of the instructor. A theoretical and practical exploration of the fundamental elements of three dimensional structure. An exit grade of “C” or higher is required.

**ART 2375**

**SKETCH BOOK JOURNAL: USES AND DEVELOPMENT ◆**

(3 Credits - 3 Hours)

Prerequisite: ART 1300C. Taught exclusively through the activity of sketchbook/journal drawing and writing, this course will assist in the development of visual ideas, observation, organization, and conceptualization. An exit grade of “C” or higher is required.

**ART 2955**

**PORTFOLIO PRESENTATION: CAPSTONE SEMINAR ◆**

(1 Credit - 1 Hour)

Prerequisites: ARH 1006, DIG 2580, GRA 1413. A focused development of presentation skills through a cohesive and professional print and digital portfolio that meets requirements for graduation. Industry professionals participate in evaluations as students finalize and present their portfolio to the instructors and faculty committee for review and critique. An exit grade of “C” or higher is required.

**DIG 1000**

**INTRODUCTION TO DIGITAL MEDIA ◆**

(3 Credits - 3 Hours)

A digital foundation course that explores the principles of creative design process. Basic concepts of visual communication are examined as well as the practical application of design principles. Introduction of Apple OSX platform, digital lab equipment as well as the study of Adobe Creative Suite software will be addressed. An exit grade of “C” or higher is required.

**DIG 2580**

**DIGITAL PORTFOLIO: PORTFOLIO SEMINAR ◆**

(1 Credit - 1 Hour)

Through lecture research and demonstration this course will address strategies for exploring and creating dynamic digital portfolios. Students will study contemporary practices used to effectively present both digital and analog works. Students will research and produce a showcase portfolio of current works as well as preparing a developmental portfolio presentation. An exit grade of “C” or higher is required.

**GRA 1413**

**PROFESSIONAL DEVELOPMENT: PORTFOLIO SEMINAR ◆**

(1 Credit - 1 Hour)

Development of career exploration skills as well as preparation of a resume and cover letter, job interviewing exercises and presentation of portfolio. An exit grade of “C” or higher is required.

**PGY 1800**

**PHOTOGRAPHIC TECHNIQUES ◆**

(3 Credits - 3 Hours)

An introduction to observational seeing through an exploration of two-dimensional design issues via the digital photographic image. Students will understand the value of distinguishing the processes of image capture (pre-visualizing and composition) and editing (expressing the capture in the form of a full tone black and white or color correct print). Fundamental functions of the camera, creative exposure techniques, effective composition and exploring qualities of light will be emphasized. Digital camera with manual control required. An exit grade of “C” or higher is required.
ART 1303
BEGINNING DRAWING TECHNIQUE ◆
(3 Credits - 6 Hours)
Introduction to the elements of design and composition as applied to drawing. An exit grade of “C” or higher is required.

ART 1400C
PRINTMAKING I + * ◆
(3 Credits - 6 Hours)
An introduction to the medium of printmaking, concentrating on the technical production of various print media including: Intaglio, relief, monoprint and serigraphy (screen printing). Emphasis on drawing, design, and understanding the technical procedures and the investigation of the positive/negative concepts, as well as color printing. An exit grade of “C” or higher is required.

ART 1430C
PRINTMAKING – SCREEN PRINTING I + * ◆
(3 Credits - 6 Hours)
Basic study of methods and materials of the screen printing process. Introduction to various stencil-making techniques. Focus on drawing, design principles and personal expression through the use of screen printing. An exit grade of “C” or higher is required.

ART 1540C
WATERCOLOR I + ◆
(3 Credits - 6 Hours)
Techniques in the use of the watercolor medium in wet and dry methods, composition, and matting of paintings. An exit grade of “C” or higher is required.

ART 1541C
WATERCOLOR II ◆
(3 Credits - 6 Hours)
Prerequisite: ART 1540C or permission of the instructor. Advanced techniques of the watercolor medium such as wet in wet, flat and graded washes, plus glazing techniques and advanced composition theories. An exit grade of “C” or higher is required.

ART 2164C
MIXED MEDIA * ◆
(3 Credits - 6 Hours)
Prerequisite: ART 2203C. A concentration on the selection and exploration of found, ready-made or created objects. The application and integration into a collage, assemblage, or installation format of these objects. These works will further be manipulated through the use of paint, crayons, ink, etc. An exit grade of “C” or higher is required.

ART 2210C
IDEAS AND CONCEPTS ◆
(3 Credits - 3 Hours)
Prerequisite: ART 1301C.
A personal and group exploration of the creative process and how to expand our creative potential. The Ideas and Concepts course is designed to enable students to have a strong conceptual and theoretical component to their visual art process. An exit grade of “C” or higher is required.

ART 2302C
EXPERIMENTAL DRAWING ◆
(3 Credits - 6 Hours)
Prerequisite: ART 1301C. The conscious production or arrangement of colors, forms, movements, or other elements in a manner that affects the senses, the study of these activities, and the product of these activities. An exit grade of “C” or higher is required.

ART 2330C
FIGURE DRAWING * ◆
(3 Credits - 6 Hours)
Prerequisite: ART 1301C. This course is an introduction to drawing the forms of the human figure. Working in a variety of media, students will learn and develop their understanding of gesture, mass, proportion, light and shade, movement, composition and pictorial space. This is a studio and lecture course. An exit grade of “C” or higher is required.

ART 2401C
PRINTMAKING – LITHOGRAPHY I + * ◆
(3 Credits – 6 Hours)
Introduction to the technical processes of stone lithography. Experimentation in methods of imaging and printing. An exit grade of “C” or higher is required.

ART 2402C
PRINTMAKING II + ◆
(3 Credits - 6 Hours)
Prerequisite: One of the following - ART 1400C, ART 1430C, ART 2401C or ART 2441C. Techniques in a selected printing area or mixed media. Personal expression through printing methods. Emphasis on edition printing. An exit grade of “C” or higher required.

ART 2441C
PRINTMAKING – INTAGLIO I + ◆
(3 Credits - 6 Hours)
Fundamentals of the Intaglio printing process with emphasis on drawing, design, and personal expression. Introduction to dry-point, acid etching, soft ground, aqua tint, engraving, embossing, and color printing. An exit grade of “C” or higher required.

ART 2450C
SPECIAL PROBLEMS IN PRINTMAKING * ◆
(1 - 3 Credits)
Continued investigation of personal expression through printmaking techniques. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of “C” or higher is required.

ART 2500C
PAINTING I + ◆
(3 Credits - 6 Hours)
Fundamentals of basic painting methods emphasizing values, composition, paint handling, and understanding of materials. Students will work from nature to develop eye-hand coordination with the paint medium. An exit grade of “C” or higher is required.

ART 2501C
PAINTING II + ◆
(3 Credits - 6 Hours)
Prerequisite: ART 2500C or permission of the instructor. Further development of the fundamentals of composition developing toward color usage and orchestration. An exit grade of “C” or higher is required.

ART 2502C
FIGURE PAINTING * ◆
(3 Credits - 6 Hours)
Prerequisite: ART 2330C. Approaches to the rendering of the human figure are explored and developed through the studies, sketches and studio paintings from life models. Oil and/or acrylic mediums, grounds and techniques are developed as well as solvent-free oil processes. Students build on basic painting, focusing on techniques that relate to the painting of the figure such as ala prima, glazing, scumbling and other brushwork. An exit grade of “C” or higher is required.
ART 2503C
PAINTING IV * ◆
(3 Credits - 6 Hours)
Prerequisite: ART 2502C or permission of the instructor. Advanced techniques in painting. Personal and expressive use of painting skills. An exit grade of “C” or higher is required.

ART 2905C
SPECIAL TOPICS IN APPLIED DRAWING ◆
(1 - 3 Credits)
Continued investigation of personal expression through drawing techniques. Application to do work in Special Problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of “C” or higher is required.

ART 2930C
SPECIAL TOPICS IN PAINTING ◆
(1 - 3 Credits)
Continued investigation of personal expression through painting techniques. Application to do work in Special Problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of “C” or higher is required.

GRAPHIC DESIGN/NEW MEDIA

DIG 1115C
DIGITAL IMAGING * ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 1000. An overview of bitmapped image processing methods and materials as well as exploring the process of visual communication, through the application of design principles and formal research. Students will prepare images taking advantage of various output options including print, web, and multimedia and presentation venues. An exit grade of “C” or higher is required.

GRA 1206C
TYPOGRAPHY: EXPRESSION AND EXPERIMENTAL * ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 1000. Basic concepts and vocabulary of typography with an emphasis on the expressive potential of the letter form. Students will explore various typographic constructs and principles in a study of how the organization, stress and shape of letter forms can affect the ideas they are meant to communicate. An exit grade of “C” or higher is required.

DIG 2100
WEB DESIGN * ◆
(3 Credits - 3 Hours)
Prerequisites: DIG 1000 and DIG 1115C. Introduces the fundamentals of interactive design for electronic publishing. Students become familiar with essential concepts used to employ critical organizational methods as well as basic design and coding skills to create standard compliant Web projects. An exit grade of “C” or higher is required.

GRA 2160C
MOTION GRAPHICS * ◆
(3 Credits - 6 Hours)
Prerequisite: PGY 2802C. Students explore the creative and commercial uses of non linear video editing systems and animation software. Tools and techniques, DV cameras, storyboards, sequencing, sound and output options are all addressed. Also included are advanced computer technology and management of applications for creating moving digital images. An exit grade of “C” or higher is required.

GRA 2190C
TRADITIONAL AND DIGITAL ILLUSTRATION * ◆
(3 Credits - 6 Hours)
This studio/critique based course surveys the broad field of illustration through projects that explore areas such as advertising/promotional design, editorial art and narrative illustration. Students will examine current aesthetics, using both traditional and digital means in order to communicate ideas through visual imagery. An exit grade of “C” or higher is required.

GRA 2191C
SUBJECT FORM AND CONTENT * ◆
(3 Credits - 3 Hours)
Prerequisite: DIG 1000. Lecture and critique course emphasizing development of concepts, metaphors and non-linear narratives. Students will explore the process of conceptual development and communication through visual form. Investigations of contemporary issues and techniques in the development of individual expression; students conceive, propose and produce an extended project that expands on techniques and concepts mastered in previous courses. An exit grade of “C” or higher is required.

GRA 2195C
ADVERTISING DESIGN * ◆
(3 Credits - 3 Hours)
Prerequisite: DIG 1000. An overview of design for advertising including historical perspectives, business of ad design, and the design processes used to create such things as magazine ads, package design, editorial pages, and various other commercial media. Students form design firms and delegate professional roles while investigating marketing design and branding strategies, through process oriented experiments and client interaction. An exit grade of “C” or higher is required.

DIG 2282C
TIME BASED MEDIA * ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 1000. An introduction to the four-dimensional fundamentals of time based media. Aspects and elements of time will be emphasized along with basic production techniques and project planning. Aesthetic, historical, and conceptual issues will also be addressed as students explore time based media as an expressive and communicative art form. An exit grade of “C” or higher is required.

DIG 2284C
IMAGERY IN MOTION * ◆
(3 Credits - 6 Hours)
Prerequisite: DIG 2282C. Concentration on experimental video and digital imaging methods. Using non-linear editing techniques and contemporary presentation concepts, students expand on previous studies of process development as they work toward incorporating various digital media into the production of technically accomplished and conceptually rich moving image projects. An exit grade of “C” or higher is required.

GRA 2811C
DRAWING TECHNIQUES FOR ILLUSTRATION ◆
(3 Credits - 6 Hours)
Illustration art techniques relevant to developing and mastering pictorial form for a variety of advertising media. Emphasis will be placed on becoming proficient with a wide variety of media, techniques and imagery. An exit grade of a “C” or higher is required.

GRA 2812C
ILLUSTRATION CONCEPTS AND TECHNIQUES ◆
(3 Credits - 6 Hours)
This course is an introduction to the philosophy behind illustration and its use in the industry. Concepts and methods of illustration which permit visual and verbal relationships and practical aspects of an illustration arena will be addressed. An exit grade of a “C” or higher is required.
GRA 2871C
ILLUSTRATION PORTFOLIO ♦
(1 Credit - 3 Hours)
This course is an advanced level course that forms an integral part of the illustration project to produce a body of work that can be utilized by the student as a selling piece to further his/her career. It is designed to develop student's strategies for creating a portfolio ready for presentation to clients, and employers. Practice in formulation of art direction strategies and practices in illustration will be included. Also covered will be the business of art, marketing, legal aspects and necessary bookkeeping practices. An exit grade of a "C" or higher is required.

ART 2906C
SPECIAL TOPICS IN GRAPHIC DESIGN ♦
(1 - 3 Credits)
An independent study course designed to enable a student to pursue a studio or research project not covered in his area of specialization. The direction of the study will be formulated with the instructor. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of "C" or higher is required.

GRA 2952C
GRAPHIC DESIGN/NEW MEDIA PORTFOLIO ♦
(3 Credits - 3 Hours)
Prerequisite: Sophomore. Emphasis on preparing the Graphic Design New Media student in professional practices and presentation. The business of design, new media, marketing, and contracts will be covered along with the sequencing and final construction of each student's portfolio of work. An exit grade of "C" or higher is required.

PGY 2802C
Digital Imaging II ♦
(3 Credits - 6 Hours)
An advanced study in the theories and practices of creating digital images both commercial and aesthetic. Nonlinear design strategies, themes, context, and presentation are emphasized through a series of complex experiments in visual communication. Students address both "job" oriented and contemporary creative uses of Adobe Photoshop and Macromedia Flash. An exit grade of "C" or higher is required.

NEW MEDIA/PHOTOGRAPHY

PGY 2107C
LARGE FORMAT PHOTOGRAPHY ♦
(3 Credits - 6 Hours)
Prerequisite: PGY 1800. Offers students the opportunity to work with large format materials in the continued development of their photographic vision and sense of technical craft. Discussion and coursework will focus on the aesthetic possibilities and technical strategies of large format photography in relationship to various contemporary genres, as well as the role of scale presentation and installation of the photographic print. An exit grade of "C" or higher is required.

PGY 2220C
COMMERCIAL PHOTOGRAPHY ♦
(3 Credits - 6 Hours)
Prerequisite: PGY 1201C. Expand and develop studio and location photography skills while emphasizing a professional, commercial approach. Students will develop the concepts and skills to apply photography for use in advertising, illustration and editorial businesses. An exit grade of "C" or higher is required.

PGY 2905C
SPECIAL TOPICS IN PHOTOGRAPHY ♦
(1 - 3 Credits)
An independent study course designed to enable a student to pursue a studio or research project not covered in the area of specialization. The direction of the study will be formulated with the instructor. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of "C" or higher is required.

DANCE

STUDIO TECHNIQUE: BALLET

DAA 1200
FUNDAMENTALS OF BALLET (non-majors) ♦
(1 Credit - 2 Hours)
Study of classical ballet technique with emphasis on positions, barre exercises, center work and vocabulary. An exit grade of "C" or higher is required for musical theater majors.

DAA 1201
FUNDAMENTALS OF BALLET II (non-majors) ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 1200 or permission of instructor. Continuation of the study of classical ballet technique with emphasis on strength and technical development.

DAA 1204
BALLET I ♦
(2 Credits - 4 Hours)
Prerequisite: Audition and acceptance in to the Florida School of the Arts Dance program or permission of instructor. This is the first of four, leveled technique courses in the study of classical ballet with emphasis on strength, style, and technical development.

DAA 1205
BALLET II ♦
(2 Credits - 4 Hours)
Prerequisite: DAA 1204 or permission of the instructor. A continuation of first year ballet instruction to include more advanced first-year technique within the study of classical ballet with emphasis on strength, style, and technical development.
DAA 2206
BALLET III  ♦
(2 Credits - 4 Hours)
Prerequisite: DAA 1205 or permission of the instructor. Second year ballet instruction includes more evolved technical instruction. The emphasis of the course will be on stylization and performance.

DAA 2207
BALLET IV  ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 2206 or permission of the instructor. A continuation of second year ballet instruction with emphasis on stylization and performance.

DAA 2220
POINT OR MEN’S TECHNIQUE  ♦
(2 Credits - 3 Hours)
The study of intermediate/advanced ballet technique with special emphasis on point or men’s technique.

DAA 2250
PARTNERING  ♦
(2 Credits - 3 Hours)
Introduction and development of partner supported dance technique with emphasis on balance, strength, style, and performance.

DAA 2670
BALLET REPERTORY  ♦
(2 Credits - 3 Hours)
Study and preparation of classical ballet variations with emphasis on style, musical interpretation, and dramatic intensity.

STUDIO TECHNIQUE: CONTEMPORARY

DAA 1104
CONTEMPORARY DANCE I  ♦
(2 Credits - 3 Hours)
Prerequisite: Audition and acceptance into the Florida School of the Arts Dance program or permission of instructor. First year exploration of modern dance technique. Creative, theoretical, and conceptual components based on dance pioneer Martha Graham will be emphasized. The course includes, but is not limited to, proper body alignment, mechanics of breathing and phrasing, and verbal and movement vocabulary.

DAA 1105
CONTEMPORARY DANCE II  ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 1104 or permission of the instructor. A continuation of first year modern dance instruction. Study will include, but is not limited to, proper body alignment, mechanics of breathing and phrasing, and verbal and movement vocabulary.

DAA 2106
CONTEMPORARY DANCE III  ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 1105 or permission of the instructor. Intermediate study and exploration of modern dance technique and its theoretical concepts within the traditions of dance pioneer Martha Graham. It emphasizes the mastery of modern dance technique at an intermediate level. The course combines movement artistry, quality, and phrasing with intermediate technical skills.

DAA 2107
CONTEMPORARY DANCE IV  ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 2106 or permission of the instructor. As the fourth and last course in the contemporary dance technique sequence, this course will emphasize the mastery of modern dance technique at an intermediate to advanced level. The course combines movement artistry, quality, and phrasing with advanced technical skills.

DAA 2661
CONTEMPORARY REPERTORY  ♦
(2 Credits - 3 Hours)
The study and preparation of modern dance repertory with concentration on phrasing, musical interpretation, and style. Video reconstruction skills will be emphasized to prepare students for professional company life.

STUDIO TECHNIQUE: JAZZ

DAA 1500
FUNDAMENTALS OF JAZZ DANCE (Non-Major)  ♦
(1 Credit - 2 Hours)
Exploration of basic/intermediate jazz dance technique and principles. An exit grade of “C” or higher is required for musical theater majors.

DAA 1501
FUNDAMENTALS OF JAZZ II (Non-Major)  ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 1500 or permission of instructor. The continuation of jazz technique with emphasis on vocabulary, steps, and technical development.

DAA 2504
JAZZ DANCE I  ♦
(2 Credits - 3 Hours)
Prerequisite: Audition and acceptance into the Florida School of the Arts Dance program or permission of instructor. Introduction to the fundamental vocabulary and technique of basic jazz dance, positions, weight distribution, arm movements, and syncopation.

DAA 2505
JAZZ DANCE II  ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 2504 or permission of the instructor. Introduction to the fundamentals of vocabulary and technique of jazz dance, incorporating a fusion of styles from popular dance, Afro-Caribbean, and traditional contemporary modern jazz choreographers.

DAA 2506
JAZZ DANCE III  ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 2505 or permission of the instructor. Introduction to the beginner-intermediate vocabulary and technique of jazz dance, incorporating a fusion of styles from popular dance, Afro-Caribbean, and traditional contemporary modern jazz choreographers.

DAA 2507
JAZZ DANCE IV  ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 2506 or permission of the instructor. This course is designed to strengthen the student’s placement and line as well as vocabulary and technique of jazz dance, incorporating a fusion of styles from popular dance, Afro-Caribbean, and traditional and contemporary modern jazz choreographers.
STUDIO TECHNIQUE: TAP

DAA 1520

FUNDAMENTALS OF TAP DANCE (Non-Major) ♦
(1 Credit - 2 Hours)
The study of elementary/intermediate tap dance technique with emphasis on vocabulary, steps, rhythm, and dynamics. An exit grade of “C” or higher is required for musical theater majors.

DAA 1521

FUNDAMENTALS OF TAP DANCE II (Non-Major) ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 1520 or permission of instructor. The continuation of study of tap dance technique with emphasis on vocabulary, steps, rhythm, and dynamics.

DAA 2521

TAP DANCE I ♦
(2 Credits - 3 Hours)
Prerequisite: Audition and acceptance into the Florida School of the Arts Dance program or permission of instructor. Beginning level tap technique course with emphasis on steps, rhythm, dynamics, style, phrasing, and performance.

DAA 2522

TAP DANCE II ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 2521 or permission of the instructor. Intermediate level tap technique course with emphasis on steps, rhythm, dynamics, style, phrasing, and performance.

DAA 2523

TAP DANCE III ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 2522 or permission of instructor. Advanced level tap technique course with emphasis on steps, rhythm, dynamics, style, phrasing and performance.

STUDIO TECHNIQUE: MUSICAL THEATER

DAA 2544

MUSICAL THEATER DANCE STYLES ♦
(1 Credit - 2 Hours)
This course, designed for the musical theater major, presents basic styles of dance which commonly occur in musical theater: folk, ballroom, and period movement.

DAA 2562

MUSICAL THEATER TAP ♦
(1 Credit - 2 Hours)
Prerequisite: DAA 1520 or DAA 2521. Designed for the musical theater major, presents a study of tap technique directed to the needs of theatrical performance with emphasis on style, musical interpretation, rhythm, and dynamics.

DAA 2570

MUSICAL THEATER JAZZ ♦
(1 Credit - 2 Hours)
Prerequisite: DAA 1500 or DAA 2504. A continued study of jazz technique directed to the needs of theatrical performance designed to meet the needs of those majoring in musical theater.

CREATIVE STUDIES

DAA 1680, 1681, 2682, 2683

DANCE ENSEMBLE I, II, III, IV ♦
(1 Credits - 3 Hours)
The study, preparation, and performance of new dance works in the repertory with emphasis on technique, style, and stage presence as required for each work.

DAA 2610

DANCE COMPOSITION & IMPROVISATION I ♦
(2 Credits - 3 Hours)
This course includes individual experience in developing movement phrases and combinations based on solving problems within a form and a movement framework, as well as the movement imagery designed to develop the dancer's creative imagination.

DAA 2611

DANCE COMPOSITION & IMPROVISATION II ♦
(2 Credits - 3 Hours)
Prerequisite: DAA 2610. This course includes individual experience in developing movement phrases and combinations based on solving problems within a form and a movement framework, as well as the movement imagery designed to develop the dancer's creative imagination. Individuals will experience composition using the basic elements of movement theory with an emphasis on improvisation. Individuals will also experience the basic elements of choreography through composing phrases, sketches, transition and themes and variation in the form of studies for the solo dancer.

DAA 2620

IMPROVISATION ♦
(2 Credits - 3 Hours)
Exploration of spontaneity and modern dance and using improvisational skills as composing materials. Areas of emphasis in contact improvisation, source material, rhythmic, and musical interpretations.

DAA 2650

DANCE AUDITION ♦
(1 Credit - 2 Hours)
Required audition class for A.S. majors in dance and dance entertainment. This course will focus on the auditions skills necessary for any dancer, whether it is for the purpose auditioning for professional placement or transferring to four-year programs of dance.

DAA 2689

DANCE PERFORMANCE ♦
(1 Credit - 2 Hours)
Required dance performance class for all dance entertainment majors.

DAA 2933

SPECIAL TOPICS IN DANCE ♦
(1-3 Credits)
Directed study in an area of dance and the dance profession. Application to do special studies must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit.
**DANCE SCIENCE**

**DAN 1750**
**DANCE CONDITIONING AND FITNESS ♦**
(2 Credits - 3 Hours)
A theory and activity class focusing on conditioning and somatic techniques to increase performance/movement longevity. Dancer’s health issues such as nutrition, weight management, and dance injuries are included.

**DAN 2700**
**DANCE KINESIOLOGY ♦**
(3 Credits - 3 Hours)
An introduction to the major bones, ligaments and muscles of the body. Students will develop the skills needed to identify imbalances, analyze dance movements and recognize proper alignment in order to optimize their training.

**DANCE THEORY**

**DAN 2100**
**SURVEY OF DANCE ♦ ♦**
(3 Credits - 3 Hours)
This course is designed as an introduction into the multicultural world of dance. It will include information on history, cultures and performance aspects of dance as an art form.

**DAN 2600**
**MUSIC FOR DANCE ♦**
(2 Credits - 2 Hours)
Introductory course in music to introduce the dancer to the vocabulary and theoretical foundations of music. The acquisition of specific technical skills with regard to performance will be accomplished through intensive drill as well as practical application.

**DAE 2180**
**DANCE STUDIO MANAGEMENT ♦**
(2 Credits - 3 Hours)
An introduction to the world of dance studio management: this course includes student and class management, pedagogy, and organizational skills of the daily operation of a dance studio.

**DAN 2905**
**SPECIAL PROBLEMS IN DANCE ♦**
(1-3 Credits)
Directed study in the area of dance and the dance profession. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit.

**MUSICAL THEATER**

**MUN 1001C**
**SUMMER ENSEMBLE WORKSHOP I ♦**
(1 Credit - 3 Hours)
Prerequisite: MUN 1000. An ensemble workshop for dance entertainment majors. A variety of musical theater excerpts suitable for the entertainment industry will be staged and performed.

**MUN 1641**
**MUSICAL THEATER VOCAL COMPANY ♦**
(1 Credit - 2 Hours)
An ensemble designed for musical theater majors, dance entertainment majors or with the permission of instructor to improve vocal and physical presentation skills. A variety of musical styles including musical theater excerpts will be studied and performed. May be repeated 4 times for credit.

**MUO 1002L**
**MUSICAL THEATER LAB I ♦**
(2 Credits - 2 Hours)
An ensemble workshop for dance entertainment majors to improve vocal and physical presentation skills. A variety of musical theater excerpts will be studied and performed in class.

**MUS 1010**
**STUDENT RECITAL**
(0 Credits - 1 Hour)
Performance element for Beginning Voice, Intermediate Voice, and Class Voice I. Performance of literature studied in class for an audience. May include special lectures by faculty and guest artists. May be repeated.

**MUS 2905**
**SPECIAL PROBLEMS IN MUSICAL THEATER ♦**
(1 - 3 Credits)
Directed studies in the area of music. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit.

**MUT 1001**
**FUNDAMENTALS OF MUSIC THEORY**
(2 Credits - 2 Hours)
Prerequisite: MUT 1221 with a grade of “C” or higher or permission of instructor. Music fundamentals, including notation, terminology, key signatures, intervals, basic keyboard harmony and ear training.

**MUT 1011**
**MUSIC FUNDAMENTALS ♦**
(2 Credits - 2 Hours)
Prerequisite: MVV 1111 with a grade of “C” or higher or permission of instructor. Music fundamentals, including notation, terminology, key signatures, intervals, basic keyboard harmony and ear training.

**MUT 1111**
**MUSIC THEORY I ♦**
(3 Credits - 3 Hours)
Prerequisite: MVK 1112 with a grade of “C” or higher or permission of instructor. Corequisite for Musical Theater Majors: MUT 1221. Notation, terminology, and fundamentals of music written during the common practice period.

**MUT 1112**
**MUSIC THEORY II ♦**
(3 Credits - 3 Hours)
Prerequisite: MUT 1111 with a grade of “C” or higher or permission of instructor. Corequisite for musical theater majors: MUT 1222. A continuation of MUT 1111 emphasizing form and analysis.

**MUT 1221**
**SIGHT SINGING I ♦**
(1 Credit - 2 Hours)
Prerequisite: MUT 1111 with a grade of “C” or higher or permission of instructor. Corequisite for musical theater majors: MUT 1222. A study of sight singing and ear training with emphasis upon diatonic materials.

**MUT 1222**
**SIGHT SINGING II ♦**
(1 Credit - 2 Hours)
Prerequisite: MUT 1221 with a grade of “C” or higher. Corequisite for musical theater majors: MUT 1112. A continuation of Sight Singing I.
MVK 1111
CLASS PIANO I + ♦
(2 Credits - 2 Hours)
Beginning piano instruction for the student with little or no piano study. Emphasis is on general musicianship and basic piano techniques developing the student’s ability to play and enjoy music on the elementary level. May be repeated once for credit. An exit grade of “C” or higher is required for musical theater majors.

MVK 1112
CLASS PIANO II + ♦
(2 Credits - 2 Hours)
This course is a continuation of MVK 1111. Prerequisite MVK III or permission of the instructor. May be repeated once for credit. An exit grade of “C” or higher is required for musical theater majors.

MVK 1111
CLASS VOICE I + ♦
(2 Credits - 2 Hours)
Voice production fundamentals: correct posture, use and control of breath, placement and development of tone, diction (vowels and consonants), and vocal expression. May be repeated once for credit. An exit grade of “C” or higher is required for musical theater majors.

MVK 2121
CLASS VOICE II + ♦
(2 Credits - 2 Hours)
Prerequisite: MVK 1111 with a grade of “C” or higher for musical theater majors or permission of the instructor. Continued study of voice production fundamentals and advanced beginner to beginning-intermediate level use and control of breath, vowel placement, development of tone, and vocal expression. May be repeated once for credit. An exit grade of “C” or higher is required for musical theater majors.

APPLIED MUSIC - PRIVATE INSTRUCTION

MVK 1871
BEGINNING PIANO * ♦
(1 Credit - 1/2 Hour)
(2 Credits - 1 Hour)
Prerequisite: MVK 1111 with a grade of “C” or higher or permission of the instructor. Private instruction on the Elementary I-II level. May be repeated 3 times for credit.

MVK 2872
INTERMEDIATE PIANO * ♦
(1 Credit - 1/2 Hour)
(2 Credits - 1 Hour)
Prerequisite: At least two terms of MVK 1111 with a grade of “C” or higher or permission of the instructor. Private instruction on the Intermediate I-II level. May be repeated 3 times for credit.

MVK 1871
BEGINNING VOICE * ♦
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)
Permission of the instructor. Private instruction on the elementary-intermediate level. Emphasis on developing a strong foundation of breath control and correct vowel placement. Use of musical theater and classical literature. An exit grade of “C” or higher is required. May be repeated 3 times for credit.

MVK 1874L
BEGINNING VOICE LAB
(0 Credits - 1 Hour)
Group technique lab component for students taking Beginning Voice. Emphasis given to warming up body and voice for singing. Technical exercises will be used to strengthen voice and prepare the student for a day of vocal use. May be repeated.

MVK 1875L
INTERMEDIATE VOICE LAB
(0 Credits -1 Hour)
Group Technique lab for students taking Intermediate Voice. Emphasis in expansion of techniques given to warming up the body and voice for singing given in Beginning Voice Lab. May be repeated.

MVK 2872
INTERMEDIATE VOICE * ♦
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)
Permission of the instructor. Private instruction on an intermediate level. A continuation of skills studied in MVK 1871. A course designed to further develop the student’s musical voice potential via foundations established in MVK 1871 of breath control and vowel placement. Use of musical theater and classical literature. An exit grade of “C” or higher is required. May be repeated 3 times for credit.

PRODUCTION DESIGN

TPA 1040
COSTUME DESIGN ♦
(3 Credits - 3 Hours)
The fundamental techniques of costume design through a series of projects focusing on script/character analysis, design principles, figure drawing, and visualization of design concept. Emphasis will be placed on imagination and problem solving shown through the design process and growth in both costume rendering and presentation.

TPA 1050
LIFE DRAWING FOR DESIGNERS ♦
(3 Credits - 3 Hours)
The content of this course includes the use of live, nude, draped and clothed models to explore the problem of figure drawing as they relate to the theatrical designer and the use of different media to master the advanced techniques of visual communication in the theatrical world.

TPA 1090
APPROACH TO DESIGN FOR THE STAGE ♦
(1 Credit - 3 Hours)
An exploration of the fundamental elements and principles of design and how they are applied in designing for the stage. Emphasis is placed on the visualization and execution of design concepts. May be repeated 2 times for credit.

TPA 1200
INTRODUCTION TO PRODUCTION/DESIGN ♦
(3 Credits - 3 Hours)
An investigation of the theory and the practice of planning, construction, and operation of stage production elements and related equipment. Twenty hours of production work required. For non-production/design majors.

TPA 1202
PRODUCTION CRAFTS ♦
(3 Credits - 3 Hours)
Development of craft skills necessary to work in the Production/Design shops for theatre. An introduction to equipment, tools, and materials basic to the stage and shops are applied to the interpretation of drawings and their execution. For Production/Design majors only or permission of the instructor.
TPA 1208
DRAFTING FOR THE STAGE ♦
(3 Credits - 3 Hours)
Prerequisite: TPA 1200 or TPA 1202 or permission of instructor. Creation of drafted plates to build or implement scenery into shops and the theatrical spaces is fundamental. The course includes an introduction to the tools and techniques of drafting as well as theatrical standards, architectural research, and preparation of plates showing construction details and perspectives.

TPA 1230
COSTUME CONSTRUCTION I ♦
(3 Credits - 3 Hours)
An introduction to the study of theatrical costume construction techniques through work with costume shop equipment, flat pattern drafting/draping, textiles/dyeing, and basic costume crafts. Emphasis is placed on the various skills needed to interpret a two dimensional design into a three dimensional costume for the stage.

TPA 1239
COSTUME PATTERN DRAFTING AND DRAPING ♦
(3 Credits - 3 Hours)
Prerequisite: TPA 1230 or permission of instructor. The study and creation of basic costume patterns through the use of flat patterning and draping techniques.

TPA 1248
STAGE MAKE-UP ♦
(3 Credits - 3 Hours)
Development of the skills needed to analyze and reproduce various physical characteristics in theatrical makeup.

TPA 1260
SOUND FOR THE STAGE ♦
(3 Credits - 3 Hours)
Prerequisite: TPA 1200, or TPA 1202, or permission of the instructor. An introduction to production sound design and basic audio equipment and systems. The course includes recording techniques, sound reinforcement, sound and sound effects research and sound composition for the stage and production.

TPA 1273
STAGE PROPERTIES ♦
(3 Credits - 3 Hours)
An introduction to the design and creation of practical scenic and hand properties. The course includes specialty tools, materials, crafting techniques and detailed processes required for the creation and reproduction of stage properties.

TPA 1290L
PRODUCTION/DESIGN LABORATORY ♦
(2 Credits - 6 Hours)
An exploration of practical work in the various areas of theater production/design for students specializing in technical theater. Emphasis is placed on the technical skills needed to organize and execute a project work plan. This course may be repeated 4 times for credit.

TPA 1600
STAGE MANAGEMENT ♦
(3 Credits - 6 Hours)
Prerequisite: Permission of the instructor is required for all non-majors. This course is the study and application of the methods and techniques used by the stage manager in all phases of the production process. The class is structured to mirror the production process beginning with pre-production and moving through auditions, rehearsals, production meetings, performances and strike. Particular focus is given to the stage manager’s role as the communication and organizational hub of the production in each phase of the process. In addition to class assignments, students are required to serve as stage managers, assistant stage managers or production assistants in a realized production from the semester’s production schedule.

TPA 1603
STAGE MANAGEMENT PREPARATION AND PRACTICE ♦
(1 Credit - 2 Hours)
Prerequisite: TPA 1600 Stage Management. Building on the foundation skills developed in TPA 1600, this course provides continued instruction and practical application in stage management techniques and methods. Through the focus of a selected stage management project students are mentored to apply skills acquired in the previous class to the practical problems of one or more productions. The class places particular emphasis on problem solving, written and verbal communication, use and organization of the production book, and time-management skills. Resumes, stage management kits, and sample books are also covered. May be repeated 2 times for credit.

TPA 2060
PRINCIPLES OF SCENIC DESIGN ♦
(3 Credits - 3 Hours)
Prerequisite: TPA 1208 or permission of instructor. An introduction to beginning design techniques. The course includes design process, research, design development, sketching, ground plan, perspective, rendering and model building.

TPA 2077
SCENE PAINTING ♦
(3 Credits - 3 Hours)
The study and application of stage scenery painting techniques. Involves equipment, preparation, color mixing, faux finish techniques, and lay-out. May be repeated 2 times for credit.

TPA 2083
SPECIAL PROBLEMS IN PRODUCTION/DESIGN ♦
(1 - 3 Credits)
A directed study in the area of Production/Design that provides for independent work related to the profession. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit.

TPA 2091
ADVANCED DESIGN ♦
(1 Credits - 3 Hours)
Prerequisite: TPA 1090. Development of the design process through projects focused on analysis, design theory, concept development, and costume rendering. Emphasis is placed on the creative development, visualization and communication of design ideas and their execution. May be repeated 2 times for credit.

TPA 2220
LIGHTING DESIGN ♦
(3 Credits - 3 Hours)
Prerequisite: TPA 1200, or TPA 1202, or permission of the instructor. An introduction to the design and use of light on stage. Coursework includes experimentation with properties of light, research and script analysis in regards to light design and application, practical work with stage lighting instruments and programming control boards, drafting the plot and developing lighting paperwork, and the development of lighting techniques for theatre and dance.

TPA 2290L
THEATER PRODUCTION LABORATORY ♦
(1 Credit - 6 Hours)
Prerequisite: TPA 1200. The development of practical work in the various areas of theatrical production including pre-production and running
crew assignments. May be repeated 2 times for credit.

TPA 2332
COSTUME CONSTRUCTION II + ◆
(3 Credits - 3 Hours)
Prerequisite: TPA 1230 or permission of instructor. A continuation of the study of costume construction techniques with an emphasis on patterning and constructing garments for specific stage productions and advanced costume crafts.

THEATER

THE 1020
INTRODUCTION TO THEATER HISTORY + ◆
(3 Credits - 3 Hours)
A survey of the structures and production practices and of the ideas behind them from the Golden Age of Greece to the present with reference to significant periods, plays, and playwrights.

THE 1925
PLAY PRODUCTION ◆
(1 Credit - 2 Hours)
Prerequisite: TPP 1810 with a grade of “C” or higher. A.A. students must have permission of the instructor. Scene study. Utilizing selections from contemporary plays, the focus of the course is placed upon character-to-character relationships within the context of a scene.

THE 2300
DRAMATIC LITERATURE ◆
(3 Credits - 3 Hours)
Using Aristotle’s Poetics as a foundation for script analysis, the class analyzes selected masterpieces of dramatic literature from a wide variety of genres. Focusing on modern works, the class examines the relationship between the theatre and the society which shapes it by exploring the historical and social contexts in which the playwrights were working.

TPP 2100
INTRODUCTION TO ACTING + ◆
(3 Credits - 3 Hours)
A survey course for non-acting majors in methods and acting techniques used to develop and perform a role from the text.

TPP 2110
ACTING I ◆
(3 Credits - 6 Hours)
Prerequisite: TPP 2111 with a grade of “C” or higher. A.A. students must have permission of the instructor. Scene study. Utilizing selections from contemporary plays, the focus of the course is placed upon character-to-character relationships within the context of a scene.

TPP 2111
ACTING II ◆
(3 Credits - 6 Hours)
Prerequisite: TPP 2110 with a grade of “C” or higher. Continued work on the creative process of character development through lecture and applied studio techniques.

TPP 1120
IMPROVISATION FOR THE THEATER ◆
(3 Credits - 3 Hours)
Prerequisite: TPP 2100 or TPP 2110 or permission of instructor. This class explores the use of creativity and imagination engaging the actor in a wide variety of performance styles and character situations in a laboratory setting.

TPP 2118
ACTING III ◆
(3 Credits - 6 Hours)
Prerequisite: TPP 2111 with a grade of “C” or higher. A.A. students must have permission of the instructor. Scene study. Utilizing selections from contemporary plays, the focus of the course is placed upon character-to-character relationships within the context of a scene.

TPP 2119
ACTING IV ◆
(3 Credits - 6 Hours)
Prerequisite: TPP 2111 with a grade of “C” or higher. Beginning with an examination of the nature of “style” itself, this course presents actors with an approach to tackling the challenges of the period text. Techniques for unlocking the particular style of a text are explored and then applied to the performance of selected scenes from several different periods: Greek, Elizabethan and Comedy of Manners. The course identifies and provides solutions for the acting challenges specific to each of these styles. Additionally, the class explores how the techniques learned in approaching these styles can be more widely applied to other non-realistic styles of theatre.

TPP 1510
STAGE MOVEMENT FOR THE ACTOR ◆
(3 Credits - 3 Hours)
Development of the kinesthetic awareness and skills necessary for actor’s to function successfully in rehearsal and performance. The class uses a variety of physical skills and exercises to develop the actor’s sense of balance, relaxation, coordination, and control. Basic stage combat techniques are also introduced.

TPP 1710
STAGE VOICE I + ◆
(3 Credits - 3 Hours)
Analysis, interpretation, and presentation of selections from various types of literature, including narrative prose, poetry, and drama.

TPP 1810
STAGE SPEECH I ◆
(3 Credits - 3 Hours)
This class provides actors the foundation skills necessary to care for and develop the full potential of their speaking voice. The physical mechanisms of speech and the corresponding vocabulary are identified. Core breathing techniques are introduced and explored. Proper articulation of speech sounds is emphasized through ongoing drills and exercises. Habits, techniques and concepts introduced in this class will be developed further in subsequent speech courses.

TPP 1811
STAGE SPEECH II ◆
(3 Credits - 3 Hours)
Prerequisite: TPP 1810 with a grade of “C” or higher. Building on the foundation skills and vocabulary introduced in TPP 1810, is a continuation of the development of the actor’s voice to its full potential. First, the international phonetic alphabet is introduced and used to diagnose particular regional speech sounds that interfere with the actor’s ability to present a standard American dialect. Second, the elements of a vocal warm-up are introduced, and students prepare warm-ups tailored to the needs of their own voices. The third component of the class explores how to present effective cold readings. Students are challenged with readings from a variety of genres and gain practical experience presenting them before the class.
TPP 2141
ACTING IN SHAKESPEARE ♦
(3 Credits - 3 Hours)
Prerequisite: TPP 2111 with a grade of “C” or higher, or permission of the instructor. An introduction to the concepts, principles, and skills needed to bring the characters of Shakespeare to life on the stage. Following the precepts of John Barton in Playing Shakespeare, this course focuses on how to use the hidden directions given by Shakespeare in the text to unlock character choices. Specific analysis techniques and poetic terminology are introduced and examined as they relate to characterization. Application of these techniques will be presented in several performances of Shakespearean scenes and monologues.

TPP 2220
AUDITION TECHNIQUES ♦
(3 Credits - 3 Hours)
Prerequisite: TPP 2111 with a grade of “C” or higher or permission of the instructor. This class is built on the following premise: successful auditions begin with a clear understanding of the casting process and the development of a healthy relationship to that process. Starting with selecting successful material, the class moves chronologically through each phase of the audition experience with a focus on practical preparation. All of the “business” aspects of auditioning will be covered including resumes, headshots, interviews, unions and self-management. To demonstrate mastery of the material, each student will prepare and perform a well-rounded audition package selected to highlight his or her unique strengths.

TPP 2260
ACTING FOR THE CAMERA ♦
(3 Credits - 3 Hours)
An approach designed for the actor to meet the demands of working in television or film.

TPP 2300
PLAY DIRECTING ♦
(3 Credits - 3 Hours)
Prerequisite: Permission of instructor. The fundamentals of play direction. Exploring elements of interpretation and the techniques used to transfer the directorial idea into the practical terms of composition, picturization, movement, rhythm, and stage business.

TPP 2812
STAGE SPEECH III ♦
(3 Credits - 3 Hours)
Prerequisite: TPP 1811 with a grade of “C” or higher. Special and advanced work in the interpretation and presentation of various forms of literature, particularly classical selections.

TPP 2803
STAGE SPEECH IV ♦
(3 Credits - 3 Hours)
Prerequisite: TPP 2812 with a grade of “C” or higher. Study of regional and foreign dialects for character impersonation.

TPP 2280
SPECIAL PROBLEMS IN ACTING ♦
(1 - 3 Credits)
Designed to provide individual investigation into an area of acting of particular interest or need to the student. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit.
Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS Web site at http://scns.fldoe.org.

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

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

**GENERAL RULE FOR COURSE EQUIVALENCIES**

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

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets at 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, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credits for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

**THE COURSE PREFIX**

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

**AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES**

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent.

**EXAMPLE OF COURSE IDENTIFIER**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>English Composition</td>
<td>Lower (Freshman) Level at this institution</td>
<td>Freshman Composition Skills</td>
<td>Freshman Composition Skills I</td>
<td>No laboratory component in this course</td>
<td></td>
</tr>
</tbody>
</table>

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**SJR STATE CATALOG 2011 - 2012**
equivalent to courses offered at the receiving institution, including
equivalency of faculty credentials, regardless of the public or non-
public control of the previous institution. The Department of Edu-
cation shall ensure that credits to be accepted by a receiving institu-
tion are generated in courses for which the faculty possess credentials
that are comparable to those required by the accrediting association
of the receiving institution. The award of credit may be limited to
courses that are entered in the statewide course numbering system.
Credits awarded pursuant to this subsection shall satisfy institutional
requirements on the same basis as credits awarded to native students.

**EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY**

Since the initial implementation of the SCNS, specific disci-
plines or types of courses have been excepted from the guarantee of
transfer for equivalent courses. These include varying topics courses
that must be evaluated individually, or applied courses in which the
student must be evaluated for mastery of skill and technique. The
following courses are exceptions to the general rule for course equiva-
lencies and may not transfer. Transferability is at the discretion of the
receiving institution.

A. Courses not offered by the receiving institution.

B. For courses at non-regionally accredited institutions,
courses offered prior to the established transfer date of
the course in question.

C. Courses in the _900-999 series are not automatically
transferable, and must be evaluated individually. These
include such courses as Special Topics, Internships,
Apprenticeships, Practica, Study Abroad, Thesis and
Dissertations.

D. College preparatory and vocational preparatory courses.

E. Graduate courses.

F. Internships, practica, clinical experiences and
study abroad courses with numbers other than those
ranging from 900-999.

G. Applied courses in the performing arts (Art, Dance,
Interior Design, Music, and Theatre) and skills courses in
Criminal Justice (academy certificate courses) are not
guaranteed as transferable. These courses need evidence of
achievement (i.e., portfolio, audition, interview, etc.).

**COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS**

The Statewide Course Numbering System makes available on its
home page (http://scns.fldoe.org) a report entitled “Courses at Non-
regionally Accredited Institutions” that contains a comprehensive
listing of all nonpublic institution courses in the SCNS inventory,
as well as each course’s transfer level and transfer effective date. This
report is updated monthly.

Questions about the Statewide Course Numbering System and
appeals regarding course credit transfer decisions should be directed
to the Vice President for Research and Institutional Effectiveness in
the B Building, Room B14 or the Florida Department of Educa-
tion, 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 of-
office at (850) 245-0427 or via the Internet at http://scns.fldoe.org.
COURSES IN ORGANIZATIONAL MANAGEMENT

BUL 3130
Legal, Ethical and Social Aspects of Business
(3 Credits - 3 Hours)
This course explores the nature of legal, ethical, and societal environments of business. Emphasis is placed on business’s social, legal, political, and ethical responsibilities to both external and internal groups in business. Topics include corporate social responsibility, legal, political and ethical aspects of business, state and federal laws, contracts, intellectual property, employment law, product liability, safety issues, and environmental regulation.

CGS 4362
Organization and Information Technology Systems
(3 Credits - 3 Hours)
This course provides students with an understanding and practical application in the use of electronic information systems, including organizational management of such systems. Topics will include management software, data collection, analysis, reporting and distribution, and processes for evaluating software and hardware to determine what will meet the varying needs of the organization.

DSC 3038
Preparation and Response for Terrorism
(3 Credits - 3 Hours)
This course will explore the increased awareness of terrorism around the globe. Students will study the instituting of meaningful preventative measures while significantly increasing preparedness levels. The course will also focus on the aspects of response techniques and the development and implementation of emergency management and recovery plans are explored.

DSC 3079
Foundations of Public Safety
(3 Credits - 3 Hours)
This course will explore the history of public safety including the roles of law enforcement, fire services and emergency management. It will examine the evolution of homeland security and the agencies involved along with the implementation requirements and evaluation of Public Safety program effectiveness. Students will learn to research program need, budgetary requirements for program implementation and measure crime reduction and prevention effectiveness.

DSC 3564
Homeland Security Threat Strategy
(3 Credits - 3 Hours)
This course will provide the students with an understanding of the major issues associated with responding to terrorism in a democratic society. Students will learn techniques to measure, monitor and predict natural hazards. The course focuses on the threat of terrorism to the United States and presents skills necessary to develop programs to reduce losses from future disasters and other natural and man-made hazards by the use of threat analysis. The course will also assess the relative effectiveness of anti-terrorist activities.

FIN 3400
Financial Management
(3 Credits - 3 Hours)
Prerequisite: ACG 2021C Principles of Financial Accounting with a grade of C or better.
This is an introductory course in managerial finance in which the students gain a clear, basic understanding of the fundamentals of finance and its related decision-making. The course will cover all elements of organizational finance from budget development to finance management, and from procurement to accounting and auditing. A key component of the course will be the student’s preparation and presentation of an organizational budget.

GEB 3213
Advanced Business Communications
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of C or better.
This course emphasizes the basics of business writing while reviewing the various kinds of written business correspondence. Students are expected to integrate business decision making and analytical thinking skills into the content. Students must be able to determine solutions to problem-based exercises.

GEB 4891
Strategic Management and Decisions Making
(3 Credits - 3 Hours)
This course emphasizes strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, formulate goals and objectives, develop action plans, and evaluate the effectiveness of the outcome of the plan. Case studies are used to promote decision-making abilities.

HSA 3110
Introduction to Health Administration
(3 Credits - 3 Hours)
This course provides an introduction to the principles of health services administration. Emphasis is placed on health policy, planning, marketing, current health problems, personal health care services, bioethical decisions, and personnel. Contemporary issues and principles of health services administration, and the effects of shifts of economic, social, political, and technological forces that merge and coalesce to meet or fail to meet the changing health care and medical needs in the United States.

HSA 3113
U.S. Health Care Systems
(3 Credits - 3 Hours)
An overview of the varied types of health care facilities and health delivery systems operating in the United States, their purpose, organization, need in society, general function, and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics, and neighborhood health care centers are analyzed and discussed.
COURSE DESCRIPTIONS

HSA 3181
Health Care Administrative Management
(3 Credits - 3 Hours)
A study of the organizational functions of health care facilities. Emphasis is on federal and state legislation, regulation, licensure of facility and employees, accreditation, and environmental health and safety standards; and financial management.

HSA 3191
Health Care Automation/Technology
(3 Credits - 3 Hours)
A study of health information systems with focus on analysis of applications for information systems in the health care delivery system. Emphasis will be placed upon skills necessary to employ the methods used to evaluate a variety of information systems applications in the health care setting.

HSA 4170
Health Care Finance
(3 Credits - 3 Hours)
This course would familiarize the student with one of the primary responsibilities of health care managers -- financial management. This would prepare students entering middle management to be more effective and efficient in achieving the institution's goals.

HSA 4383
Continuous Quality Improvement/Risk Management Systems
(3 Credits - 3 Hours)
This course examines various current efforts to improve quality and efficiency of health care systems. Topics range from issues of medical error reduction, quality improvements in medical records, and utilization review, to models for continuous quality improvement in physician-health care worker-client relations.

HSA 4430
Health Care Economics
(3 Credits - 3 Hours)
This course will examine both the macro and microeconomic perspectives of health care. At the micro level, it will examine the production, marketing, distribution, pricing, and relative measures of quality of health care as it is delivered. Health care as both a public and private good will be examined contrasting and comparing private market delivery and pricing systems with the more socialistic approaches in many countries. Health care agencies and programs (Medicare, Medicaid, HMOs, PPOs, etc.) as well as topics such as the principle-agent problem, moral hazard and information problems on the demand side will be examined. On the supply side, issues such as managed care organizations, third-party payer systems, medical schooling, and malpractice insurance will be addressed. At the macro level, the course will examine the impact of health care practices on inflation, productivity, and the implications of an aging population on the national economy.

HSA 4850
Internship/Capstone Course
(3 Credits - 3 Hours)
Prerequisites: Senior standing or permission of the Dean. Designed to give the student direct experience in various health care settings. The experiential component allows the student an opportunity to apply newly acquired skills in an actual working situation. The areas from which students may choose are: hospitals, federal government, long-term care facilities, community health care centers, public health agencies, group practices, medical programs, volunteer agencies, mental health facilities, and others. There will be a comprehensive assessment to determine if individual students have met each of the articulated core student learning objectives.

ISM 4011
Information Systems Management
(3 Credits - 3 Hours)
This is a course designed to prepare students in the use of information technology in the business environment. Emphasis is placed on relationships of Management Information Systems and data processing to managerial decision-making in modern organizations. Software applications will be used for data collection and analysis in real-world making and problem solving.

MAN 3240
Organizational Behavior
(3 Credits - 3 Hours)
This course is a study of individual and group behavior in organizations. Students will develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and rewards, job design, work stress, power/politics, and organizational change and development.

MAN 3353
Management Theory and Practices
(3 Credits - 3 Hours)
This course examines management theory, relevant applications and cases, self-management, teamwork, global awareness, and communication for the development of management competencies.

MAN 4120
Leadership and Group Dynamics
(3 Credits - 3 Hours)
Discussion and application of leadership theories include skill formation to develop leadership abilities. Team building skills are emphasized to enhance leadership effectiveness. Students learn the importance of visioning in their organizations.

MAN 4162
Customer Relations for Managers
(3 Credits - 3 Hours)
This course examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

MAN 4301
Human Resource Management
(3 Credits - 3 Hours)
This course is a study of the functions of human resource management including recruitment, selection, benefits and compensation, performance evaluation, development of employees, and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed.

MAN 4342
Supervisory Skills
(3 Credits - 3 Hours)
This course focuses on the changing responsibilities of first-level supervisors and managers. An emphasis will be placed on diversity in the workplace, working effectively with unions, equal employment opportunity laws, and disciplinary policies and procedures. Additional topics will include high-quality management and organizations ethics and politics.

MAN 4504
Operational Decision Making
(3 Credits - 3 Hours)
This course focuses on operational decision-making management techniques to improve the process and productivity in organizations. Discussion of quality and outcomes, efficiency, forecasting, work-flow processes, inventory control, design of goods and services, waiting lines and critical path. Manage a project from beginning to end, including how to identify needs, and define, assign and track items is addressed.
MAN 4900
Capstone – Supervision and Management
(3 Credits - 3 Hours)
Prerequisites: Senior standing or permission of the Dean.
This course focuses on the integration of knowledge, skills and abilities learned in the program through a capstone project.

PAD 3223
Public Sector Budgeting
(3 Credits - 3 Hours)
This course examines the theory and practice of various approaches to budgeting, including line-item, performance, PPBS budgeting. Special emphasis is placed on the role of the budget in shaping the program, performance and policy direction of public organizations. In addition the analytical skills and administrative techniques employed by public budget analysis will be examined, focusing on the process of generating and using information.

PAD 3426
Public Sector Labor Relations
(3 Credits - 3 Hours)
This course examines the historical development of labor relations and collective bargaining in the public sector. Students will examine the impact of public employee unions on public personnel administration, specifically the interaction between labor and management. Participants will be provided with a practical framework from which public managers can address labor issues within the workplace.

PAD 4232
Grant Administration and Resource Development
(3 Credits - 3 Hours)
This course will explore and analyze the proposal-writing role in the resource development process. The student will be introduced to several concepts including researching alternative resources and funding opportunities, proposal writing, implementing and managing grants, developing community partnerships and collaborations, and becoming knowledgeable in policies and procedures related to public entities.

PAD 4878
Public Services Administration Capstone
(3 Credits - 3 Hours)
Prerequisites: Senior standing or permission of the Dean.
This course will afford the student an opportunity to observe and use analytical knowledge and research skills to define and confront a problem encountered by today’s public safety administrators. The student will complete a project dealing with a current public safety issue and make recommendations for implementation of a solution. This course will foster implementation strategies concluding in a process of promoting efficient and effective management in a public safety agency or the student’s chosen field of study. This course will examine the outcome of each student’s individualized leadership plan toward educational and career goals with a personal portfolio developed in the course Foundations of Public Safety Administration course to ensure attainment of program goals.

BACHELOR OF SCIENCE IN EARLY CHILDHOOD EDUCATION

EDF 3214
Human Development & Learning
(3 Credits - 3 Hours)
This course covers the various stages of human development, learning theories, and the application to teaching/learning situations. Identification and analysis of students’ academic, physical, cognitive, emotional, motivational, and social development is emphasized with a focus on the interaction between the role of the teacher and the needs and learning styles of their students.

EDF 3430
Measurement, Evaluation, & Assessment in Education
(2 Credits - 2 Hours)
This course explores the basic concepts of educational measurement, instructional objectives, and student assessment techniques. Teacher candidates will learn how to strengthen the learning process through classroom assessment techniques, the interpretation of standardized tests, and evaluation of student progress using measurement results.

EDG 3620
Curriculum & Instruction
(3 Credits - 3 Hours)
This course is an introduction to the field of curriculum and instruction. Teacher candidates will understand the principles of curriculum development and the use of instructional strategies. The foundation of this course will include the development, implementation, and evaluation of lesson plans appropriate to the specific ability level of the intended audience.

EDG 4410
Classroom Management & Communication
(2 Credits - 2 Hours)
This course provides strategies for creating a safe and stimulating learning environment that encourages positive social interaction and effective communication among members of the learning community. Emphasis is placed on attitudes, language patterns, values, and behaviors to support and maintain student learning as well as on-task behavior. Additionally, this course includes methods and strategies for consulting with other school professionals and the child’s family unit.

EEC 3404
Child, Family, & Community Partnerships
(3 Credits - 3 Hours)
This course focuses on the varying cultural contexts of young children and the development of positive collaborative relationships between teachers and families. This course guides the development of a parent involvement plan that includes effective ways to communicate with parents, conference with parents, and plan parent meetings. Additionally, this course will facilitate the development of and implementation of community involvement programs in early childhood settings.

EEC 4211
Integrated Mathematics & Science
(4 Credits - 4 Hours)
Prerequisite: EDG 3620. This course develops an understanding and integrated application of Science and Mathematical concepts for the appropriate stages of cognitive development of young children. Focus is given to exploring sequential math development, identifying how concepts are developed and acquired, and promoting the young children’s concept development through problem solving and assessing the child’s developmental level. Additional focus given to teaching science strategies using concept development, process of inquiry, planning for fundamental concepts in science including activities for young children at the appropriate stages of cognitive development, and utilizing appropriate current technology to support teaching and learning. This course includes a field experience component.

EEC 4212
Integrated Language Arts, Children’s Literature, Social Sciences
(5 Credits - 5 Hours)
Prerequisite: EDG 3620. This course develops the foundations and integrated application of language/emergent literacy, children’s literature, and social sciences for the appropriate stages of cognitive development of young children. Focus is given to exploring appropriate curriculum in language arts, children’s literature, and humanities with an emphasis on how learning experiences are integrated throughout the curriculum. Additional focus given to teaching strategies and activities for young children while utilizing appropriate current technology to support teaching and learning. This course includes a field experience component.
COURSE DESCRIPTIONS

EEC 4241
Integrated Music, Art, & Movement
(4 Credits - 4 Hours)
Prerequisite: EDG 3620. This course promotes the skills, concepts, creativity, and enjoyment in music, art, dramatic play, and movement to create expressive learning activities for young children. The role of the teacher includes instructional strategies for integration, assessment, and concept development to encourage growth and participation for all students. This course includes a field experience component.

EEC 4930
Senior Seminar
(2 Credits - 2 Hours)
Prerequisite: Senior Status. Co-requisite: EEC 4940. This seminar course, taken concurrently with EEC 4940, will meet for 2 hours every 2 weeks with college supervisor to discuss teaching/learning issues and develop the teacher candidate’s Early Childhood Education Teacher Portfolio.

EEC 4940
Student Internship
(10 Credits - 10 Hours)
Prerequisite: Senior Status. Co-requisite: EEC 4930. This course is a full day, full semester internship with placement in a pre-kindergarten, kindergarten, or primary grade during which the teacher candidates demonstrate the ability to apply knowledge, skills, and dispositions in authentic situations under the direction of a certified classroom teacher and college supervisor in an approved setting. Teacher candidates will plan, implement, and evaluate activities relevant to the classroom setting. Teacher candidates will be observed and evaluated by the college supervisor and classroom teacher.

EEX 3012
Educational Needs of Students with Exceptionalities
(3 Credits - 3 Hours)
This course provides an overview of students with specific educational needs and exceptionalities while focusing on characteristics, definitions, and prevalence of disabilities, the referral process, service delivery models, and the pedagogical approach of exceptional students. Teacher candidates will understand the history of, legal basis for, and contemporary issues in special education. Special attention will focus on the expectation that all students have learning strengths.

EEX 4604
Behavior Management for Special Needs & At-Risk Students
(3 Credits - 3 Hours)
Prerequisite: EEX 3012. This course covers the strategies and techniques necessary for managing the physical environment and behaviors of children with special needs. The emphasis of this course will focus on behavior management and consultation skills. Teacher candidates will apply knowledge to create and maintain an on-task, safe, and healthy learning environment for learning in the exceptional and inclusive classroom.

RED 3309
Early & Emergent Literacy
(3 Credits - 3 Hours)
This course will increase understanding of early literacy development and conditions, which promote total literacy from birth through lower elementary grades. Language theory and current research will shape informed practices regarding literacy development. Connections made among all aspects of literacy learning: Reading, writing, listening, speaking, and attitude development. Additionally, this course explores and develops related activities to foster a balanced, positive, constructive attitude towards literacy in young children. This course includes a field experience component.

RED 4511
Intermediate Literacy: Reading & Thinking
(3 Credits - 3 Hours)
Prerequisite: RED 3309. This course combines the theory and practice in teaching of reading/literacy in the elementary intermediate grades. Procedures for meeting individual differences, differentiated instruction, selected use of materials, and classroom organizations will be examined. This course includes a field experience component.

RED 4519
Diagnosis & Intervention in Reading
(3 Credits - 3 Hours)
Prerequisite: RED 3309. This course provides diagnostic and instructional interventions in Reading through formal and informal methods and materials used to identify Reading strengths and weaknesses of students. Emphasis is placed on diagnosis of reading problems, administration of assessments, evaluation of results, and planning instructional interventions to remediate reading deficiencies. This course includes a field experience component.

RED 4940
Final Reading Practicum
(1 Credit - 1 Hours)
Prerequisite: Senior Status. This course is the supervised Reading portion of the final internship to give clinical experience in Reading for the Pre-Service Teacher. This course provides clinical experience in increasing student reading performance through the utilization of appropriate strategies and materials. This course aligns to the Florida Reading Competencies, which include language development, cognition, research-proven best practices, and differentiated instructions. Teacher candidates will work directly with K-3 teachers and students in the public schools in large group, small group, and individual settings to connect all aspects of literacy instruction. This course includes a field experience component.

TSL 3080
Principles & Practices of ESOL I
(3 Credits - 3 Hours)
This course introduces issues, principles, theories, research, and best practices of teaching English to Speakers of Other Languages. The goal of this course is to develop the foundation of knowledge necessary to prepare educators to understand the concepts upon which second language acquisition are based in addition to the impact these concepts will have on instruction. This course includes a field experience component.

TSL 4081
Principles & Practices of ESOL II
(3 Credits - 3 Hours)
Prerequisite: TSL 3080. This course builds on TSL 3080 with the goal to link the theory and practice for effective teaching of ESOL (English Speakers of Other Languages). The course will emphasize methods, curriculum, and assessment of ESOL students. This course includes a field experience component.

BUSINESS

ACG 2021C
Principles of Financial Accounting
(3 Credits - 4 Hours)
Prerequisite: MTB 1103 or MAC 1105 with a grade of “C” or better, or satisfactory scores on the math placement exam at the college algebra level. The course is designed to familiarize the student with the theory, logic, and concepts used in financial accounting. Course content includes: journalizing, posting, preparing a trial balance, adjustments, corrections, and closing; preparation of the income statement, balance sheet, changes in owner’s equity and cash flow statement; current assets, inventory, long-term assets and liabilities; corporate capital structure, retained earnings and financial statement analysis. Emphasis is
ACG 2071
Principles of Managerial Accounting ◆
(3 Credits - 3 Hours)
Prerequisite: ACG 2021C with a grade of “C” or higher. This course is designed to familiarize the student with the theory, logic and concepts used in managerial accounting. Course content includes: job - order costing, process costing, cost-volume-profit relationships, departmental accounting, profit planning, standard costs, flexible budgets, decentralized operations, pricing, and capital budgeting decisions. Emphasis is placed on comprehension of managerial accounting principles and concepts in addition to mastery of accounting skills.

APR 2502
Payroll Tax Accounting
(3 Credits - 3 Hours)
Prerequisite: ACG 2021C with a grade of “C” or higher. This course is designed to familiarize the student with the various Federal and State reporting requirements, and the concepts, laws and theories behind such reporting. Course content includes calculating overtime, gross pay, Federal and State income tax withholding, FICA and Medicare withholding and other deductions from pay. The student will also learn to complete Federal forms I - 9, W - 4, W - 2, 1099 - MICS, 940EZ, 940 and 941 as well as State unemployment compensation reports.

BUL 1241
Business Law I ◆
(3 Credits - 3 Hours)
This is a study of the environment in which businesses operate. Consideration is given to legal and social constraints on business. The student is introduced to the judicial system; administrative, tort, and contract law; agency; business organizations; and governmental regulations.

BUL 2242
Business Law II ◆
(3 Credits - 3 Hours)
Prerequisite: BUL 1241. This is a study of legal concepts in the business and commercial setting. Substantive areas to be covered include personal property, sales, commercial paper, secured transactions, real property, and estates.

CGS 2104
Computer Accounting Applications *
(3 Credits - 3 Hours)
Prerequisite: ACG 2021C with a grade of “C” or higher. This course is designed to give students experience using a computerized accounting system to enhance knowledge gained in earlier accounting courses and prepare them for the job market. Students will gain practical knowledge in generating invoices, cash disbursements, cash receipts, inventory control, accounts payable journals, customer ledgers, vendor ledgers, job order costing, fixed asset depreciation, company set-ups, and Internet accounting services.

FIN 1100
Personal Finance ◆
(3 Credits - 3 Hours)
This course includes a study of budgeting, borrowing, financial institutions, family finance, home ownership, insurance, estate planning, and the buying and selling of stocks, bonds, and mutual funds. In addition, the correlation between education and income will be discussed.

FIN 1122
Principles of Financial Planning
(3 Credits - 3 Hours)
Prerequisites: FIN 1100 with a grade of “C” or better.
This course provides knowledge in the fundamental issues of personal financial planning. Course content includes objectives specified by the Certified Financial Planning Board of Standards, with an emphasis on the process of financial planning.

GEB 1011
Introduction to Business ◆
(3 Credits - 3 Hours)
This course is a study of business organization, management and ownership, wholesaling, retailing, advertising, international trade, employee training, compensation and labor relations, financing, risk and security markets, accounting and controls, business regulations, and taxes are included in this course.

GEB 2214
Business Communications
(3 Credits - 3 Hours)
Prerequisite: Test scores at the Composition I level or completion of ENC 0025 or ENC 1101 with a grade of “C” or higher. This course is a study of the underlying principles of written and oral business and application communications for today’s business world including letters, memos, and reports. Students will also practice oral communication with attention to posture, gestures and facial expression during the presentations.

GEB 2350
Introduction to International Business ◆
(3 Credits - 3 Hours)
This course provides an overview of the cultural environment of international business and the institutions which affect business today. International economic, political and trade issues are analyzed in the context of socioeconomic goals and policies of the nations involved. Additionally, the course will focus on the fundamentals of systems of payments, balance of trade, and management operations of multinational companies. The effects of contrasting political systems on international business relationships will also be examined.

GEB 2353
Cultural Diversity in International Business ◆
(3 Credits - 3 Hours)
This course is a special study of international business with an emphasis on cultural diversity. Cultural similarities and differences among developing and developed countries will be analyzed and evaluated. Additionally, the culture of a particular country, as it relates to international business, will be examined in depth annually.

GEB 2930
Special Topics-Capstone
(1-4 Credits - 1-4 Hours)
Prerequisite: Permission of the dean. This course is designed for students preparing to graduate and transition to employment and/or continuing education. Students will complete development of an online portfolio to include a cover letter, resume, work samples, and completion of an approved culminating project. Additionally, students will complete a job search related to their areas of interest and will apply for jobs prior to graduation.

MAN 1949
Cooperative Education Internship I
(1-3 Credits - 1-3 Hours)
This course provides a cooperative work experience opportunity for the student developed in conjunction with the student, employer, and coordinator. This course recognizes the informal educational process that occurs while employed. The student is responsible for obtaining his/her own employment. A minimum of 15 hours employment per week is required during fall and spring terms, and 30 hours per week for summer “A” and summer “B” terms. Evaluation is based on completion of the work experience, employer and coordinator evaluations, and assigned projects. The student is required to attend class only one time which is during the first week of classes for orientation.
MAN 2021
Principles of Management ♦
(3 Credits - 3 Hours)
Prerequisites: None. This is an introduction to the world of management with emphasis on the mid-manager. Topics include the fundamental knowledge base, including motivation, behavioral processes, group dynamics, organizational structure, systems, and change. The management processes reviewed include planning, leading, organizing and controlling and control. Emphasis is also placed on communication skills.

MAN 2300
Introduction to Human Resource Management ♦
(3 Credits - 3 Hours)
Prerequisites: None. This is an introduction to the role of human resource management. Topics include the personnel management system, maximizing employee potential, organizational behavior, labor management relations, remuneration, security, and assessment research. The course may include student projects and case studies.

MAN 2049
Cooperative Education Internship II
(1-3 Credits - 1-3 Hours)
Prerequisite: MAN 1949.
A continuation of MAN 1949.

MAR 2011
Principles of Marketing ♦
(3 Credits - 3 Hours)
Prerequisite: None. This is a study of basic marketing principles, theory, and functions of marketing. The course is designed to provide fundamental knowledge in the field, with the foundation necessary for further study in business or marketing.

MAR 2141 ♦
International Marketing
(3 Credits - 3 Hours)
This course focuses on marketing principles specific to international business settings. An emphasis is placed on the role of the marketing manager in the development of international marketing strategies for a variety of markets in diverse cultural and economic situations. The decision-making process in the areas of foreign market analysis, identifying target markets, product planning, product promotion, and channels of distribution is explored and analyzed.

MKA 2021
Personal Selling
(3 Credits - 3 Hours)
Prerequisite: None. This course is an introduction to the professional side of salesmanship. There is an emphasis on the role of salespeople in the free enterprise system, application of sales principles, components of the sales presentation, and an introduction to sales management, buying motives, customer approach, and sales techniques. Students are required to make a sales presentation.

MKA 2102
Retail Merchandising
(3 Credits - 3 Hours)
This course provides an introduction to management functions unique to retail store operations, store organization, and store location and layout. Additionally, low margin retailers, shopping centers, and merchandising of products is covered. An emphasis is placed on store operations.

MKA 2511
Advertising
(3 Credits - 3 Hours)
This course is a study of advertising as a marketing tool. It provides the knowledge of the modern advertising principles and practical application of media used in advertising from marketing, communications, consumer and legal viewpoints. Course activities will enhance skills in both advertising and personal selling. An emphasis will be placed on the creation of the message with creative design and development, media selection, sales promotion, and planning, coordinating, controlling and evaluating the market campaign.

MTG 1103
Business Mathematics
(3 Credits - 3 Hours)
Prerequisite: Satisfactory scores on the placement examination. This course is designed to give students an understanding and application of mathematical concepts to business activities and to increase competence in the fundamental business mathematical skills. Mastery of mathematical concepts and the solving of problems involved in business: payrolls, depreciation, bank statements, interest, discounts, notes, insurance, taxes, commissions, financial statements, business stocks and bonds, annuities, and statistical data.

OST 1355
Electronic Records Management ♦
(3 Credits - 3 Hours)
This course provides insight into the storage of records in business, both manual and electronic, with emphasis on ARMA rules of organization. MS Access software is used to update and manage files and create reports.

OST 1435
Legal Terminology
(3 Credits - 3 Hours)
This course is designed to give meaning to terms used in the legal profession and in business documents. Students learn the terminology naturally through reading about the law, use of the terms in preparing documents and completing course assignments.

OST 1461
Medical Office Procedures
(3 Credits - 3 Hours)
Prerequisite: CGS 1100 Microcomputer Application Software with a grade of “C” or higher. This course prepares students to integrate general office competencies in a medical environment.

OST 1581
Professional Development in the Work Environment
(3 Credits - 3 Hours)
This course is designed to provide techniques for the development of people skills essential for job success. Topics include developing a professional image, ethics, time management, human relations and communications skills, organizational dynamics, employability skills, conflict management skills, and money management.

OST 1764
MS Word for Windows ♦
(3 Credits - 3 Hours)
Prerequisite: None. NOTE: Microsoft Word 2007 is used in this course. Students should have some experience using a computer/keyboard. This course is designed to teach principles, concepts and procedures in developing effective and appropriate documents. Emphasis is placed on effectively using MS Word commands to create, transcribe, store, and print documents.

OST 2431
Legal Office Procedures with Transcription
(3 Credits - 3 Hours)
Prerequisite: OST 1435 with a grade of “C” or higher. This course is a study in legal office procedures with a focus on the preparation of legal documents and transcription. The course includes a review of the appropriate use of communication technology, law office structure and organization, and professional relationships.
OST 2611
Medical Transcription I *
(3 Credits - 3 Hours)
Prerequisite: HSC 1531 with a grade of “C” or higher. This is a study in medical office procedures with a focus on the preparation of medical documents and transcription. Students produce a variety of medical reports typical of an entry-level medical transcriptionist. Basic knowledge, understanding, and skills are developed through transcription of a variety of medical reports. Significant independent work is done by the student.

OST 2612
Medical Transcription II
(3 Credits - 3 Hours)
Prerequisites: OST 2611 with a grade of “C” or higher. This is an advanced study of the medical transcription processes of hospitals and ambulatory health care settings through a hands-on approach. Emphasis is placed on developing the transcriptionist’s “ear” with a resultant increase in speed and accuracy. Style guidelines of the AAMT are emphasized. Medical vocabulary is expanded with a special emphasis on disease processes, surgical procedures, and diagnostic and pharmacological treatments.

OST 2773
Advanced Word Processing *
(3 Credits - 3 Hours)
Prerequisite: OST 1764 with a grade of “C” or higher. This course is designed to teach students how to produce complex documents using advanced word processing functions. Some activities include creating styles, outlines, templates, electronic forms, macros, indexes, and tables of contents. Microsoft Word 2007 is used in this course.

OST 2850
Microsoft Office Professional * +
(3 Credits - 3 Hours)
Prerequisite: CGS 1100 with a grade of “C” or higher. This is a project-based course with a focus on advanced projects that integrate Microsoft Word, Excel, Access, PowerPoint and Outlook 2007.

RMI 2110
Personal Insurance Planning *
(3 Credits - 3 Hours)
The course includes methods of analysis in handling personal risk exposures, including insurance coverage alternatives. Integration of life, health and accident, property and liability, profit-sharing, and private and governmental insurance and pension programs are also included.

RMI 2212
Personal and Business Property Insurance *
(3 Credits - 3 Hours)
This course provides an overview of personal and business property risks and coverages which may be used in dealing with these risks, including the underwriting, marketing and social problems associated with these coverages. Additional topics include commercial and residential fire insurance, inland marine and transportation coverages, and multi-peril contracts.

RMI 2662
Introduction to Risk Management and Insurance *
(3 Credits - 3 Hours)
This course is an introduction to the principles, practices, and economics of insurance. Topics include fire, life and casualty contracts, and various types of business and contingency risks.

TAX 2002
Small Business and Individual Taxes
(3 Credits - 3 Hours)
Prerequisite: ACG 2021C with a minimum grade of “C.”
This course provides students with knowledge of United States income taxation as it relates to small businesses and individuals. An historical perspective is presented, as well as the Internal Revenue Code and the impact on small business and individuals.

COMMUNICATIONS

AML 2010
American Literature I *
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. AML 2010 is a study of selected American writers and literary trends from colonial times to the mid-19th century. AML 2010 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

AML 2020
American Literature II *
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. AML 2020 is a study of selected American writers and literary trends from mid-19th century to the present. AML 2020 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

AML 2601
African-American Literature I *
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. AML 2601 is a study of African-American literature that reflects the rich tradition of published writings created by African-American authors. In the course, students discover a variety of African-American literary genres and themes from the earliest documented records to contemporary African-American culture. This course emphasizes terminology and literary constructs necessary for the students to read and understand text, materials and written dialogues of African-American writers. The development of appropriate skills and techniques enabling students to review and analyze written works, such as narrative, poetry, short story, and novel are stressed. AML 2601 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ASL 1140
American Sign Language I *
(4 Credits - 4 Hours)
This course is an introduction to the linguistic structure and conceptual vocabulary of American Sign Language as used by deaf adults. This course will emphasize the development of American Sign Language skills including receptive and expressive conversational skills.

ASL 1150
American Sign Language II *
(4 Credits - 4 Hours)
Prerequisite: ASL 1140 with a grade of “C” or higher. ASL 1150 is a continuation of American Sign Language I and will emphasize intermediate level sign vocabulary, increasingly complex grammatical constructions, idioms, inflectional usage, and the development of intermediate receptive and expressive conversational American Sign Language skills.

CHI 1120
Elementary Chinese I *
(4 Credits - 4 Hours)
This beginning course consists of the fundamentals of Chinese speech and grammar, taught by integrating the basic communication skills of hearing, understanding, speaking, reading, and writing.

CHI 1121
Elementary Chinese II *
(4 Credits - 4 Hours)
Prerequisite: CHI 1120. This course is a continuation of Elementary Chinese I.
CRW 2001  
Creative Writing I ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. An intensive course in the writing of short fiction (with brief attention to the writing of poetry and drama) of publishable quality. CRW 2001 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENC 1101  
Composition I ◆
(3 Credits - 3 Hours)
Prerequisite: Satisfactory score on entry level placement tests or completion of ENC 0025 and REA 0017 with grades of “C” or higher. ENC 1101 is a course in paragraph and essay writing, incorporating some review of basic grammar. Students will learn to write essays that are unified, coherent, and grammatically correct. An exit grade of “C” or higher is required. ENC 1101 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENC 1101  
Honors Composition I ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and satisfactory score on entry level placement tests or completion of ENC 0025 and REA 0017 with grades of “C” or higher. ENC 1101 is a course in paragraph and essay writing, incorporating some review of basic grammar. Students will learn to write essays that are unified, coherent, and grammatically correct. Emphasis is placed on descriptive, persuasive, and argumentative writing. Students will write a documented research paper. Students will make an oral presentation. An exit grade of “C” or higher is required. ENC 1101 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENG 2100  
Film as Narrative Art ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of “C” or higher. An introduction to film as it reflects and shapes 20th and 21st century cultures. Stress is placed upon critical analysis of film’s narrative structure and how that structure draws from and expands upon literary narrative. The course will also present students with an overview of film history and acquaint them with basic film techniques. ENG 2100 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

FRE 1120  
Beginning French I ◆
(4 Credits - 4 Hours)
This course stresses the development of communicative and functional language use at the beginning level. This course gives the student the opportunity to develop a basic ability to read, write, speak, and comprehend modern French.

LAT 1120  
Beginning Latin I ◆
(4 Credits - 4 Hours)
This is an introductory course in the basics of classical Latin. This course gives the student the opportunity to develop the ability to read, write, and translate Latin.

LIS 2004  
Introduction to Internet Research ◆
(1 Credit - 1 Hour)
A hands-on course for beginners which focuses on information resources available through the Internet. Students will learn how to design effective search strategies, retrieve, evaluate, and cite Internet sources.
LIT 2000
Introduction to Literature ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. A study of literary techniques, conventions, and genres undertaken as a foundation for writing about literature. Training is given in the planning, organization, and writing of critical papers. Emphasis is placed on effective style and methods of research. An exit grade of “C” or higher is required. LIT 2000 is a Gordon Rule writing course as defined by SBE Rule 6A - 10.030.

LIT 2000
Honors Introduction to Literature ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher and admission to the SJR State Honors Program. A study of literary techniques, conventions, and genres undertaken as a foundation for writing about literature. Training is given in the planning, organization, and writing of critical papers. Emphasis is placed on effective style and methods of research. An exit grade of “C” or higher is required. LIT 2000 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion and student participation.

LIT 2110
World Literature I ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. LIT 2110 is a study of selected masterpieces of oriental and European literature through the period of the Renaissance. LIT 2110 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

LIT 2120
World Literature II ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. LIT 2120 is a study of masterpieces of European and American literature from neoclassic times to the present. LIT 2120 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

LIT 2330
Children’s Literature ◆
(3 Credits - 3 Hours)
Prerequisite: Completion of ENC 1102 with a grade of “C” or higher. An intensive course in the writing of children’s literature with attention to creating publishable quality student works. The student will be introduced to works by various children’s literature authors and illustrators. LIT 2330 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

REA 1105
College Reading and Study Skills ◆
(3 Credits - 3 Hours)
Prerequisite: REA 0017 with a grade of “C” or higher or satisfactory score on placement test. A course designed to strengthen comprehension and vocabulary at the college level and to enhance academic success. Literacy and critical thinking and comprehension skills are stressed, as well as vocabulary development, study skills, and reading rate.

REA 1505
College Vocabulary Study ◆
(1 Credit - 2 Hours)
Prerequisite: REA 0017 with a grade of “C” or higher or satisfactory score on placement test. A course designed to strengthen vocabulary, and thereby reading comprehension, at the college level and to enhance academic success. Latin and Greek word parts, context clues, advanced dictionary usage, and the study of content area terms and concepts are stressed.

REA 2205
Critical Reading and Thinking ◆
(3 Credits - 3 Hours)
Prerequisite: REA 1105, REA 1505, or ENC 1102 with a grade of “C” or higher or satisfactory score on placement test. Designed for intermediate and advanced level readers, this course will offer critical reading and thinking strategies required for handling college level course work. Emphasis will be placed on analytical reasoning and interpretation of advanced reading assignments. Students will acquire techniques to assess valid and invalid support for arguments.

SPC 1608
Fundamentals of Speech ◆
(3 Credits - 3 Hours)
A course designed to help students improve oral communication. Practice accompanied by student critiques and to self-evaluate assets and identify faults to be overcome. Attention given to effective posture, gesture, expression, and movement. Assignments are made to emphasize importance of organization, clarity, interest, and persuasion.

SPC 2511
Debate and Argumentation ◆
(3 Credits - 3 Hours)
Prerequisite: SPC 1608 with a grade of “C” or higher. This course is designed to elevate the basic skills of speaking and reasoning to a level appropriate for intercollegiate debate. Exercises will focus on critical thinking, argumentation, and refutation. Students will study the classical theories of Aristotle and Cicero and apply the basic precepts of argumentation in formalized debate.

SPN 1015
Conversational Spanish ◆
(3 Credits - 3 Hours)
A course for those who have little or no knowledge of Spanish. The course includes the development of basic skills in listening, speaking, reading, and writing. Communicative competence is stressed.

SPN 1120
Foundations of Spanish I ◆
(4 Credits - 4 Hours)
A course for those who have little or no knowledge of Spanish. The course includes the development of basic skills in listening, speaking, reading, and writing. Communicative competence is stressed.

SPN 1121
Foundations of Spanish II ◆
(4 Credits - 4 Hours)
Prerequisite: SPN 1120 with a grade of “C” or higher or permission of the Dean of Arts and Sciences. A continuation of SPN 1120.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY

Many computer courses require the use of content specific software. Please be sure you have access to the software to be successful in courses in which it is required. Microsoft Office 2007 is required for many business and computer courses.

CAP 2023
Introduction to Game Programming
(3 Credits - 3 Hours)
Prerequisite or Corequisite: COP 1000 with a grade of “C” or higher. During this course students will complete a ready-to-play game. This is a fast-paced, hands-on class to introduce the student to programming essentials, scripting, networking, gui, textures, and skins. Students program client and server modules; users interface; animate 3D characters,
vehicles, terrains, and environments; program sound and music; and finally play test the finished game.

CET 1071
Introduction to Telecommunications *
(3 Credits - 4 Hours)
Prerequisite: CET 1600C with a grade of “C” or higher. This course provides an overview of voice and data communications, services, networks and equipment needed for the telecommunications industry. Telecommunications equipment from basic analog and digital through T1 services, including FDDI (fiber distributed data interface) will be covered.

CET 1178C
Computer Hardware Support Essentials *
(3 Credits - 4 Hours)
Prerequisite: CGS 1060 or CGS 1100 with a grade of “C” or higher. This course provides students with the knowledge needed to support users of personal computers in an organization. It focuses on the hardware dimension. Students are taught the skills needed to service, troubleshoot, diagnose and repair computer hardware and peripherals. Lab work includes hands on disassembly, diagnosis and repair, and reassembly of personal computers. This course prepares students for the CompTIA A+ hardware certification.

CET 1600C
Network Fundamentals *
(3 Credits - 4 Hours)
Prerequisite: CGS 1060 and CGS 1100 with a grade of “C” or higher. This course provides the knowledge needed to support local and wide area networks in an organization. It introduces students to software and hardware used to implement modern data communications networks. The course includes topics: network architecture, network protocols, IP addressing, subnetting, the Cisco router user interface, switching technologies and the IP routing process. This course prepares the student for the Cisco Certified Network Associate (CCNA) certification. This course replaces CNT 2500 and CDA 2500.

CET 2179C
Computer Software Support Essentials *
(3 Credits - 4 Hours)
Prerequisite: CGS 1560C with a grade of “C” or higher. This course provides students with the knowledge needed to support users of personal computers in an organization. It focuses on the software dimension, both operating systems and applications. Students are taught the skills needed to service, troubleshoot, diagnose and correct Windows operating system problems. Lab work includes hands on work with several versions of Microsoft Windows operating systems. This lab work includes updating and installation of patches and service packs as well as updating application and utility software. This course prepares students for the CompTIA A+ Software certification. This course replaces CET 2174C.

CET 2556C
Structured Cabling Systems *
(3 Credits - 4 Hours)
Prerequisite: CGS 1600C with a grade of “C” or higher. This course provides the knowledge needed to design, install and troubleshoot structured cabling systems. Hands-on experience working with copper and fiber optic media is provided. The course covers standards, codes and latest information on emerging trends in LAN/WAN cabling systems.

CET 2565C
Introduction to Server Operating Systems *
(3 Credits - 4 Hours)
Prerequisite: CGS 1560C with a grade of “C” or higher. Prerequisite or Corequisite: CET 1600C. This course covers the major concepts and mechanisms of server operating system administration. Installation, updating and maintaining, creating and administering user accounts, group accounts, group policies and print services will be covered. The latest version of Microsoft’s Windows Server operating system will be used.

CET 2610C
Routing Protocols and Concepts *
(3 Credits - 4 Hours)
Prerequisite: CET 1600C with a grade of “C” or higher. This course provides the knowledge needed to support local and wide area networks in an organization. It introduces students to software and hardware used to implement modern data communications networks. The course includes these topics: router architecture, static and dynamic routing protocols, distance vector and link state routing protocols to include; RIP versions 1 and 2, EIGRP, and OSPF, Classless Interdomain Routing (CIDR) and Variable Length Subnet Masking (VLSM), the Cisco router command line (CLI) user interface, switching technologies and the IP routing process. This course is the second in a four course sequence designed to prepare students for the Cisco Certified Network Associate (CCNA) certification. This course replaces CET 2605C.

CET 2615C
LAN Switching and Wireless *
(3 Credits - 4 Hours)
Prerequisite: CET 2610C with a grade of “C” or higher. This course is designed to prepare students to understand and apply LAN switching and wireless concepts. Some of the topics covered include the switched LAN architecture, basic switch concepts and configuration, Virtual LANs (VLANs), VLAN Trunking Protocol (VTP), Spanning Tree Protocol (STP); Intern-VLAN routing, and basic wireless concepts and configuration. This course is the third in a four course sequence designed to prepare students for the Cisco Certified Network Associate (CCNA) certification. This course replaces CET 2622C.

CET 2620C
Accessing the WAN *
(3 Credits - 4 Hours)
Prerequisite: CET 2615C with a grade of “C” or higher. This course is designed to prepare students to understand and apply the concepts of Wide Area Networks. Topics covered include: WAN technology concepts and connection options, the Point to Point Protocol (PPP), frame relay, network security, Access Control Lists (ACLs), tele-worker services, IP addressing services and network troubleshooting. This course is the last in a four course sequence designed to prepare students for the Cisco Certified Network Associate (CCNA) certification. This course replaces CET 2622C.

CET 2660C
Network Security Essentials *
(3 Credits - 4 Hours)
Prerequisite: CET 1600C with a grade of “C” or higher. This course introduces all aspects of computer information and network security. Topics included are: risks and liabilities, types of attacks, access control and site security, firewalls, server and client security, cryptography, application program security, incident and disaster response and managing the security function.

CET 2880C
Data Forensics *
(3 Credits - 4 Hours)
Prerequisite: CET 2660C with a grade of “C” or higher. This course provides information on identifying inappropriate uses of corporate Information Technology resources, gathering electronic evidence of wrongdoing, securing corporate systems from further misuse, and protecting electronic evidence from intentional or accidental modification. Hands-on exercises are an integral part of the course.

CET 2883C
Attack Prevention and Detection *
(3 Credits - 4 Hours)
Prerequisite: CET 2660C with a grade of “C” or higher. This course provides the knowledge needed to support the information security re-
requirements for an organization. The course focuses on installing and managing firewalls and intrusion detection systems. The importance of implementing a strong security policy with the latest information technology is stressed. Students get hands-on practice installing proxy servers, firewalls and virtual private networks (VPNs).

**CGS 1060**
Introduction to Computer Concepts *◆◆✦
(3 Credits - 3 Hours)
This is a basic computer literacy course including the history of computing, an introduction to the internet and the World Wide Web, computer and data communications terminology, a survey of computer-related careers, and an overview of data processing, information systems technologies, and applications programming.

**CGS 1100**
Microcomputer Applications Software *◆◆✦
(3 Credits - 3 Hours)
This is an introductory, “hands-on” course providing students with the basic terminology and concepts to use a microcomputer (PC). Students will master the basic concepts of a Windows based operating system and microcomputer applications programs. Applications include word processing, spreadsheets, and database management programs using Microsoft Office 2007 software.

**CGS 1515**
Spreadsheet Concepts for Business *◆◆✦
(3 Credits - 3 Hours)
Prerequisite: CGS 1100 with a grade of “C” or higher. This course is an in-depth study of functions common to spreadsheet applications in the business environment. Topics include interactive spreadsheet design, financial functions, graphs, macros, menus, data import/export, and databases.

**CGS 1560C**
Microcomputer Operating Systems *✦
(3 Credits - 4 Hours)
Prerequisite: CGS 1060 or CGS 1100 with a grade of “C” or higher. This course is designed for the advanced microcomputer user. This course includes a study of functions common to microcomputer operating systems and their application to common problems in the business environment. Topics include data storage organization, data security, virus protection, task automation, and hardware management.

**CGS 2525**
Presentation Technology *◆◆✦
(3 Credits - 3 Hours)
This course is designed to teach the principles, concepts, and techniques involved in developing effective presentations with desktop presentation graphics (Microsoft PowerPoint). Emphasis will be placed on selecting and developing the appropriate presentation graphic media to deliver the message effectively to the audience using graphs, charts, paper, transparencies, slide shows or computer graphics.

**CGS 2545**
Database Concepts for Business *◆◆✦
(3 Credits - 3 Hours)
Prerequisite: CGS 1100 with a grade of “C” or higher. This course is an in-depth study of functions common to database applications in the business environment. Topics include database design, data maintenance, report generation, advanced reporting, mailing label generation, multiple databases, and elementary programming.

**CGS 2554**
Introduction to Electronic Commerce *✦
(3 Credits - 3 Hours)
This course is an introduction to electronic commerce technologies using the Internet. This course will address business through electronic commerce, business opportunities, and electronic commerce funds transfer.

It will include social, ethical, and political issues associated with electronic commerce. Students will create a simple e-commerce Web site.

**CGS 2811C**
Disaster Recovery Fundamentals *
(3 Credits - 4 Hours)
Prerequisite: CET 2660C with a grade of “C” or higher. This course provides the essential foundation for establishing policies and procedures for the recovery from various types of disasters affecting the information technology aspects of an organization. The topics covered in this course include disaster recovery policies and procedures, assessing risk, establishing responsibility for disaster recovery within the organization, training, and updating procedures.

**CGS 2820**
Web Page Design and Publishing *◆◆✦
(3 Credits - 3 Hours)
Prerequisites: COP 2822 with a grade of “C” or higher. This is a course in Web site and Web page development. Design and management principles are presented along with development tools. Students will design Web site architecture and implement Web pages using the techniques, languages, and tools presented in the class. Adobe software products will be used to meet course requirements.

**CGS 2871**
Multimedia *✦
(3 Credits - 3 Hours)
Prerequisite: Permission of program director. This course provides students with the opportunity to increase their knowledge in a content area related to emerging technologies or those of special interest to the student and instructor. Topics may vary from semester to semester.

**CIS 2321**
Information Systems
(3 Credits - 3 Hours)
Corequisite or prerequisite: CGS 1060 with a grade of “C” or higher. This course is designed to introduce students to the fundamental concepts of information systems, study, analysis, and design phases of the system development life cycle, current system documentation techniques, classical and high level fourth generation software tools/techniques, process flows, data flows, data structures, file design, input and output designs, and program specifications.

**COP 1000**
Introduction to Computer Programming *◆◆✦
(3 Credits - 3 Hours)
Corequisite or prerequisite: CGS 1060 with a grade of “C” or higher. Topics included in this introductory programming course are computer memory, structured programming, algorithm design, problem-solving, Pseudo-code, flow-charting techniques, operations, expressions, control flow, functions and arrays. Hands-on programming exercises in the C programming language with a focus in developing structured programming skills are emphasized.

**COP 2224**
Programming in C++
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of “C” or higher. This course will provide students with a working knowledge of object-oriented programming. Topics include: Creating and using Classes, Inheri-
Advanced Database Concepts in Programming * ◆◆
(3 Credits - 3 Hours)
Prerequisite: CGS 2545 with a grade of “C” or higher. This course is designed to familiarize individuals with modern database technologies. A series of database application projects using enterprise-wide database software. Topics include advanced database design, entity-relationship modeling, the Structured Query Language (SQL) including database DML and DDL functions, database query optimization, triggers, and elementary stored procedures.

Java Programming * ◆◆
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of “C” or higher. A hands-on course in programming with the Java language. Students will create Java applications with emphasis on object-oriented programming techniques. Topics include classes, class versus instance properties and methods, expressions, abstraction, encapsulation, arrays, the use of existing classes as provided in the current version of the Java API and the Unified Modeling Language class diagram notation.

Advanced Java programming * ◆◆
(3 Credits - 3 Hours)
Prerequisite: COP 2800 with a grade of “C” or higher. This is a hands-on advanced object-oriented programming course focused on object-oriented software design and Unified Modeling Language class diagram notation. Topics include inheritance, multiple inheritance, interfaces, polymorphism, graphical user interfaces, Applets, and the use of existing classes as provided in the current version of the Java API. Students will develop object-oriented software throughout the semester.

Web Page Authoring * ◆◆
(3 Credits - 3 Hours)
Corequisite or Prerequisite: CGS 1100 with a grade of “C” or higher. This course covers the use of browser software to search, navigate, and view World-Wide-Web (WWW) pages. Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) will be used in the creation of Web pages. Adobe software will be used to meet course requirements.

Web Programming Languages * ◆◆
(3 Credits - 3 Hours)
Prerequisite: COP 1000 and COP 2822. This is a survey course of the major languages used to build Web sites including XHTML, PHP, MySQL and other current scripting languages. Students will learn the basic history and syntax as well as fundamentals in programming techniques and applications. Adobe software products will be used to meet course requirements.

Introduction to Programming with Visual Basic.NET * ◆◆
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of “C” or higher. This course is an introduction to .NET programming. Topics include problem analysis, GUI design, coding, and testing, as well as the programming process and common software tools.

Linux Network Administration *
(3 Credits - 4 Hours)
Prerequisites: CET 1033C and CGS 2545C with a grade of “C” or higher. This course is designed to introduce the student to the Linux operating system. Topics include the Linux system architecture, shell scripting, Linux commands, and the use of the Linux command line. Students will learn how to install, configure, and manage a Linux system. This course will also cover topics such as network administration, security, and system monitoring.

Fundamentals of DC/AC Circuits *
(3 Credits - 4 Hours)
Prerequisite: MAT 1033 with a grade of “C” or higher or satisfactory test scores at the Intermediate Algebra level. This course covers the basic fundamentals, terminology, and applications used in the electronics industry. The topic coverage includes circuit theory principles, electronic components, transistor usage, amplifiers, power supplies, digital logic techniques, and electronic instruments.

Survey of Electronics *
(3 Credits - 4 Hours)
Prerequisite: EET 1033C with a grade of “C” or higher. This course introduces the basic electronics concepts, terminology, and applications used in the electronics field. Topics include circuit theory principles, electronic components, transistor usage, amplifiers, power supplies, digital logic techniques, and electronic instruments.

Many of these courses require the use of a flash drive for storage of ongoing coursework. AutoCAD 2007 software will be used in courses which require CAD instruction.
also introduced.

**BCN 1210**  
**Construction Materials**  
(3 Credits - 3 Hours)  
This course focuses on the sources, properties and methods for using construction materials. Instruction will help students develop an understanding of the sources, manufacturers, properties and uses of materials used in construction projects.

**BCN 1250C**  
**Principles of Architectural Drafting**  
(3 Credits - 4 Hours)  
This course is an introduction to basic manual drafting principles, with an orientation in the following areas: lettering scales, drawing lines, dimensioning objects, geometric construction, orthographic and isometric projections, perspective drawings, bearing line technique, contours, site plans, floor plans, typical wall sections, elevations, details, and schedules.

**BCN 1251C**  
**AutoCAD Residential Drawings**  
(3 Credits - 4 Hours)  
Prerequisite: CGS 1470C with a grade of "C" or higher. This course will offer fundamentals of residential construction drawing, techniques of architectural drawings, methods of representing plans, elevations, sections and details. This is an introductory course in the use of construction drafting instruments. Course content includes instruction in basic residential planning, and light construction principles of drafting, to include: wall sections, fireplaces, stairway details and small residential buildings. Drawings for the planning of heating and cooling systems, plumbing systems and home electrical systems will also be included in course instruction.

**BCN 1272**  
**Blueprint Reading**  
(3 Credits - 3 Hours)  
This course is designed to develop the ability to quickly interpret working drawings. An emphasis is placed on civil, architectural and structural details with limited coverage on mechanical and electrical aspects.

**BCN 2253C**  
**AutoCAD - Commercial Drawings**  
(3 Credits - 4 Hours)  
Prerequisite: CGS 1470C with a grade of "C" or higher. This course will emphasize construction details and light construction in light commercial applications. This course will also include steel construction practices and details and other light commercial practices. The student will provide details through the use of CAD.

**BCN 2780**  
**Special Topics - Capstone**  
(1-4 Credits - 1-4 Hours)  
Prerequisite: Permission of the Director. This course is designed for students preparing to graduate and transition to employment and/or continuing education. Students will complete development of an online portfolio to include a cover letter, resume, work samples, and completion of an approved culminating project. Additionally, students will complete a job search related to their areas of interest and will apply for jobs prior to graduation.

**BCT 1760**  
**Building and Zoning Codes**  
(3 Credits - 3 Hours)  
The Southern Standard Building Code and local zoning codes are included in the course content. There is a focus on laws governing the construction of buildings.

**CGS 1470C**  
**Introduction to AutoCAD**  
(3 Credits - 4 Hours)  
Topics include an introduction to computer aided drafting, techniques for creating CAD drawings, hardware and software concepts, basic commands, techniques and editing, printing and plotting.

**ETC 2207C**  
**Construction Estimating**  
(3 Credits - 3 Hours)  
This course is designed to develop construction project organization and management skills in contracting and construction. This includes estimating fundamentals such as take-off quantities, unit pricing, direct and indirect cost analysis. Scheduling, using network diagram and critical path determination, bar charts and resource analysis, and project control will be taught. Students will complete an estimate and schedule for a small construction project using computer based and manual resources.

**ETD 2395C**  
**3D-Modeling**  
(3 Credits - 4 Hours)  
Prerequisite: CGS 1470C with a grade of "C" or higher. Use of Architectural Desktop to do 3-D design and detailing of a building. Students will develop a set of working drawings, including floor plans, elevations, structural sections, electrical, plumbing, floor and roof systems, and rendered pictorial.

**ETD 2541C**  
**Site Planning and Design**  
(3 Credits - 4 Hours)  
Prerequisite: CGS 1470C with a grade of "C" or higher. This course introduces the student to site plans, laying out structure on a site, bearing angles, contours and site grading. This course is also a study of the methods and practices used in topographical mapping and drawing. Additionally, the methods and practices used in surveying are studied. This course requires knowledge of CAD.

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**CRIMINAL JUSTICE**

**CCJ 1020**  
**Introduction to Criminal Justice**  
(3 Credits – 3 Hours)  
Course provides an introduction to the historical and philosophical backgrounds and roles of the police, courts, and corrections and their relationships to each other as the components of the criminal justice system.

**CCJ 2500**  
**Juvenile Delinquency**  
(3 Credits – 3 Hours)  
An analysis of the criminal justice system as it relates to juveniles. Major topics include: police practices (such as detention, searches and interrogation) when dealing with juveniles, court procedure in juvenile cases and different theories of juvenile rehabilitation.

**CCJ 2647**  
**Organized Crime**  
(3 Credits – 3 Hours)  
This course explores criminality undertaken by groups of individuals strategically associated for the purpose of criminal activity. It’s designed to introduce students to an understanding of what organized crime is - its history, evolution and the criminal enterprises that make up organized crime. Attention is given to the cooperation between the government and organized crime as well as the legal response to this form of criminal activity. Theoretical explanations of organized crime are explored as well as the interplay between organized crime, terrorism, international crime and technology.
CJC 1000  
Introduction to Corrections ♦  
(3 Credits – 3 Hours)  
This course is intended to provide the student with a comprehensive overview of the history, philosophy and practices of corrections. Concepts to be considered will include punishment, imprisonment, probation, parole and treatment, organization and management of the institutions.

CJE 2112  
Police Administration ♦  
(3 Credits – 3 Hours)  
This course presents the principles of organization and administration in law enforcement including functions and activities, planning and research, public relations, personnel and training, inspection and control, records and communications and custody.

CJE 2202  
Crime and Delinquency ♦  
(3 Credits – 3 Hours)  
This course will provide the student with the opportunity to explore crime theories, crime causation, crime in the modern world, and future trends of criminology and delinquency. It will also serve as an introduction to deviant behavior especially as it relates to juvenile delinquency, control, and prevention.

CJE 2400  
Community Relations ♦  
(3 Credits – 3 Hours)  
The study of the relationship of law enforcement agencies to the surrounding community and examines the effect of social change and the consequences that it produces upon law enforcement, corrections and the courts.

CJE 2600  
Fundamentals of Criminal Investigations ♦  
(3 Credits – 3 Hours)  
A study of the fundamentals, principles, concepts, theory, and history of investigation. The course will cover investigative methods and techniques, case preparation, developing of leads, gathering of information, and collection and preservation of evidence.

CJE 2640  
Introduction to Criminalistics ♦  
(3 Credits – 3 Hours)  
The student is taught the scientific aspects of criminal investigations known as criminalistics from both an on-scene and in the crime laboratory standpoint.

CJE 2901  
Criminal Justice Directed Study ♦  
(1 Credit – 1 Hour)  
Course provides students with the opportunity to increase their knowledge in a content area related to their program of study. This course is designed around topics related to emerging issues or those of special interest to the student and instructor. Topics may vary from semester to semester.

CJK 0007  
Introduction to Law Enforcement  
(11 Contact Hours)  
This course describes the process of becoming a Florida law enforcement officer to include the requirements for completing the basic training program. Further, the course emphasizes the importance of ethics, values, and professionalism, both in the officer’s personal and professional lives. Moreover, sexual harassment in the workplace is discussed with emphasis on how to recognize and respond to inappropriate behavior and what consequences can occur for inappropriate behavior. Still further, the course presents a familiarization of the components and functions of the criminal justice system. Included are the areas of law enforcement, correction, correctional probation, and the state and federal court system. Finally, the concept of law enforcement chain of command within an agency’s rank structure is presented.

CJK 0008  
Legal  
(69 Contact Hours)  
This course will provide a solid legal foundation from which students may function as law enforcement officers. It will provide awareness of America’s legal system and the various types of laws: constitutional, statutory, ordinance, criminal, case, and civil. And, as a part of this awareness, students will learn about the amendments that affect their law enforcement duties. Further, emphasis will be placed on determining when a crime has been committed, the elements of the crime necessary to make an arrest, and what constitutes a lawful arrest. Still further, students will learn how to draft a probable cause affidavit, understand the legal rules and concepts of evidence, and be familiar with the duties and options in civil (noncriminal incidents). Students will also be able to articulate the legal justification for the use of force. Moreover, there will be instruction on the civil and criminal liability related to an officer’s performance of duties.

A required portion of this course will be student participation in a role-play practicum.

CJK 0011  
Human Issues  
(40 Contact Hours)  
This course addresses crisis intervention as a major aspect of a law enforcement officer’s job. Different types of crisis situations officers may encounter are discussed to include responding to persons with disabilities, responding to an attempted suicide, or responding to someone who has abused drugs or alcohol. Further, officers may respond to individuals who are facing crises in their state of life such as juveniles or the elderly. Moreover, emphasis is placed on proving appropriate management, intervention, and referral for individuals in crisis. Still further, there are role-play practicums that are a required portion of this course.

CJK 0017  
Communications  
(76 Contact Hours)  
This course emphasizes the importance of developing effective communication skills to lessen miscommunication that can happen due to unclear expression, communication barriers, or dissimilar backgrounds. The following topics will be covered in this course: telecommunications, communications and interpersonal skills, human interaction issues, interviewing ideology, and report-writing principles and mechanics. Further, there will be role-play practicums required with this course.

CJK 0020  
CMS Law Enforcement Vehicle Operations  
(48 Contact Hours)  
This course is intended to develop the proactive skills and principles of driving needed to operate a law enforcement vehicle safely during the day or at night. Further, student learning will focus on the ability to drive in an emergency mode, communicate with dispatch, and remain aware of the actions of other drivers, all of which present complexities not experienced in normal driving. Instruction will also center on the officer’s awareness of the effects of physiological and psychological stressors on him or her driving, how the public views law enforcement drivers, and how to recognize and understand both the vehicle’s and officer’s limits. Moreover, students will be provided instruction on the basics of interior and exterior law enforcement vehicle inspection on the officer’s assigned vehicle.

Students will be required to pass a vehicle operations proficiency practicum.
This course emphasizes the responsibilities of a criminal justice officer in providing basic first aid at the scene of a medical emergency until EMS can arrive. Further, specific training will include preparing for and responding to emergencies at which basic first aid training may be needed. Moreover, students will be made aware of trauma-related and medical-related issues, scene stabilization and safety and legal guidelines.

Students will be required to pass a first aid proficiency practicum.

This course includes firearms safety procedures and basic handling procedures for the handgun (revolver and semiautomatic pistol), shotgun, and semiautomatic rifle/carbine, to include component parts and function. Also included are fundamentals of marksmanship, identification and maintenance of ammunition, loading and unloading of firearms, malfunctioning weapons, and the cleaning of weapons. Further, instruction will be given on the use of cover and survival shooting.

Because students are to attain proficiency in marksmanship and in safely using, handling, and maintaining weapons, a proficiency practicum will be required for both the pistol and shotgun.

This course offers students effective, tactically sound, and medically and legally defensible training in defensive tactics and control techniques. Further, it teaches students to select and properly execute techniques that are reasonable and necessary given the circumstances and factors of a situation.

As a required portion of the course, training will include exposure to a chemical agent. Also, because students are expected to attain proficiency in the techniques and in the use of force guidelines, a comprehensive practicum will be administered.

This course provides an overview of the law enforcement techniques and tactics officers use while on patrol. Emphasis is placed on community Oriented Policing, officer safety and survival skills, and basic instruction on receiving a call for police service. Further, there is discussion on the approaching and contacting of victims, witnesses, and suspects. Moreover, the course covers the arresting, transporting, and processing of a prisoner. Still further, information is provided on responding to alarm calls to include building searches. Likewise, interaction with vehicles is covered such as directing traffic and dealing with abandoned or unattended vehicles. Finally, there are role-play practicums that are a required portion of this course.

This course provides a more expanded overview from CJK 0061 of the law enforcement techniques and tactics needed to prepare students for eventualities when they become law enforcement officers and are patrolling their assigned areas. Focus will be placed on bombs and weapons of mass destruction. Further, students will be made aware of Hazardous materials incidents to include methamphetamine laboratories and what actions should be taken in accordance with the Emergency Response Guidebook (ERG). Moreover, students will study criminal street gangs and extremist groups in terms of the officer’s ability to protect citizens and enforce the law. Likewise, students will have training on crowd control procedures and how to safely and effectively disperse or control a large group of people. Finally, and as a part of this course, students will be expected to complete and pass the following two incident command units: ICS-100, Introduction to the Incident Management System and IS-700, National Incident Management System (NIMS).

This course provides instruction in the appropriate response to a crime against persons or property. Further, emphasis is placed on how to conduct both the preliminary and follow-up investigations, especially with the goal of establishing the suspect’s identity by pursuing leads and gathering intelligence. Moreover, students will be made aware of their responsibilities in preparing for and testifying in court. Still further, there will be a role-play practicum that is a required part of the course.

This course describes the procedures for how an officer responds, processes, and documents a crime scene. Included with the response portion, students will learn how to manage victims, witnesses, and suspects. Subsequently, in processing the scene, students will be given instruction on how to protect the scene and how to recognize, collect, preserve, and submit different types of evidence. Further, because documentation is so critical, emphasis will also be focused on how to document the various activities at a crime scene. Finally, there will be role-play practicums that are required as a part of this course.

This course includes methods and skills for safely stopping a vehicle and taking appropriate law enforcement action in the following types of traffic stops: unknown risk, high risk, and Driving Under the Influence (DUI). Emphasis is placed on the characteristics of a safe, professional traffic stop free of discriminatory profiling. The officer’s primary responsibility in making traffic stops especially with common traffic violations is to help increase voluntary compliance with traffic laws and improve driver judgment. Further, there are role-play practicums that are a required portion of this course.

This course includes methods and skills for safely stopping a vehicle and taking appropriate law enforcement action in the following types of traffic stops: unknown risk, high risk, and Driving Under the Influence (DUI). Emphasis is placed on the characteristics of a safe, professional traffic stop free of discriminatory profiling. The officer’s primary responsibility in making traffic stops especially with common traffic violations, is to help increase voluntary compliance with traffic laws and improve driver judgment. Further, there are role-play practicums that are a required portion of this course.

This course provides students with a step-by-step approach in conducting traffic crash investigations. The training will encompass the initial response to the scene, scene assessment and protection, identifying and analyzing information gathered from witnesses, evaluating physical evidence, thoroughly investigating and documenting the crash, and concluding with the appropriate enforcement action. Further there will be role-play practicums that are a required part of this course.
COURSE DESCRIPTIONS

CJ 0096
Criminal Justice Officer Physical Fitness Training
(60 Contact Hours)
This course introduces the concept that certain areas and levels of physical fitness are necessary for performing the essential functions of a law enforcement officer. Besides training in certain types of exercises, instruction will include elements of nutrition, weight control, and stress management.

In order to assist the College and the student with the improving of overall physical fitness, there will be two required assessments, one at the beginning of the course, and one at the end. The following physical components will be assessed both times: Vertical Jump, One Minute Sit Ups, 300 Meter Run, Maximum push-ups, and the 1.5 Mile Run.

CJ 0100
Interpersonal Skills I
(62 Contact Hours)
This course provides the framework for law enforcement officers in their interaction with adult and juvenile inmates in terms of human diversity, mental or physical handicaps, substance abuse, stress, and suicide.

CJ 0101
Interpersonal Skills II
(50 Contact Hours)
Course emphasizes for correctional officers how critical it is to understand how a person adjusts to incarceration. Officers also learn how to communicate with the various inmate types and how to supervise them. Dealing with special needs groups is also addressed.

CJ 0102
Correctional Operations
(64 Contact Hours)
This course provides the recruit with the necessary information for the administrative handling of inmates from facility entry to release. Further, other day-to-day responsibilities are covered including organization, inspections, equipment use, and crime scene/accident scene procedures.

CJ 0204
Law Enforcement Cross-over to Correctional Introduction
(59 Contact Hours)
This course was established to provide lateral movement of officers between criminal justice disciplines. It introduces the law enforcement officer, who wants to become a correctional officer, to the history and philosophy of corrections. Further, it describes the role, rights, and responsibilities of the correctional officer, the rights and responsibilities of the inmate, and the interaction between them. Moreover, the course gives awareness of, and instruction in the handling of certain crimes and incidents specific to a correctional setting.

CJ 0212
Cross-over Corrections to Law Enforcement – High Liability
(6 Contact Hours)
Course is designed for the certified corrections officer(s) to cross over to law enforcement. This course focuses on high liability areas containing the following LE course material: CJ 0031C prepares prospective officers to apply basic first aid knowledge and techniques to emergencies. CJ 0040C includes firearms safety procedures; use of deadly force; and basic handling procedures for the handgun (revolver and semiautomatic pistol), shotgun, and semiautomatic rifle/carbine, including component parts and their function. It also covers the common types of ammunition used in law enforcement; ammunition components; and the use of various types of ammunition for handguns, shotguns, or rifles. The recruit will attain proficiency in marksmanship and in safely using, handling, and maintaining certain designated firearms.

CJ 0221
Correctional Cross-over to Law Enforcement Introduction and Legal
(47 Contact Hours)
Course is part of a cross-over training program of study designed for Corrections officers who have taken the Correctional Basic Recruit Training Program and now want to take training necessary to become a law enforcement officer. Further, this course draws information from the Law Enforcement Basic Recruit curriculum that deals with the introduction to and the legal aspects of law enforcement. Course outcomes include, but are not limited to, the understanding of law enforcement officer required values and ethics, the consequences of sexual harassment, how specific amendments to the U.S. Constitution relate to law enforcement actions, what constitutes a lawful arrest, how to articulate the legal justification for the use of force, civil and criminal liability that can be incurred, and legal considerations when dealing with juveniles.

CJ 0222
Correctional Cross-over to Law Enforcement Communications
(56 Contact Hours)
Course is part of a cross-over training program of study designed for corrections officers who have taken the Correctional Basic Recruit Training Program and now want to take necessary training to become a law enforcement officer. Further, this course draws information from the Law Enforcement Basic Recruit curriculum that deals with verbal and written communication and interpersonal skills. Instruction is provided in the proper use of radio equipment; preparing for and conducting of interviews; and the documenting of information through notes, statements, and police reports. Students will be expected to demonstrate their learning through the use of police radio equipment, and through role plays of scenarios in which students will conduct interviews and take statements. Further, students will demonstrate their understanding of police reports by actually writing reports based on scenarios.

CJ 0223
Correctional Cross-over to Law Enforcement Human Issues
(32 Contact Hours)
Course is part of a cross-over training program of study designed for Corrections officers who have taken the Correctional Basic Recruit Training Program and now want to take necessary training to become a law enforcement officer. Further, this course draws information from the Law Enforcement Basic Recruit curriculum that deals with responding to a variety of crisis situations. Besides instruction in the assessment of the crisis situation, awareness is given to the study of persons with disabilities. Officer safety is paramount in responding to persons in crisis. Moreover, there is instruction in how to respond to juveniles and to the elderly. Still further, students are given instruction on proper techniques in handling suicidal persons. Finally, an awareness of substance abusers and substance identification is presented.

At the end of the course, students should be able to respond to a crisis call, identify the crisis, recognize the legal responsibilities and options, and provide the most appropriate and safe intervention to complete the call.

CJ 0270
Criminal Justice Legal I
(46 Contact Hours)
This course establishes the legal foundation for the entire Basic Recruit. Further, it sets the tone for ethical and professional behavior. Also, instruction is given on the history as a component of the criminal justice system.

CJ 0280
Criminal Justice Officer Physical Fitness Training
(40 Contact Hours)
Course introduces the concept that certain areas and levels of physical fitness are necessary for performing the essential functions of a correctional officer. Besides training in certain types of exercises, instruction will include elements of nutrition, weight control, and stress manage-
In order to assist the College and the student with the improving of overall physical fitness, there will be two required assessments, one at the beginning of the course and one at the end. The following physical components will be assessed both times: Vertical Jump, One minute Sit Ups, 300 Meter Run, Maximum Push-Ups, and the 1.5 Mile Run.

**CJ 0285**
**Criminal Justice Legal II**
(22 Contact Hours)
This course is a continuation of Legal I and provides in-depth information on Constitutional law, rules of evidence, specific criminal violations of law, and rules of arrest.

**CJ 0286**
**Criminal Justice Communications**
(42 Contact Hours)
Communications forms the critical link and life-line between officers, the agency, and other segments of the criminal justice system. Recruits learn about note-taking, report writing, use of the radio, and other communications tools.

**CJ 0422**
**Dart - Firing Stun Gun**
(08 Contact Hours)
This course will introduce the student to the basics of the stun gun, particularly the dart-firing stun gun. Further, the course will provide knowledge of its practical and safe use. At the end of the course, students should be able to safely operate and maintain a dart-firing stun gun and document its use. Moreover, there are role-play practicums that are a required portion of this course.

**CJ 0480**
**Emergency Preparedness**
(26 Contact Hours)
This course prepares the correctional officer basic recruit for identification and response to unusual occurrences, riots, and other emergencies, fires, and hazardous materials incidents.

**CJL 1062**
**Constitutional Law**
(3 Credits – 3 Hours)
A study of the U.S. Constitution and Bill of Rights. Major focus on current constitutional issues and the need/goal to ensure individual liberties while promoting public order and security. Special emphasis on constitutional rights of citizens, including the criminally accused, and the constitutional limits placed on police/government power.

**CJL 1100**
**Criminal Law**
(3 Credits – 3 Hours)
This course describes the purpose of criminal law. Emphasis will be on Florida criminal law and statutory offenses to include crimes against persons and property. Concepts of constitutional law will be included, especially in terms of court decisions and their impact on criminal procedures in Florida.

**CJL 1102**
**Criminal Evidence and Court Procedure**
(3 Credits – 3 Hours)
An examination of the rules governing admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, use of force, search and seizure, presentation and custody of evidence, testimony and court procedure.

**DSC 1005**
**Understanding Terrorism**
(3 Credits – 3 Hours)
This course provides the students with an overview of terrorism and how it can affect business and private security. Students will learn the meaning of terrorism, its history, the types of terrorism, the weapons employed in terrorism, and what countermeasures a business, organization, or individual can employ against terrorism.

**DSC 1006**
**Introduction to Homeland Security**
(3 Credits – 3 Hours)
A study of the new paradigm of Homeland Security for first responder practitioners. The course will cover the 911 event, lessons learned and the different disciplines of law enforcement, fire rescue, emergency management, and health.

**PAD 1002**
**Introduction to Public Administration**
(3 Credits – 3 Hours)
A general introductory course in public administration, this course introduces students to the role of bureaucracies in modern society in the formulation and implementation of public policy. This course provides students with an understanding of management of large-scale government bureaucracies, including organization, career systems, and financing.

**EDUCATION**

The following three (3) courses are designed for students who plan to transfer to a State University System College of Education to pursue a bachelor’s degree in education. EDF 2005 students must be cleared by a school board background check before participating in the required fieldwork. Information about background check location, dates, and fee will be posted in the Counseling Office on each campus and will be sent by SJR State student e-mail to students who register for EDF 2005. The fee is paid directly to the school district in which the student completes EDF 2005 fieldwork. EDF 2005 students must complete the background check process and be cleared by the end of the add-drop period.

**EDF 2005**
**Introduction to the Teaching Profession**
(3 Credits - 3 Hours)
Prerequisite: Completion of ENC 1101 with a grade of “C” or higher; completion of 12 or more college credit semester hours with a minimum grade point average of 2.5; school board background check clearance. Information about background check location, dates, and fee will be posted in the Counseling Office on each campus and will be sent by SJR State student e-mail to students who register for EDF 2005.

NOTE: Students enrolling in EDF 2005 must be cleared by a school board background check before the end of the add-drop period.

An introductory course in American education designed to provide basic information for all who work with school students. Major areas include: historical, sociological, legal, and philosophical foundations of present day education. Field exposure in school settings from K to 12th grade provides prospective education majors with the understanding of the expectations and responsibilities of public school teachers. This course requires eighteen (18) hours of field experience/observation in a classroom setting designated by the instructor. The field experience is completed outside of the scheduled class meeting time.

**EDF 2085**
**Introduction to Diversity for Educators**
(3 Credits - 3 Hours)
Prerequisite: Completion of EDF 2005 with a grade of “C” or better. A course designed to study multicultural education. Emphasis is on the dimensions of diversity, including culture, ethnicity, race, language, so-
CHD 1220
Child Development for Teachers of Young Children ◆
(3 Credits - 3 Hours)
This course defines developmental patterns of the child. Students will learn to provide for and support the physical, social, and emotional growth of children, infancy through school age. The importance of positive relationships with families will be examined. This course will also provide opportunities for supervised participation in various child care and education settings. Students interested in working with infants, toddlers, preschool, and school age children as teachers, teacher aides, or parents will have an opportunity to develop and implement developmentally appropriate practices in various child care and education settings. Appropriate professional practices and effective program management strategies will be discussed. This course is one of the three required to earn the Florida Child Care Professional Credential and requires 25 hours field work.

EDP 2002
Educational Psychology ◆
(3 Credits - 3 Hours)
An introduction to the psychological principles of learning and the application of these principles in effective teaching. Course content includes the psychology of teaching and learning, learner behavior, growth and maturation, psychological concepts of learning, and cognitive and affective factors in learning.

EEC 1001
Introduction to Early Childhood Education ◆
(3 Credits - 3 Hours)
This course introduces basic principles and practices involved in guiding the young child. The course includes the history and objectives of early childhood programs, child care issues, center licensing standards, and classroom management. This course introduces students to techniques for observing and recording the behavior of young children. The content areas of physical skills, learning environment, and language development will be the focus for developing observing and recording strategies. Appropriate professional practices and effective program management strategies will be discussed. This course is one of the three required to earn the Florida Child Care Professional Credential and requires 25 hours field work.

EEC 2401
Home and Community ◆
(3 Credits - 3 Hours)
This course is designed to help the student understand the roles and interrelationships of early childhood programs, families, and the community as components of teams working together to support the development of the young child. This course is one part of a core curriculum designed to provide students with an understanding of child development and education, and how to work with parents and community resources to provide developmentally appropriate programs for young children and their families. Appropriate professional practices and effective program management strategies will be discussed. This course is one of the three required to earn the Florida Child Care Professional Credential and requires 30 hours field work.

EEC 2523
Child Care Center Management ◆
(3 Credits - 3 Hours)
The purpose of the course is to prepare students to perform as child care center directors. The course is intended to meet the educational requirement for the Foundation Level Child Care and Education Administrator credential as defined by the State of Florida. Specific information and opportunities for skill development to assist child care administrators will be explored. Students will develop the knowledge, skills and abilities for planning, implementing, and evaluating a quality child care and education courses. Four content areas will be covered in this course: organizational leadership, personnel issues, financial and legal issues, and child care and education programming. Practical application exercises will be utilized to demonstrate student’s knowledge and understanding of the content area competencies.
EPI 0020  
**Professional Foundations**  
(2 Institutional Credits - 2 Hours)  
This course provides the foundation for becoming a productive member of the teaching profession. The participants will gain understanding of the organization and administration of the accredited public school, the laws governing teachers, the Code of Ethics, and the purpose of schools. This course develops a professional perspective and creates a sense of grounding in the profession of teaching.

EPI 0030  
**Diversity**  
(2 Institutional Credits - 2 Hours)  
Corequisite: EPI 0945. This course provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom.

EPI 0940  
**Field Experience for Professional Foundations**  
(1 Institutional Credit - 1 Hour)  
Participants will complete field experience in accredited public, charter, or private schools. These field experiences will provide the opportunity to gain insight into the instructional process. Using a series of prescribed observation tasks, each participant will develop a reflective journal detailing their experience. Those participants who are teaching will be required to complete the same series of observational field experiences in the schools where they are assigned.

EPI 0945  
**Field Experience for Diversity**  
(1 Institutional Credit - 1 Hour)  
Corequisite: EPI 0030. Participants will complete a series of experiences designed to give prospective teachers a perspective on the varied backgrounds of students in public, charter, or accredited private schools. Cohorts will meet together to discuss these experiences and to relate them to their observations of students as well as student behaviors and interactions in the schools.

**HEALTH & PHYSICAL EDUCATION**

PHYSICAL EDUCATION COURSES will apply toward the A.A. degree requirements if applicable for physical education majors.

- **PEL 1211 Softball I**  
  (1 Credit - 2 Hours)  
  Specialized instruction with emphasis given to fundamental skills.

- **PEL 1216 Baseball I**  
  (1 Credit - 2 Hours)  
  Specialized instruction with emphasis given to fundamental skills.

- **PEL 1321 Volleyball I**  
  (1 Credit - 2 Hours)  
  Specialized instruction with emphasis given to fundamental skills.

- **PEL 1621 Basketball I**  
  (1 Credit - 2 Hours)  
  Specialized instruction with emphasis given to fundamental skills.

- **PEL 2212 Softball II**  
  (1 Credit - 2 Hours)  
  Specialized instruction with emphasis on technique and strategy used in play.

- **PEL 2214 Softball III**  
  (1 Credit - 2 Hours)  
  This course requires advanced skills and athletic ability and focuses on learning to compete at the collegiate level. This course is geared towards teamwork practices, advanced game strategy, and knowledge of the NJCAA rules.

- **PEL 2217 Baseball II**  
  (1 Credit - 2 Hours)  
  Specialized instruction with emphasis on technique and strategy used in play.

- **PEL 2219 Baseball III**  
  (1 Credit - 2 Hours)  
  This course requires advanced skills and athletic ability and focuses on learning to compete at the collegiate level. This course is geared towards teamwork practices, advanced game strategy, and knowledge of the NJCAA rules.

- **PEL 2322 Volleyball II**  
  (1 Credit - 2 Hours)  
  Specialized instruction with emphasis on technique and strategy used in play.

- **PEL 2324 Volleyball III**  
  (1 Credit - 2 Hours)  
  This course requires advanced skills and athletic ability and focuses on learning to compete at the collegiate level. This course is geared towards teamwork practices, advanced game strategy, and knowledge of the NJCAA rules.

- **PEL 2622 Basketball II**  
  (1 Credit - 2 Hours)  
  Specialized instruction with emphasis on technique and strategy used in play.

- **PEL 2624 Basketball III**  
  (1 Credit - 2 Hours)  
  This course requires advanced skills and athletic ability and focuses on learning to compete at the collegiate level. This course is geared towards teamwork practices, advanced game strategy, and knowledge of the NJCAA rules.

- **PEM 1102**  
  **Health Analysis and Body Conditioning**  
  (3 Credits - 3 Hours)  
  A course designed to analyze and evaluate certain health factors on a personalized basis to provide a personal health profile. The profile will be used to develop and carry out an aerobic and isotonic conditioning program of activities leading to maximized health benefits.

- **PEM 1104**  
  **Concepts of Life Fitness**  
  (1 Credit - 3 Hours)  
  A continuation of the program established in PEM 1102 with emphasis on changing lifestyle patterns consistent with fitness, health, and well-being. May be repeated three times for credit.

- **PEM 2131**  
  **Weight Training**  
  (1 Credit - 3 Hours)  
  A course designed to provide basic instruction in the methods of isotonic exercise as related to fitness and health. May be repeated three times for credit.

**HUMANITIES**

- **ARE 2010**  
  **Art Skills for Elementary Teachers**  
  (3 Credits - 3 Hours)  
  A course designed to promote and strengthen the teacher's knowledge and use of art methods and materials and their applicability to classroom use. Instruction in the use of various media will be included.
ARH 2050
Art History I ◆
(3 Credits - 3 Hours)
A study of the main developments of the visual art forms (architecture, sculpture and painting) from Paleolithic man through the Renaissance.

ARH 2051
Art History II ◆
(3 Credits - 3 Hours)
An integrated study of the main developments of the visual art forms (architecture, sculpture and painting) from the 17th century to the present.

ARH 2500
Non-Western Art History ◆
(3 Credits - 3 Hours)
This course is designed to introduce students to the arts, culture and heritage of non-western societies, including Asia, Africa, Oceania and the Americas, from the ancient world to the present. Students will study the styles, chronology, iconography and techniques of art forms understanding their inspiration, purpose and function.

HUM 2210
The Humanities I ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of “C” or higher. The course focuses on the Ancient through the Medieval periods of culture and history. It is designed to acquaint the student with literature, philosophy, art, and music in the Prehistoric, Classical, and Medieval periods. Major emphasis is upon understanding and appreciation of cultural heritage. HUM 2210 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2210
Honors The Humanities I ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of “C” or higher. The course focuses on the Ancient through the Medieval periods of culture and history. It is designed to acquaint the student with literature, philosophy, art, and music in the Prehistoric, Classical, and Medieval periods. Major emphasis is upon understanding and appreciation of cultural heritage. HUM 2210 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion and participation.

HUM 2230
The Humanities II ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of “C” or higher. In addition, successful completion of HUM 2210 is strongly recommended. The course focuses on the Renaissance to the Modern periods of culture and history. As a continuation of Humanities I, it is designed to acquaint the student with literature, philosophy, art, and music in the Renaissance, Baroque, Neoclassical, Romantic, Impressionistic, and Modern periods. Major emphasis is placed upon mature understanding and enlarged appreciation of cultural heritage. HUM 2230 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2230
Honors The Humanities II ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of “C” or higher. In addition, successful completion of HUM 2210 is strongly recommended. The course focuses on the Renaissance to the Modern periods of culture and history. As a continuation of Humanities I, it is designed to acquaint the student with literature, philosophy, art, and music in the Renaissance, Baroque, Neoclassical, Romantic, Impressionistic, and Modern periods. Major emphasis is placed upon mature understanding and enlarged appreciation of cultural heritage. HUM 2230 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion and student participation.

HUM 2310
Mythology in Art, Literature, and Music ◆
(3 Credits - 3 Hours)
Prerequisite: Satisfactory completion of ENC 1102 with a grade of “C” or higher. An introduction to mythology and an examination of its continued influence to the present. Major emphasis is placed on Classical mythology, though attention will be given to other mythologies of Western and non-Western cultures as well. HUM 2310 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2512
Architectural Reflection of Culture ◆
(3 Credits - 3 Hours)
A chronological look at architecture as a reflection of major cultural concerns in the Western world from prehistoric times to the twentieth century. Each major period in history will be thematically approached and studied with visual aids and discussions. The course focuses on the psychological and sociological impact of the ethos upon man’s architectural monuments as an extension of his personal needs and basic instinct for physical survival and mental well-being.

MUH 2112
Music History ◆
(3 Credits - 3 Hours)
A study of musical expression in relation to the background of the life and art which created it. Emphasis is placed on music in Western Civilization from the 17th century to the present.

MUL 1010
Music Appreciation ◆
(3 Credits - 3 Hours)
A study of the historical development of music involving the analysis of form and style and the lives of some of the great composers and their works. The student will be provided with a basis for intelligent listening and a more thorough understanding of music.

PHI 2010
Introduction to Philosophy ◆
(3 Credits - 3 Hours)
An examination of philosophical problems which probe the complexity of human knowledge. Traditional epistemological, metaphysical, aesthetic, moral, and political problems will be discussed in relation to the writings of classical and contemporary philosophers.

PHI 2100
Reasoning and Critical Thinking ◆
(3 Credits - 3 Hours)
An introduction to the theory and application of logic in both its deductive and inductive aspects. Topics include traditional logic of the syllogism, modern deductive techniques, logical fallacies, analogy and generalization, causal hypotheses, explanatory hypotheses and probability.

PHI 2630
Contemporary Ethics ◆
(3 Credits - 3 Hours)
An examination of ethical topics with an emphasis on the development of a personally and philosophically meaningful ethical position on a variety of contemporary problems. Topics such as utilitarianism, egoism, situation ethics, freedom, social responsibility and relativism will be discussed and applied.

PHI 2630
Honors Contemporary Ethics ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. An examination of ethical topics with an emphasis on the development of a per-
sonally and philosophically meaningful ethical position on a variety of contemporary problems. Topics such as utilitarianism, egoism, situation ethics, freedom, social responsibility and relativism will be discussed and applied. This course involves significant reading, writing, discussion and student participation.

PHI 2905
Special Problems in Philosophy ♦
(3 Credits - 3 Hours)
Prerequisite: Permission of the dean of arts and sciences. Directed studies in the areas of philosophy and logic. Application to do work in a special problems course must be made to the instructor who is to direct the study. A design of the study will be presented to the instructor and must be approved by the dean of arts and sciences.

PHI 2930
Philosophical Issues in Film ♦
(3 Credits - 3 Hours)
A philosophical look at film as an art form, with an emphasis on the fundamental issues raised by the director and/or perceived by the viewer. The student will analyze themes such as free will, moral responsibility, subjectivity, reality vs. illusion, and existence vs. essence. Readings in classical philosophical inquiry will combine with the work of selected cinematographers to allow the student to pursue these questions within the context of traditional and contemporary cinema.

MATHEMATICS

MAC 1105
College Algebra ♦
(3 Credits - 3 Hours)
Prerequisite: Completion of MAT 1033 with a grade of "C" or higher, or a satisfactory score on a placement test. Major topics are solving equations, drawing graphs, and using functions. Emphasis will be placed on linear, quadratic, exponential, and logarithmic functions and their applications.

MAC 1105 Honors College Algebra ♦
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and completion of MAT 1033 with a grade of "C" or higher, or a satisfactory score on a placement test. Major topics are solving equations, drawing graphs, and using functions. Emphasis will be placed on linear, quadratic, exponential, and logarithmic functions and their applications. Zeros of polynomials, rational functions, matrices, determinants, sequences and series will also be discussed.

MAC 1147
Precalculus ♦
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 1105 with a grade of "C" or higher, or a satisfactory score on a placement test. This course covers trigonometry and a review of the algebra skills needed for calculus. Trigonometry topics include functions, graphs, identities, equations, and their applications. Algebra topics include linear, quadratic, exponential, logarithmic, polynomial rational functions and their applications.

MAC 2233
Survey of Calculus ♦
(3 Credits - 3 Hours)
Prerequisite: Completion of MAC 1105 with a grade of "C" or higher, or a satisfactory score on a placement test. This is a survey course of elementary differential and integral calculus designed for business and social science students. Topics include functions, limits, derivatives, and integrals involving algebraic, exponential, and logarithmic functions. Applications include marginal analysis, curve sketching, and optimization. This course cannot be used to satisfy degree requirements for students entering mathematics or engineering programs.

MAC 2311
Analytic Geometry and Calculus I ♦
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 1147 with a grade of "C" or higher, or a satisfactory score on a placement test. Topics include limits, derivatives, and integrals involving algebraic, trigonometric, exponential, and logarithmic functions. Applications include tangent lines, rectilinear motion, related rates, curve sketching, and optimization.

MAC 2312
Analytic Geometry and Calculus II ♦
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 2311 with a grade of "C" or higher. Topics include a review of integration, derivatives and integrals involving inverse trigonometric functions, applications of the definite integral, techniques of integration, indeterminate forms, improper integrals, and infinite series.

MAC 2313
Analytic Geometry and Calculus III ♦
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 2312 with a grade of "C" or higher. Topics include parametric and polar equations, vectors and solid analytic geometry, vector-valued functions, partial differentiation, and multiple integrals.

MAP 2302
Elementary Differential Equations ♦
(3 Credits - 3 Hours)
Prerequisite: Completion of MAC 2312 with a grade of "C" or higher. This is a first course in ordinary differential equations and includes first and second order differential equations and their applications. Major topics are separable equations, first and second order linear equations, and Laplace transform methods. Applications include mixtures, population models, acceleration - velocity models, and mechanical systems. The course may also include series solutions, systems of differential equations, and numerical methods.

MAT 1033
Intermediate Algebra ♦
(3 Credits - 3 Hours)
Prerequisite: Satisfactory scores on placement tests, or completion of MAT 0024 with a grade of "C" or higher. Topics include factoring, rational expressions, radicals, complex numbers, quadratic equations, lines, and systems of linear equations.

MAT 2905
Special Problems in Mathematics ♦
(1 - 3 Credits)
Directed studies in the area of mathematics. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study will be presented to the instructor and must be approved by the dean of arts and sciences.

MGF 1106
Mathematics for Liberal Arts I ♦
(3 Credits - 3 Hours)
Prerequisite: Completion of MAT 1033 with a grade of "C" or higher, or a satisfactory score on a placement test. This is a general education mathematics course. Topics include sets, logic, geometry, counting and probability, and statistics.

MGF 1107
Mathematics for Liberal Arts II ♦
(3 Credits - 3 Hours)
Prerequisite: Completion of MAT 1033 with a grade of "C" or higher, or a satisfactory score on a placement test. This is a general education math-
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Using the Graphing Calculator  
(1 Credit - 1 Hour)
Graphing calculator required. Consult with instructor before purchasing. Prerequisite: MAT 1033 with a grade of “C” or higher or a satisfactory score on a placement test. This course provides instruction for using a Texas Instruments graphing calculator. Topics include arithmetic operations, graphs, programming, matrices, and statistics.

STA 2023
Elementary Statistics  
(3 Credits - 3 Hours)
Graphing calculator required. Consult with instructor before purchasing. Prerequisite: Completion of MAT 1033 with a grade of “C” or higher, or a satisfactory score on a placement test. This is a first course in statistics and includes descriptive statistics, probability, and inferential statistics. Major topics are graphs, measures of center, measures of variation, linear correlation and regression, probability, binomial distributions, normal distributions, sampling distributions, confidence intervals, and hypothesis testing.

NURSING AND ALLIED HEALTH

All “NUR” prefix courses may be used to fulfill A.A. Degree requirements IF those students are in the A.A. to B.S.N. program.

EMS 1119
Emergency Medical Technician  
(5 Credits - 5 Hours)
Corequisites: EMS 1119L and EMS 1431. This course is an introduction to the knowledge and skills to be successful in meeting emergency medical technician certification and licensing requirements. Students will learn how to assess, treat and transport the sick and injured at the level of the emergency medical technician-basic. Included is information concerning basic structure and function of body systems and recent state of the art procedures required of the emergency medical technician. There is emphasis on assessment based learning and complies with national DOT EMT-Basic Curriculum.

EMS 1119L
EMT Lab  
(3 Credits - 3 Hours)
Corequisite: EMS 1119 and EMS 1431. An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Laboratory practice includes emergency procedures for life-threatening disease, accident, or illness and is closely supervised to foster confidence in the student’s abilities to apply theory in a laboratory setting. Techniques for patient assessment, evaluation and treatment are practiced in an assessment-based format in a laboratory setting.

EMS 1431
EMT Hospital/Field Experience  
(3 Credits - 34 Hours)
Corequisite: EMS 1119 and EMS 1119L. This portion of the student’s education brings the theory taught in lecture and skills taught in laboratory sessions together in practical application on live patients. Includes practical application of EMT clinical knowledge and skills under professional supervision. Provides for directed experiences in local hospitals and health facilities and field observation and experience in emergency vehicles. Along with successful completion of corequisites provides eligibility for National and State of Florida EMT certification examinations.

HCP 0001
Health Careers Core  
(90 Contact Hours)
Course is the introductory course for all allied health careers. Course provides a knowledge of the health care delivery system and an understanding of wellness and disease concepts.

HCP 0120C
Nursing Assistant  
(120 Contact Hours)
Course prepares students to be nursing assistants. Students will perform nursing procedures, provide personal patient care, care for geriatric patients and assist with rehabilitative activities. Clinical learning experience will consist of 40 hours of supervised clinical experience in a licensed nursing home.

HCP 0121C
Nursing Aid and Orderly  
(75 Contact Hours)
This program is designed to prepare students for employment as nursing assistants, nursing aides, and orderlies, in nursing homes. Upon successful completion of this program, students are eligible to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 82-163, F.S. Nursing Assistants do not need to be certified except to work in nursing homes, unless it is a condition for employment in other institutions.

HCP 0750C
Phlebotomist  
(75 Contact Hours)
Prerequisite or corequisite: HCP 0001. Course focuses on preparing individuals for employment as phlebotomists. Basic phlebotomy techniques and rationale are discussed and simulated. Course content includes but is not limited to the safe and efficient work practices, maintaining specimen integrity, preparing and labeling specimens, and promoting the comfort and well being of the patient.

HIM 1000
Introduction to Health Information Management  
(3 Credits - 3 Hours)
Prerequisite: HSC 1000. This course provides an introduction to the field of health information management, including: a history of the profession, professional organizations, accreditation standards, and the functions, content and structure of the health care record.

HIM 1110
Standard Healthcare Practices  
(2 Credits - 2 Hours)
Prerequisite: HIM 1000 with a grade of “C” or higher. This course provides an introduction to healthcare registries, study of healthcare statistics, compliance, risk management, case management, utilization review, and performance improvement. Students will identify, describe, apply, and evaluate performance improvement principles, tools, and techniques.

HIM 1211C
Health Information Systems  
(2 Credits - 2 Hours)
Prerequisite: CGS 1100 with a grade of “C” or higher. This course provides an introduction to the study of the automation, computerization, and implementation of information systems in the healthcare industry with a focus on the evolution and goals of the Electronic Health Record (EHR). Computer laboratory work with health industry software packages included.
HIM 1280C
Health Care Billing and Reimbursement *
(3 Credits - 3 Hours)
Prerequisite or Corequisites: HSC 1000 and CGS 1100 with grades of “C” or higher. This course provides an introduction to the study of the billing and reimbursement processes of hospitals, physician practices, and ambulatory health care settings including: scheduling, registration, insurance verification, fee schedules, encounter forms, charge capturing, billing process, reimbursement process, patient payment and collections. Computer laboratory work with billing software is included.

HIM 1282C
Basic ICD-9-CM Coding *
(3 Credits - 3 Hours)
Prerequisite or Corequisite: BSC 2085 and BSC 2085L with grades of “C” or higher. This course is an introduction to the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) coding system, with an emphasis on ICD-9-CM conventions, coding steps and guidelines, V and E codes, symptoms, signs, and ill-defined conditions and use of the health record as a source for coding. The Uniform Hospital Discharge Data Set (UHDDS) and guidelines for coding neoplasms, injuries, burns, poisonings, adverse effects of drugs, and complications of surgery and medical care are also included. The student will have hands-on practice using encoder software.

HIM 1442
Pharmacology for Health Professionals
(2 Credits - 2 hours)
Prerequisites: HSC 1531, BSC 2085 and BSC 2085L with grades of “C” or higher. This course provides an introduction to the principles of pharmacology, including drug terminology, drug origins, forms, and actions; routes of administration; as well as the use of generic name drug, trade name drugs, and categories of drugs to treat various body systems. Indications and contraindications associated with drug therapy and related disease processes are described.

HIM 1500
Quality Management
(3 Credits - 45 Hours)
Prerequisite: HSC 1000 with a grade of “C” or higher. This course provides an introduction to the study of the principles and concepts of clinical quality management, compliance, risk management, case management, utilization review and performance improvement and medical staff credentialing process.

HIM 2012
Health Care Law
(3 Credits - 3 Hours)
Prerequisite or Corequisite: HSC 1000 with grade of C or higher. This course provides an introduction to the study of law as applied to the health field including: legal terminology, the judicial system, misconduct, malpractice, and legal and professional standards. The importance of proper documentation and informed consent will be emphasized. This course will also cover the fundamentals of medical ethics and ethical behavior as it relates to clinical practice.

HIM 2214
Healthcare Statistics and Research
(3 Credits - 3 Hours)
Prerequisites: College-level mathematics course, HIM 1000, and HIM 1110 with grades of “C” or higher. This course provides an introduction to the terms, definitions, and formulae used in computing health care statistics. In addition, the course will include vital statistics data and rates; basic statistical terminology and computations, including frequency distribution, measures of central tendency and measures of variation; techniques for presenting data via computer technology; and basic research terminology and methodologies.
HIM 2820
Professional Practice Experience Management
(2 Credits - 64 Clinical Hours)
Prerequisite: HIM 1110 and Permission of program director. Prerequisite or Corequisite: HIM 2512. Supervised clinical practice in a health care setting and lab setting. Emphasis will be placed on the supervisory role of the health information management professional, departmental operations, regulatory agencies and processes within the risk management, performance improvement, utilization review and medical staff departments are included. Also included within this course will be a review class to help prepare students for national certification examination. Laboratory fee. Traveling. Day/Evening.

HSA 2252
Health Care Coding
(3 Credits - 3 Hours)
Prerequisites: HSC 1531 Medical Terminology with a grade of “C” or higher. This course is designed to prepare students to work in medical offices, hospitals, nursing homes, and other medical facilities. Specifically, this course provides an introduction to the study of coding, billing and the reimbursement processes.

HSC 1000
Introduction to Health Care Delivery System
(2 Credits - 2 Hours)
Prerequisites: None. This course provides an introduction to the evolution and organization of the health care delivery system of the U.S., including communication and interpersonal skills, legal and ethical guidelines, basic concepts of medical terminology and infection control, and the personal characteristics of the successful health care professional.

HSC 1004
Professions of Caring ♦
(3 Credits - 3 Hours)
This course explores various nursing and allied health careers and their related programs of study. It includes self-exploration as it relates to personality and career interest, reviewing expectations of degree/certificate programs, learning study skills, test-taking strategies, and organization skills unique to learning in health care professions, developing information research skills, developing critical thinking skills, and orienting to the technology of nursing and allied health careers in an on-line environments of nursing and allied health classes and testing.

HSC 1531
Medical Terminology ♦
(3 Credits - 3 Hours)
Prerequisites: None. This course provides an introduction to the terminology of medicine, making it understandable through the study of the word roots, combining forms, prefixes, suffixes, and etymology. The student will learn to build, recognize, spell, and pronounce medical terms.

HSC 2930
Special Topics-Capstone
(variable 1-3 Credits - variable 1-3 Hours)
Prerequisites: Permission of the Dean/Director. This course is designed for students preparing to graduate and transition to employment and/or continuing education. Students will complete development of an online portfolio to include a cover letter, resume, work samples, and completion of an approved culminating project or internship. Additionally, students will complete a job search related to their areas of interest and will apply for jobs prior to graduation.

NUR 1020
Foundations of Nursing Practice I
(4 Credits - 60 Hours)
Corequisite: NUR 1020L Foundations of Nursing Practice Lab. Prerequisite: Admission to Nursing Program. This course lays a foundation for socialization into the nursing profession and provides novice nursing students with an elementary understanding of key concepts and principles supporting the practice of holistic nursing. Emphasis on the ways that adult patients adapt to illness/injury and the role of the nurse in enhancing adaptation lays the groundwork for future study. This course introduces the profession of nursing, the roles of the nurse as a member of the health team, and the legal and ethical foundations of nursing. The student is introduced to the use of the nursing process as the framework to provide nursing care activities to meet patient needs. Principles of caring behaviors, cultural diversity, professionalism, critical thinking, health teaching, personal accountability and responsibility, and therapeutic communication skills are stressed. This course acquaints the student with psychological and physiological human needs and the nurse’s role in assisting a person to meet these needs using evidence-based practice. Beginning competence in meeting basic human needs when caring for adults with common alterations of health is stressed.

NUR 1020C
Foundations of Nursing Practice *
(8 Credits - 15 Hours)
Prerequisites: Admission to nursing program. An introduction to the practice of professional nursing. Topics include nursing concepts, history, roles, basic interventions, and evidence-based practice. Differentiating practice responsibilities and liabilities for the professional, practical/vocational nurse, and nursing assistant is included in this course. Concepts and skills related to health assessment and physical examination for individuals of all ages are introduced in lecture and lab/clinical settings. Students learn clinical problem-identification and resolution by way of the nursing process. In addition, basic principles and skills of medication administration are integrated. Overall emphasis in this course is placed on the ways patients adapt to illness/injury and the role of the nurse in enhancing adaptation.

NUR 1020L
Foundations of Nursing Practice Lab
(5 Credits - 167 Hours) Lab 127 Hours - Clinical 40 Hours
Corequisite: NUR 1020 Foundations of Nursing Practice I. Prerequisite: Admission to Nursing Program. This course complements the Foundations of Nursing Practice II course and is an integration of lecture, skills lab, and clinical experiences that emphasize the nurse as the caregiver in evidence-based nursing practice. The student is provided opportunities to develop clinical competencies in nursing activities needed to assist individuals in meeting basic human needs. The application of nursing process in maintaining microbial, physical, and psychological safety is introduced. The nurse-patient relationship, health assessment, communication, and development of professional behaviors are emphasized. Students gain competency through demonstration and return demonstration in a supportive and supervised environment. Students provide 40 hours of direct patient care in the long term care setting. Demonstration of competency in the lab and in the clinical setting in performing basic nursing skills and dosage calculations for individuals with common health alterations is emphasized.

NUR 1140
Clinical Pharmacology
(3 Credits - 45 Hours)
Corequisite: NUR 1210C Adult Health Nursing I. Prerequisite: NUR 1020 Foundations of Nursing Practice I, NUR 1020L Foundations of Nursing Practice Lab. This course introduces the student to basic pharmacological concepts. Students learn pharmacodynamics, pharmacokinetics, drug classifications and prototypical drugs, drug dosages, drug interactions, legal/ethical considerations, and related nursing interventions.

NUR 1142
Clinical Pharmacology
(2 Credits - 2 Hours)
Prerequisite: Admission to Nursing. This course introduces the student to basic pharmacological concepts. Utilizing a lifespan approach, students learn pharmacodynamics, pharmacokinetics, drug classifications and prototypical drugs, drug dosages, drug interactions, legal/ethical considerations, and related nursing interventions.
NUR 1210C
Adult Health Nursing I
(4 Credits - 118 Hours) Didactic 30 Hours - Lab 10 Hours - Clinical 78 Hours
Corequisite: NUR 1140 Clinical Pharmacology. Prerequisite: NUR 1020 Foundations of Nursing Practice I, NUR 1020L Foundations of Nursing Practice Lab. This course focuses on the care of the adult patient and adaptation to illness using a systematic approach. The student will be introduced to physical assessment and the use of critical thinking in the study of relevant diagnostic tests and how changes affect the patient on the wellness-illness continuum. Patient adaptation to abnormal and normal pathophysiological events will be included. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 1212C
Adult Health Nursing II
(5 Credits – 149 Hours) Didactic 34 Hours, Lab 15 Hours - Clinical 100 Hours
Corequisite: NUR 1521C Mental Health Nursing. Prerequisite: NUR 1210C Adult Health Nursing I, NUR 1140 Clinical Pharmacology. This course focuses on the care of the adult patient and adaptation to illness. Emphasis is placed on the adult medical-surgical patient. The student will be able to recognize the normal and abnormal physical and sociological needs of the patient to improve patient outcomes. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 1221C
Nursing Care of Adults I *
(8 Credits - 15 Hours)
Prerequisite: Admission to nursing program. NUR 1020C. This course focuses on adaptation levels of adults to commonly (typical diseases of adult years) occurring health needs. The roles of the nurse as a provider of care, communicator, teacher, manager, member of a profession, and member of an interdisciplinary team are emphasized and provide the framework for clinical application and evaluation. Emphasis is placed on adaptation to pathophysiological events in the following body systems: immune, reproductive, gastrointestinal, musculoskeletal, sensation, and renal/urinary. In addition, fundamental mental health concepts are included. Applications to elder adults are integrated throughout this course. Clinical experiences occur in hospital and community settings.

NUR 1461C
Parent - Child Nursing I *
(4 Credits - 6 Hours)
Prerequisite: Admission to nursing program. NUR 1020C; This course concentrates on normal and pathologic events associated with families of childbearing years. Emphasis is placed on adaptation to these events. Nursing roles and interventions in assisting parents, neonates, and children are integrated in both lecture and clinical learning experiences.

NUR 1520C
Mental Health Nursing
(4 Credits - 6 Hours)
Prerequisite: Admission to nursing program. NUR 1221C. This course explores normal and psychopathological mental/emotional processes. Emphasis is placed on the way patients adapt to internal and external stimuli through counseling modalities, group dynamics, and psychopharmacologic agents. The roles of the nurse in promoting mental health adaptation are analyzed. Clinical learning experiences will occur in hospital and in community settings. Effective application of the nursing process in meeting psychosocial human needs when caring for individuals across the life span with alterations of mental health is emphasized.

NUR 2222C
Nursing Care of Adults II *
(4 Credits - 10 Hours)
Prerequisite: Admission to nursing program. NUR 1221C. This course focuses on more complex diseases of adult years and the patient’s adaptation level. The roles of the nurse as a provider of care, communicator, teacher, manager, member of a profession, and member of an interdisciplinary team are explored as a means of enhancing the patient’s ability to adapt. In addition, the course provides opportunities for developing competence in advanced skills and the application of these skills for patient care. Knowledge and nursing skills acquired in Adult Nursing I are built upon, thus giving the student access to more complex illness crisis in the adult patient. Advanced skills will be practiced in the laboratory prior to clinical experiences. Emphasis is placed on adaptation to pathophysiological events in the following body systems: hematologic, nervous systems, integumentary, cardiovascular, endocrine, and respiratory.

NUR 2244C
Adult Health Nursing III
(5 Credits - 142 Hours) Didactic 34 Hours - Lab 8 Hours - Clinical 100 Hours
Corequisite: NUR 2460C Parent Child Nursing. Prerequisite: NUR 1212C Adult Health Nursing II, NUR 1521C Mental Health Nursing. This course focuses on more complex diseases of the adult patient in medical/surgical and critical care area. Emphasis is placed on advancing critical thinking skills to detect changes in patient status and to be able to respond appropriately to those changes. Analyzes effectiveness of nursing interventions based on patient outcomes. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 2251C
Adult Health Nursing IV
(4 Credits - 118 Hours) Didactic 30 Hours - Lab 8 - Clinical 80 Hours
Corequisite: NUR 2943C Transitional Nursing. Prerequisite: NUR 2244C Adult Health III. NUR 2460C Parent Child Nursing. This course focuses on patients with multi-system organ dysfunction in various settings. Emphasis is placed on initiating and evaluating appropriate care in an advanced healthcare setting. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 2460C
Parent Child Nursing
(5 Credits - 119 Hours) Didactic 50 Hours - Lab 4 Hours - Clinical 65 Hours
Co-requisite: NUR 2244C Adult Health Nursing III. Prerequisite: NUR 1212C Adult Health Nursing II, NUR 1521C Mental Health Nursing. This course focuses on the care of the patient and family from childbearing years through adolescence. It includes instruction on normal and abnormal physical events and the adaptation of the patient and family to these events. The clinical experience includes opportunities to care for prenatal, intrapartum, postpartum, and pediatric patients in various settings. The simulation and lab experience will further enhance the clinical and didactic learning.

NUR 2464C
Parent - Child Nursing II *
(4 Credits - 6 Hours)
Prerequisite: Admission to nursing program, NUR 1461C. This course builds upon knowledge and skills gained in Parent-Child Nursing I. Learning is focused on advanced-beginner knowledge and skills in the nursing care of families who undergo normal and pathologic events. Emphasis is placed on adaptation to these events. Nursing roles and interventions in assisting parents, neonates, and children are integrated in both lecture and clinical experiences.
Prerequisite: Admission to nursing program. Corequisite: NUR 2943C. This course focuses on adaptation to chronic impairments in physical, mental, or emotional function. Using a lifespan approach, the course provides the theory of rehabilitation nursing in acute, subacute, and skilled nursing facilities in addition to the home. Clinical experience will take place in skilled and long-term care settings. Emphasis is placed on the nurse’s role in promoting adaptation.

NUR 2943C
Transitional Nursing
(4 Credits - 147 Hours) Didactic 15 Hours - Clinical 132 Hours Corequisite: NUR 2251C Adult Health Nursing IV. Prerequisite: NUR 2244C Adult Health Nursing III, NUR 2460C Parent Child Nursing. This course provides the student with the opportunity to synthesize the concepts of the curriculum in reference to patient care and patient care management. It also offers guidance in adapting to the roles of a graduate nurse. Opportunities are provided which allow the student to enhance their organizational and critical thinking skills under the direction of an instructor and clinical agency preceptor in various acute care, subacute care, skilled nursing, and community settings.

RET 1024C
Fundamentals of Respiratory Care I
(4 Credits - 5 Hours)
This course investigates the role of the respiratory care practitioner (RCP) in the basic diagnosis and treatment of cardiopulmonary diseases using evidence and expert-based therapeutic objectives, specifically improving oxygenation, delivery of medications, and lung re-expansion therapies. The course includes up-to-date treatment modalities, medical devices, and the indications for the treatments and medicines prescribed by physicians to treat respiratory ailments. Lecture and laboratory experience will enable the student to provide consultation to physicians treating technically complex cases.

RET 1027C
Respiratory Therapeutics and Diagnostics
(4 Credits - 5 Hours)
Prerequisite: RET 1024C with a “C” or better. This course will include arterial blood gas (ABG) sampling, noninvasive assessment of oxygenation and ventilation, bedside pulmonary function tests, basic radiographic studies, and airway care.

RET 1264C
Introduction to Critical Care
(3 Credits - 4 Hours)
This course provides entry-level skills in adult mechanical ventilation. Upon completion the student should be able to demonstrate a basic understanding of positive airway pressure therapies, modes of ventilatory support, and initiate and monitor mechanical ventilation in the laboratory setting.

RET 1284C
Cardiac Diagnostics
(3 Credits - 64 Contact Hours)
This course focuses on the anatomy and physiology of the heart; diagnostic test for structure and function of the heart including, but not limited to: 12 lead ECG, hemodynamics, echocardiography, cardiac stress testing, and advanced cardiac diagnostics.

RET 1350C
Cardiopulmonary Pharmacology
(4 Credits - 5 Hours)
This course includes a study of pharmacologic agents used in cardiopulmonary care. This would include the principles of pharmacological therapy, drug dosages, and the safe and effective administration of these agents.

RET 1485C
Cardiopulmonary Anatomy and Physiology
(3 Credits - 3 Hours)
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, and gas exchange.

RET 1874L
Clinical Education I
(1 Credit - 5 Clinical Hours)
Clinical experiences will include an introduction to area hospitals and health resources. Students will be oriented to local healthcare facilities, obtaining an understanding of the principles of medical ethics and legal issues to include confidentiality, asepsis, safety, medical records, and vital signs including patient assessment. This course is an introduction to the basic modalities in Respiratory Care.

RET 1875L
Clinical Education II
(3 Credits - 15 Clinical Hours)
Prerequisite: RET 1264C with a “C” or better. This course introduces the student to the basic modalities in the assessment and treatment of cardiopulmonary conditions in the clinical setting. Students will rotate to several local hospitals during the semester. Students will obtain experience in bedside patient assessments, medical gas, aerosol, humidity, hyperinflation, and bronchial hygiene therapies; and arterial punctures with analyses of the results.

RET 2280C
Advanced Respiratory Critical Care
(4 Credits - 5 Hours)
Prerequisite: RET 1264C with a “C” or better. This course focuses on the critically ill patients on high levels of ventilatory support. Students will utilize ‘rescue’ ventilation modes on lung simulators. The course emphasizes early detection of worsening pulmonary disease through monitoring and the utilization of data such as waveform analyses, loops, and curves. Case studies and clinical simulations will develop skills needed for these patients.

RET 2418C
Advanced Diagnostics and Therapeutics
(3 Credit - 4 Hours)
Prerequisite: RET 2280C with a “C” or better. This course is a continuation of diagnostic equipment utilized in the assessment of patients with cardiopulmonary disorders. Topics include advanced monitoring and assessment of ventilator management, special procedures such as bronchoscopy, chest tubes and thoracentesis; cardiopulmonary diagnostic tools including heliox/nitric oxide administration and titration, advanced pulmonary function studies and specialized mechanical ventilation to include high frequency, liquid lung and extracorporeal membrane oxygenation.

RET 2601C
Cardiopulmonary Pathophysiology
(3 Credit - 3 Hours)
Corequisite: RET 1264C with a “C” or better. This course covers the etiology, pathophysiology, clinical manifestations, and management of cardiopulmonary disorders. The student will be introduced to clinical simulations to help develop clinical assessment skills and appropriate interventions.

RET 2714C
Pediatric and Neonatal Respiratory Care
(3 Credit - 4 Hours)
Corequisite: RET 2280C with a “C” or better. This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on normal neonatal and fetial development, airway management/resuscitation, normal/abnormal lab values, pathophysiology and on the special equipment and therapeutic needs of in-
fants and children.

RET 2876
Clinical Education III
(3 credits - 15 clinical hours)
Prerequisite: RET 1875L with a "C" or better. This course allows the student to apply critical care principles in a variety of clinical settings. Students will be responsible for the initiation, monitoring, evaluation, and weaning of adult mechanical ventilation. Students are exposed to various life-support systems and monitors.

RET 2877
Clinical Education IV
(3 credits - 240 Contact Hours)
Prerequisite: RET 2876 with a "C" or better. This course will place the student in advanced and specialized areas in cardiopulmonary care. The student will be exposed to clinical areas to include various intensive care units, pediatric/neonatal intensive care and advanced cardiopulmonary diagnostic studies.

RET 2878L
Clinical Education V
(3 credits - 15 Clinical Hours)
Prerequisite: RET 2877 with a "C" or better. This is a capstone clinical course where the students attend a clinical internship primarily in the adult critical care area. Students are required to successfully complete clinical objectives and summative evaluations indicating readiness for professional respiratory care practice.

RET 2930C
Respiratory Care Seminar +
(3 credits - 80 Contact Hours)
Prerequisite: RET 2418C with a "C" or better. This seminar includes a comprehensive review of respiratory care modalities, and techniques that encourage safe practice and success on the national credentialing examinations.

RTE 1000C
Introduction to Patient Care in Radiologic Sciences
(2 credits - 3 hours)
The content of this course will introduce the student to the fundamentals of patient care and the basic concepts of pharmacology, as it relates to radiological procedures. The theory and practice of basic techniques for venipuncture and the administration of diagnostic contrast agents and common intravenous medications will be covered in this course. Other topics covered in this course include: patient transfer techniques, body mechanics, emergency medical situations, infection control, aseptic techniques, care of patient medical equipment, oxygen administration and vital signs. All students will be required to successfully complete certification in the following areas: Basic Life Support health care provider (BLS), HIV/AIDS education, basic first aid.

RTE 1385
Radiobiology and Radiation Protection
(2 credits – 2 hours)
This course is primarily concerned with the content specifications within the radiation protection category of the ARRT examination in radiography. The topics include: patient and personnel protection, biological effects, minimizing patient and personnel exposure, methods of protection, basic properties and units of radiation measurement, NCRP recommendations for protective devices and personnel monitoring, and dosimeters.

RTE 1418C
Radiologic Science
(4 credits – 5 hours)
This course is primarily concerned with content specifications within the image production and evaluation category of the ARRT examination in radiography. The topics include: density, contrast, detail, distortion, latitude, beam restriction and filtration, control of scatter and second-
of Radiologic Technologist national certification examination in radiography.

RTE 2573C
Special Imaging Modalities
(3 Credits – 3 Hours)
Prerequisite: RTE 1513C and RTE 2613. Study of the principles of computerized imaging, including computerized tomography (CT), Magnetic Resonance Imaging (MRI), Ultrasound, Digital Radiography, SPECT and PET. Study of applications in producing diagnostic images and safety issues in the various modalities. Will also emphasize normal and abnormal cross sectional anatomy.

RTE 2613
Radiologic Physics
(3 Credits – 3 Hours)
Prerequisite: RTE 1418C. This course is primarily concerned with the content specifications within the equipment operation and maintenance category of the ARRT examination in radiography. The topics include: X-ray generators, transformers, rectification systems, digital imaging units, electricity, magnetism, electromagnetism, X-ray tube, X-ray, production, X-ray imaging systems, fluoroscopic systems, conventional systems, and PACS systems. Evaluation of radiographic equipment and accessories will also be covered.

RTE 2782C
Radiographic Pathology
(2 Credits – 2 Hours)
Prerequisite: Acceptance into the Radiologic Technology Program. This course will provide students with an understanding of the manifestations of pathological conditions and their relevance to radiographic procedures. Also discussed will be examples/sites, complications, prognosis, etiology of the disease and various imaging modalities used.

RTE 2844
Clinical Education IV
(5 Credits – 336 Total Clinical Hours)
Prerequisite: RTE 1824. Affiliation agreements with various hospitals enable SJR State radiography students to gain valuable clinical experience in departments of radiology. During this clinical rotation students will observe and perform under direct and indirect supervision the application of those skills learned in the classroom and laboratory. This course is the fourth of five sequential clinical education courses.

RTE 2854
Clinical Education V
(5 Credits – 336 Total Clinical Hours)
Prerequisite: RTE 2844. Affiliation agreements with various hospitals enable SJR State radiography students to gain valuable clinical experience in departments of radiology. During this clinical rotation students will observe and perform under direct and indirect supervision the application of those skills learned in the classroom and laboratory. This course is the fifth of five sequential clinical education courses.

SCIENCE

Science laboratory courses that have an assigned credit hour value will be assigned a separate grade from the lecture component. In the event that a student earns a passing grade in one component and not the other, only that component failed need be repeated. If the laboratory component of the course has no credit hour value assigned, a single grade is given to represent work done in both the course lecture and laboratory.

Prerequisite and corequisite requirements must be observed. Failure to enroll in required corequisites will result in administrative withdrawal from the course. In addition, if after registration a student decides to withdraw from either the lecture or the laboratory, he must also withdraw from its corequisite. However, during the last 10 days of the withdrawal period for fall and spring terms or during the last five days of the withdrawal period during summer terms, a student may request approval from the instructor to withdraw from a corequisite. This request requires approval by both the instructor and the dean of arts and sciences.

AST 1002
Introduction to Astronomy ♦
(3 Credits - 3 Hours)
Prerequisite: MAT 1033. Corequisite: AST 1002L. The course includes topics on the solar system, stars, galaxies, and cosmology. Basic mathematical skills in arithmetic, equation solving, exponents, trigonometry, unit conversions, and logarithms are utilized.

AST 1002L
Laboratory for Introduction to Astronomy ♦
(1 Credit - 2 Hours)
Corequisite: AST 1002. An introductory laboratory course with exercises on optics, telescope design and structure, spectra, and analysis of data from observations of the sun, moon, planets, and other celestial objects. Some required observing sessions may occur at times other than the scheduled laboratory classes.

BOT 2010
Botany ♦
(4 Credits - 3 Hours)
Prerequisite: BSC 1005 and BSC 1005L or BSC 2010/2010L with grades of “C” or higher. Corequisite: BOT 2010L. A study of the major divisions of the plant kingdom with emphasis on morphology and physiology.

BOT 2010L
Laboratory for Botany ♦
(0 Credits - 3 Hours) Corequisite: BOT 2010.

BSC 1005
General Biology ♦
(3 Credits - 3 Hours)
Corequisite: BSC 1005L. An introduction to and application of fundamental biological concepts for non-science majors. The emphasis will be on major biological concepts such as cell structure and function, biochemistry and metabolism, genetics and the interrelationships among organisms. Students may use either BSC 1005 or BSC 2010 to fulfill general education science requirements.

BSC 1005L
Laboratory for General Biology ♦
(1 Credit - 2 Hours) Corequisite: BSC 1005.

BSC 1020
Human Biology ♦
(3 Credits - 3 Hours)
Corequisite: BSC 1020L. This is a course designed for students not majoring in biology. It includes study of the human body’s major organ systems and processes. Human diseases, their prevention, treatment, and the bioethical issues they raise will be considered. This course is not designed to fulfill requirements for allied health students. Students may use either BSC 1020 or BSC 2085 to fulfill general education science requirements.

BSC 1020L
Laboratory for Human Biology ♦
(1 Credit - 2 Hours) Corequisite: BSC 1020

BSC 2010
Principles of Biology I ♦
(3 Credits - 3 Hours)
Corequisite: BSC 2010L. Primarily for science majors, this course emphasizes biology at the cellular level. Topics will include chemistry and biochemistry; cell structure and function; cell division, including mitosis and meiosis; metabolism,
including cellular respiration and photosynthesis; and genetics, including Mendelian and molecular genetics and biotechnology. Students may use either BSC 1005 or BSC 2010 to fulfill general education science requirements.

**BSC 2010L**
*Laboratory Principles of Biology I *◆
(1 Credit - 3 Hours)
Corequisite: BSC 2010.

**BSC 2011**
*Principles of Biology II *◆
(3 Credits - 3 Hours)
Prerequisite: BSC 2010 and BSC 2010L with a grade of “C” or higher. Corequisite: BSC 2011L. Primarily for science majors, this course emphasizes topics above the cellular level. Topics will include biodiversity; structure and function of tissues, organs, and systems within plants and animals; evolution and ecology.

**BSC 2011L**
*Laboratory Principles of Biology II *◆
(1 Credit - 3 Hours)
Corequisite: BSC 2011.

**BSC 2085**
*Human Anatomy and Physiology I *◆
(3 Credits - 3 Hours)
Corequisite: BSC 2085L. This course provides students with an overview of cell structure and function, and a thorough understanding of the anatomy and physiology of the integumentary, skeletal, muscular, articular, nervous, and endocrine systems of the human body. Students may use either BSC 1020 or BSC 2085 to fulfill general education science requirements. This course is primarily for health science majors. Successful completion of one year of high school biology or BSC 1005 is recommended.

**BSC 2085L**
*Laboratory for Human Anatomy and Physiology I *◆
(1 Credit - 2 Hours)
Corequisite: BSC 2085.

**BSC 2086**
*Human Anatomy and Physiology II *◆
(3 Credits - 3 Hours)
Corequisite: BSC 2086L Honors. Prerequisite: BSC 2085 and BSC 2085L with a grade of “C” or higher. This course is a continuation of BSC 2085. It provides students with a thorough understanding of the anatomy and physiology of the cardiovascular, respiratory, lymphatic, immune, digestive, urinary and reproductive systems of the human body. This course involves significant reading, writing, discussion and student participation.

**BSC 2086L**
*Laboratory for Human Anatomy and Physiology II *◆
(1 Credit - 2 Hours)
Corequisite: BSC 2086.

**BSC 2086**
*Honors Human Anatomy and Physiology II *◆
(3 Credits - 3 Hours)
Corequisite: BSC 2086L Honors. Prerequisite: Admission to the SJR State Honors Program and BSC 2085 and BSC 2085L with a grade of “C” or higher. This course is a continuation of BSC 2085. It provides students with a thorough understanding of the anatomy and physiology of the cardiovascular, respiratory, lymphatic, immune, digestive, urinary and reproductive systems of the human body. This course involves significant reading, writing, discussion and student participation.

**BSC 2086L**
*Honors Laboratory for Human Anatomy and Physiology II *◆
(1 Credit - 2 Hours)
Corequisite: BSC 2086 Honors. Prerequisite: Admission to the SJR State Honors Program.

**BSC 2362**
*Tropical Ecology *◆
(3 Credits - 3 Hours)
Corequisite: BSC 2362L. This course is to provide students an introduction to the principles of ecology and environmental science in a tropical climate. Introductory concepts and principles of tropical biology will also be covered. Successful completion of one year of high school biology or chemistry or BSC 1005 is recommended.

**BSC 2362L**
*Laboratory for Tropical Ecology *◆
(1 Credit - 2 Hours)
Corequisite: BSC 2362.

**CHM 1020**
*Introduction to Chemistry *◆
(3 Credits - 3 Hours)
Corequisite: CHM 1020L. A course designed to provide the non-science major with an introduction to the basic concepts of chemistry with an emphasis on the impact of chemistry on modern society.

**CHM 1020L**
*Laboratory for Introduction to Chemistry *◆
(1 Credit - 2 Hours)
Corequisite: CHM 1020.

**CHM 1032**
*Principles of General Chemistry *◆
(3 Credits - 3 Hours)
Corequisite: CHM 1032L. Prerequisite: Satisfactory score on placement tests or completion of MAT 1033 with a grade of “C” or higher. A course designed primarily for students who are entering the allied health fields. Includes the fundamental laws and theories of inorganic chemistry and an introduction to carbon chemistry. The applications of chemistry to health related fields will be stressed. This course does not meet general education science requirements.

**CHM 1032L**
*Lab for Principles of General Chemistry *◆
(1 Credit - 3 Hours)
Corequisite: CHM 1032.

**CHM 1045**
*General Chemistry I *◆
(3 Credits - 3 Hours)
Corequisite: CHM 1045L. Prerequisite: Successful completion of CHM 1020 or CHM 1032 with a grade of “C” or higher, or two years of high
school chemistry with a grade of "C" or higher. Students who have completed one year of high school chemistry are strongly recommended to take CHM 1020 or CHM 1032 before enrolling in CHM 1045. Students must be concurrently enrolled in, or have completed, MAC 1105 or MAC 1147 with a grade of "C" or higher. Course content includes atomic theory, chemical bonding, reaction stoichiometry, oxidation-reduction, behavior of gases, thermochemistry, and colligative properties.

CHM 1045L
Laboratory for General Chemistry I * ♦
(1 Credit - 3 Hours)
Corequisite: CHM 1045.

CHM 1046
Honors General Chemistry I ♦
(3 Credits - 3 Hours)
Corequisite: CHM 1046L. Prerequisite: Admission to the SJR State Honors Program and successful completion of CHM 1020 or CHM 1032 with a grade of "C" or higher, or two years of high school chemistry with a grade of "C" or higher. Students who have completed one year of high school chemistry are strongly recommended to take CHM 1020 or CHM 1032 before enrolling in CHM 1045. Students must be concurrently enrolled in, or have completed, MAC 1105 or MAC 1147 with a grade of "C" or higher. Course content includes atomic theory, chemical bonding, reaction stoichiometry, oxidation-reduction, behavior of gases, thermochemistry, and colligative properties. This course involves significant reading, writing, discussion and student participation.

CHM 1045L
Honors Laboratory for General Chemistry I * ♦
(1 Credit - 3 Hours)
Corequisite: CHM 1045 Honors.

CHM 1046
General Chemistry II ♦
(3 Credits - 3 Hours)
Prerequisite: CHM 1045 and CHM 1045L with a grade of "C" or higher. Corequisite: CHM 1046L. Topics include kinetics, acids and bases, equilibrium, thermodynamics, electrochemistry, and coordination chemistry.

CHM 1046L
Laboratory for General Chemistry II * ♦
(1 Credit - 3 Hours)
Corequisite: CHM 1046. Includes qualitative analysis.

CHM 2210
Organic Chemistry I ♦
(3 Credits - 3 Hours)
Prerequisite: CHM 1046 and CHM 1046L with a grade of "C" or higher. Corequisite: CHM 2210L. A study of the structure, synthesis, reactions, and nomenclature of organic compounds.

CHM 2210L
Laboratory for Organic Chemistry I * ♦
(1 Credit - 3 Hours) Corequisite: CHM 2210

CHM 2211
Organic Chemistry II ♦
(3 Credits - 3 Hours)
Prerequisite: CHM 2210 and CHM 2210L with a grade of "C" or higher. Corequisite: CHM 2211L. This course is a continuation of Organic Chemistry I.

CHM 2211L Laboratory for Organic Chemistry II * ♦
(1 Credit - 3 Hours) Corequisite: CHM 2211.
OCB 1000L
Laboratory for Marine Biology ♦
(1 Credit - 2 Hours) Corequisite: OCB 1000.

PHY 1053
General Physics I ♦
(3 Credits - 3 Hours)
Prerequisite: Completion of MAC 1147 with a grade of “C” or higher or appropriate scores on placement tests. Corequisite: PHY 1053L. This course is primarily designed for biological and health science majors, or others not majoring in the physical sciences. Knowledge of trigonometry is recommended. The concepts discussed are mechanics, waves, and heat."

PHY 1053L
Laboratory for General Physics I ♦
(1 Credit - 3 Hours) Corequisite: PHY 1053.

PHY 1054
General Physics II ♦
(3 Credits - 3 Hours)
Prerequisite: PHY 1053 and PHY 1053L with a grade of “C” or higher. Corequisite: PHY 1054L. A continuation of PHY 1053. Electricity, magnetism, waves, optics, and modern topics of physics are the areas of study.

PHY 1054L
Laboratory for General Physics II ♦
(1 Credit - 3 Hours) Corequisite: PHY 1054.

PHY 2048
Physics I with Calculus ♦
(3 Credits - 3 Hours)
Prerequisite: MAC 2311 with a grade of “C” or higher. Corequisite: PHY 2048L. An introduction to physics utilizing the fundamentals of differential and integral calculus, with an emphasis on theory. The areas of study include mechanics, heat, and wave motion.

PHY 2048L
Laboratory for Physics I with Calculus ♦
(1 Credit - 3 Hours) Corequisite: PHY 2048.

PHY 2049
Physics II with Calculus ♦
(3 Credits - 3 Hours)
Prerequisite: PHY 2048 and PHY 2048L with a grade of “C” or higher. Corequisite: PHY 2049L. A continuation of PHY 2048, including the areas of sound, light, charged particle motion in electric and magnetic fields, circuits, magnetism, and nuclear physics.

PHY 2049L
Laboratory for Physics II with Calculus ♦
(1 Credit - 3 Hours) Corequisite: PHY 2049.

PSC 1341
Physical Science ♦
(3 Credits - 3 Hours)
Prerequisite: Satisfactory score on placement tests, or completion of MAT 1033 with a grade of “C” or higher. Corequisite: PSC 1341L. The primary aim of this course is to provide the student with an understanding of some of the basic concepts of physics and chemistry. These concepts are carried through problem solving using formulas requiring a basic understanding of algebra.

PSC 1341L
Laboratory for Physical Science ♦
(1 Credit - 2 Hours) Corequisite: PSC 1341.

PSC 2095
Special Problems in Science ♦
(1 - 3 Credits)
Directed studies in the area of the sciences. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study will be presented to the instructor and must be approved by the dean of arts and sciences.

ZOO 2010
Zoology ♦
(4 Credits - 3 Hours)
Prerequisite: BSC 1005 and BSC 1005L or BSC 2010 and BSC 2010L with grades of “C” or higher. Corequisite: ZOO 2010L. A study of major phyla of the animal kingdom with emphasis upon the structure, function and evolutionary relationships.

ZOO 2010L
Laboratory for Zoology ♦
(0 Credits - 3 Hours) Corequisite: ZOO 2010.

SOCIAL SCIENCE

AFA 2000
Minorities: The African-American Experience ♦
(3 Credits - 3 Hours)
The Black experience in the African diaspora; interdisciplinary examination of texts, theories, practices, and philosophic foundations in African-American cultural and sociological history.

AMH 1070
Florida Heritage ♦
(3 Credits - 3 Hours)
A survey of the culture, economy, government, geography, history, and natural resources of Florida. Emphasis is given to the rapid progress in the development of agriculture, industry, and education during the past 20 years.

AMH 2010
United States History to 1877 ♦
(3 Credits - 3 Hours)
A study of the social, economic, political, religious, intellectual, and cultural factors that contributed to the growth of the United States to 1877. This course involves significant reading, writing, discussion and student participation.

AMH 2020
Honors United States History since 1877 ♦
(3 Credits - 3 Hours)
A study of the social, economic, political, religious, intellectual, and cultural factors that contributed to the growth of the United States since 1877. Emphasis is placed upon the factors that have changed the United States from a rural-agricultural nation to an urban-industrial world power. AMH 2010 is not a prerequisite for this course.

AMH 2020
Honors United States History since 1877 ♦
(3 Credits - 3 Hours)
A study of the social, economic, political, religious, intellectual, and cultural factors that contributed to the growth of the United States since 1877. Emphasis is placed upon the factors that have changed the United States from a rural-agricultural nation to an urban-industrial world power. AMH 2010 is not a prerequisite for this course.
is placed upon the factors that have changed the United States from a rural-agricultural nation to an urban-industrial world power. This course involves significant reading, writing, discussion and student participation.

**AMH 2060**

The Southern Frontier ◆

*(3 Credits - 3 Hours)*

The study of the early history of the American South, ranging geographically from Florida to the Louisiana Territory, to Georgia and the Carolinas, from 1513 to statehood. Particular attention is placed on the period of discovery, exploration, and settlement, with emphasis placed on the struggle among the English, French, Spanish, and Indians on the colonial frontier.

**ANT 2000**

General Anthropology ◆

*(3 Credits - 3 Hours)*

A wide-range survey of man’s biological and cultural nature. Topics include primates, early hominids, human variation, language, sex, magic, art, religion, evolution, and the origins of civilization.

**ANT 2511**

Human Origins ◆

*(3 Hours - 3 Credits)*

This course provides a survey of human biological and cultural evolution from early pre-Pleistocene hominids through the development of agriculture, with the goal of better understanding our human heritage.

**CLP 2140**

Abnormal Psychology ◆

*(3 Credits - 3 Hours)*

Prerequisite: PSY 2012 with a grade of "C" or higher. An introduction to mental illness, its definition, classification, and treatment. Includes the historical background of abnormal psychology, the major conceptualizations, and the nature and descriptions of psychological disorders. Assumes knowledge of concepts typically learned in an introductory psychology course.

**DEP 2002**

Child Psychology ◆

*(3 Credits - 3 Hours)*

Prerequisite: PSY 2012 or DEP 2004 with a grade of "C" or higher.

A study of the development of the child from birth to the adolescent years. Emphasizes developmental and psychosocial aspects of childhood, including heredity, environment, maturational, intellectual, psychological, and social determinants of a child's world.

**DEP 2004**

Human Growth and Development ◆

*(3 Credits - 3 Hours)*

A study of the interactions of physical growth, health, cognitive maturation, family and social networks in the development of persons of all ages. All psychological aspects of development through the life cycle are considered.

**DEP 2004**

Honors Human Growth and Development ◆

*(3 Credits - 3 Hours)*

Prerequisite: Admission to the SJR State Honors Program. A study of the interactions of physical growth, health, cognitive maturation, family and social networks in the development of persons of all ages. All psychological aspects of development through the life cycle are considered. This course involves significant reading, writing, discussion and student participation.

**DEP 2302**

Adolescent Psychology ◆

*(3 Credits - 3 Hours)*

Prerequisite PSY 2012 or DEP 2004 with a grade of "C" or higher. A topical approach to the study of adolescence describing developmental patterns associated with identity, puberty, thought, and moral judgment relating to environmental influences with suggested applications for parents, teachers, counselors, nurses, and social workers.

**DEP 2402**

Psychology of Adulthood and Aging ◆

*(3 Credits - 3 Hours)*

Prerequisite: PSY 2012 or DEP 2004 with a grade of "C" or higher.

This course examines the physical, social, cognitive, and psychological characteristics of individuals during early, middle, and late adulthood. The course will investigate key events in adult and family life such as marriage, choice of occupation, parenthood, and retirement and the aging process.

**ECO 2013**

Macroeconomics ◆

*(3 Credits - 3 Hours)*

A course designed to introduce the student to economic theory and its social applications. Course content includes American capitalism; national income, employment, and fiscal policy; money, monetary policy, and economic stability; and economic growth.

**ECO 2013**

Honors Macroeconomics ◆

*(3 Credits - 3 Hours)*

Prerequisite: Admission to the SJR State Honors Program. A course designed to introduce the student to economic theory and its social applications. Course content includes American capitalism; national income, employment, and fiscal policy; money, monetary policy and economic stability; and economic growth. This course involves significant reading, writing, discussion and student participation.

**ECO 2203**

Microeconomics ◆

*(3 Credits - 3 Hours)*

A course designed to introduce the student to economic theory and its social applications. Course content includes economics of the firm and resource allocation, current domestic economic problems, international economics, and alternative economic systems.

**INR 2002**

International Relations ◆

*(3 Credits - 3 Hours)*

An introduction designed to give the student a basic understanding of theories explaining international political and economic actions and outcomes, including analysis of and developments in: international state systems, power relations, diplomacy, international law, international organizations, foreign policy decision-making, and issues regarding trade, environment and technology.

**ISS 2160**

Cultural Diversity in the United States ◆

*(3 Credits - 3 Hours)*

This course focuses on the great racial and ethnic diversity of contemporary U.S. society. It explores both the positive contributions and negative experiences of a variety of racial and ethnic groups. Topics covered include: cultural concepts, terms and theories used to understand culturally diverse populations; United States population demographics; historical, social and legal influences on racial and ethnic groups; deaf culture; religious minorities; and cultural diversity reflected in current events.

**ISS 2905**

Special Problems in Social Science ◆

*(1 - 3 Credits)*

Directed studies in the area of the social sciences provide for independent research in the social sciences. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study will be presented to the instructor and must be approved.
proved by the dean of arts and sciences.

POS 1041
United States Federal Government ♦
(3 Credits - 3 Hours)
Basic aspects of the Federal Government are studied. Emphasis is placed on content and interpretation of the Constitution, federalism, the Congress, the Presidency, and the Federal Court System as related to current problems in civil rights, economics and foreign policy. The operations of input mechanisms and institutions such as voters, public opinion, interest groups and political parties are analyzed.

POS 1041
Honors United States Federal Government ♦
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. Basic aspects of the Federal Government are studied. Emphasis is placed on content and interpretation of the Constitution, federalism, the Congress, the Presidency, and the Federal Court System as related to current problems in civil rights, economics and foreign policy. The operations of input mechanisms and institutions such as voters, public opinion, interest groups and political parties are analyzed. This course involves significant reading, writing, discussion and student participation.

POS 1112
State and Local Government ♦
(3 Credits - 3 Hours)
Activities and functions of state, regional, county, city, and special district governments are studied. Florida's constitution and structure, parties, politics, elections, interest/ethnic groups, public opinion and governmental services are examined and compared with those of other states in the U.S. Important environmental and growth management problems are analyzed.

PSY 2012
General Psychology ♦
(3 Credits - 3 Hours)
An introduction to psychology designed especially for transfer students. Major areas include: the nature of man, human development, motivation, abnormal behavior, personality, learning perception, social behavior, brain-behavior, relationships, physiology and animal behavior.

PSY 2012
Honors General Psychology ♦
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. An introduction to Psychology designed especially for transfer students. Major areas include: the nature of man, human development, motivation, abnormal behavior, personality, learning perception, social behavior, brain-behavior, relationships, physiology and animal behavior. This course involves significant reading, writing, discussion and student participation.

PSY 2905
Special Problems in Psychology ♦
(3 Credits - 3 Hours)
Directed studies in the area of psychology. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study will be presented to the instructor and must be approved by the dean of arts and sciences.

REL 2240
Survey of the New Testament ♦
(3 Credits - 3 Hours)
This course introduces the student to the study of the New Testament and its history, geography, personalities, teachings, authority, and influence upon our culture.

REL 2300
World Religions ♦
(3 Credits - 3 Hours)
A course which introduces the student to the world’s great religions by means of an objective examination of their origins and a study of their historical development. Religions include: Jainism, Buddhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam.

SLS 1101
College Success Skills ♦
(3 Credits - 3 Hours)
A course designed to teach students the behaviors consistent with success in academic settings. Opportunity is provided via lecture, individual and group activities, and tests for learning and practicing effective ways of coping with the demands of college life. Topics include note-taking strategies, active listening skills, reading strategies, mnemonics, proper management of time and money, goal setting, awareness of resources, and positive attitude development. This course may not be used for social science credit.

SLS 1301
Life and Career Development ♦
(3 Credits - 3 Hours)
A course designed to aid the college student in life and career planning. Areas of opportunity in the employment market, as well as appropriate educational programs in preparing for those employment areas, are discussed. Modern techniques and standardized testing are utilized in assisting the student in personal career and life choices. Students will be involved in activities that provide opportunities for exploration and practice in job seeking techniques, resume writing, life and career choices, and interviewing skills.

SLS 1401
Comprehensive Career Exploration ♦
(3 Credits - 3 Hours)
A course designed to facilitate life and career decision-making through a process of developing self-awareness. Students will be involved in activities that encourage examination of personality characteristics, interests, personal and occupational values. Techniques in career research will be explored and practiced. The World of Work will be explored through job search strategies. Opportunities will be provided for exploration of ethical concerns, attitudes, beliefs and abilities as they relate to career and life choices.

SYG 1000
Introduction to Sociology ♦
(3 Credits - 3 Hours)
An introductory course covering six basic areas: the sociological perspective, social influences, social behavior, social inequality, social institutions, and social change. Topics include sociological reasoning, culture, personality development, groups, deviance, ethnic and racial minorities, the family, and population.

SYG 1000
Honors Introduction to Sociology ♦
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. An introductory course covering six basic areas: the sociological perspective, social influences, social behavior, social inequality, social institutions, and social change. Topics include sociological reasoning, culture, personality development, groups, deviance, ethnic and racial minorities, the family,
and population. This course involves significant reading, writing, discussion and student participation.

**SYG 1430**  
*Marriage and the Family*  
(3 Credits - 3 Hours)  
A functional course designed to help the student understand and manage the problems and adjustments encountered in marriage and family living. Emphasis is placed on preparation for marriage, spouse selection, the causes and resolution of marital conflict, sexual roles, parenthood, family finance management, and an exploration of current changes in values and structures.

**SYG 2010**  
*Contemporary Social Problems*  
(3 Credits - 3 Hours)  
This course covers the nature, development, and dimensions of social problems in contemporary society. Problems are studied from three perspectives: symbolic interaction theory, functionalist theory, and conflict theory.

**WOH 1012**  
*World Civilization to 1600*  
(3 Credits - 3 Hours)  
A survey course tracing the development, growth, and interaction of civilized societies from prehistoric times to the 17th century, showing their influences on each other and their contributions to human culture.

**WOH 1022**  
*World Civilization since 1600*  
(3 Credits - 3 Hours)  
A survey of civilization from the 17th century to the present. Topics include industrialization, nationalism, imperialism, the emergence of the modern state system, U. S. constitutional development, revolutions and wars of the 20th century, and the present world structure.
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CAMPUS SAFETY/AWARENESS

ST. JOHNS RIVER STATE COLLEGE

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

This Federal Act requires that SJR State distribute information regarding certain on-campus crimes to all current and potential students and employees. SJR State is dedicated to the provision of a safe learning and working environment for all students and employees. This information is posted on the College Safety and Security Web site at SJRstate.edu/safety.html.

The Department of Public Safety/Security coordinates Campus Watch. Campus Watch is a college-wide crime prevention program whereby all members of the College are encouraged to report suspicious or criminal activity to the Department of Public Safety/Security and/or the appropriate law enforcement agency. As part of this program various crime prevention tips are published on the College Web site as a means of further educating members of the college community on ways to be safe.

The St. Johns River State College Department of Public Safety/Security can be reached 24 hours a day 7 days a week. Contact information for security officers is as follows:

Orange Park Campus - (Office) 904-483-8072; (24 hour cell phone) 904-626-5885
Palatka Campus - (Office) 386-312-4095; (24 hour cell phone) 386-937-2052
St. Augustine Campus - (Office) 904-808-7495; (24 hour cell phone) 904-625-5956

Monday through Friday 8:00 a.m. to 5:00 p.m. the college switchboard can be reached at extension 4200.

SJR State security officers and private contract security officers are armed and licensed by the state of Florida. College and private contract security officers are not law enforcement officers, but they work closely with local law enforcement agencies on reporting and follow-up actions or investigations related to criminal activities on campus. In order to facilitate this relationship and to assist in crime prevention, all employees and students are encouraged to promptly report all criminal or suspicious activity to the security officer on duty on the campus.

The College has no recognized fraternities or other off-campus student organizations and there are no records maintained on liquor, drugs or weapons violations by students associated with such organizations.

THE COLLEGE STRICTLY PROHIBITS:
1. consumption of alcohol on campus unless served at college sponsored or approved events, as approved by the President,
2. use, manufacture or possession of illegal drugs or narcotics on campus or at College functions, and
3. carrying any type of weapon, concealed or otherwise, on campus except as part of the law enforcement training program.

In addition, College policy prohibits smoking except in designated smoking areas.

FEDERAL CAMPUS SEX CRIMES PREVENTION ACT OF 2000 AND FLORIDA SEXUAL PREDATOR AND SEXUAL REGISTRATION NOTIFICATION LAW

Pursuant to the Federal Campus Sex Crimes Prevention Act of 2000 and the Florida Sexual Predator and Sexual Registration Notification Law, SJR State establishes the following procedure to insure the availability of information to the campus community concerning the presence of registered sexual offenders or predators attending SJR State.

All information regarding registered sexual offenders or predators attending SJR State will be coordinated and maintained by the SJR State Department of Campus Safety and Security. SJR State Department of Campus Safety and Security will maintain a current copy of the offender/predator’s Florida Department of Law Enforcement offender flyer including his/her photograph and current SJR State campus location.

Inquiries regarding any sexual offender or predator attending any SJR State campus should be directed to David R. Stout, Director of Campus Safety, at davidstout@SJRstate.edu, telephone number (386) 312-4064 or telephone number (386) 312-4095, Monday through Friday during normal business hours.

Information relating to Florida’s registered sexual offenders and predators is public record and may also be viewed at www.fdle.state.fl.us or by calling 1-888-357-7332.

HIGHER EDUCATION AMENDMENTS OF 1992; SECTION 486(C) OF PUBLIC LAW: 102-325 (S. 1150)

Sexual assault (rape) is a serious crime that has a major impact on the campus community as well as on the students who are victimized. SJR State will not tolerate sexual assault in any form, including date and acquaintance sexual assault.

Should probable cause be determined that campus regulations prohibiting sexual assault have been violated, disciplinary action will be pursued through the code of student conduct or other appropriate internal processes. Discipline may result in suspension or dismissal from the College.

Any student or employee reporting a sexual assault will be treated with respect and sensitivity. Contacts and conversations which transpire pursuant to this procedure will be held in confidence.

Individuals who believe they have been sexually assaulted and wish information or assistance may contact the campus counseling staff member designated to assist with sexual assaults. Any person wishing to file a complaint may contact College or contract security on the campus.

Security will discuss the matter with the student and make the appropriate referrals. The person reporting the incident may request that their identity remain anonymous. A report shall be completed
and forwarded to the Vice President for Student Affairs/Assistant General Counsel who will assist in situations requiring immediate administrative support.

Employee complaints will be referred to the Vice President for Administrative Affairs.

Your compliance with the policies outlined above and in helping to prevent crime at SJR State facilities is appreciated. Only with your help can a safe and secure working and learning environment be provided for all.

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT SEXUAL PREDATOR/OFFENDER REGISTRY**

This Web site contains public record information on offenders classified as sexual predators and sexual offenders under Florida law because of a conviction for a sex-related crime and/or a specified crime against children: www.fdle.state.fl.us.

FDLE has also established a toll-free number (1-888-FL-PREDATOR) or (1-888-357-7332) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Or via e-mail: sexpred@fdle.state.fl.us.

Upon notification of the presence of an offender/predator, it is the responsibility of the law enforcement agency with jurisdiction over the offender/predator’s address to inform the College administration that the offender/predator has stated that he/she is currently enrolled at, or employed by the College. The College administration can then make all prudent notifications to members of the campus community.

Information regarding registered sexual offenders or predators attending classes at SJR State may be obtained by contacting the Department of Public Safety/Security at 386-312-4995.

**ALCOHOL AND DRUG POLICY**

The use of illicit drugs and the abuse of alcohol pose serious risks to one’s health. Orientation packets contain a list of possible side effects associated with the use and abuse of alcohol and certain other drugs. (Lists are also available from college counselors.) Almost all of these effects include the symptoms of dilated pupils, elevated body temperature, increased heart rate, increased blood pressure, impairment of judgment and mental functions, and loss of control and coordination. If ingested by a pregnant woman or nursing mother, these drugs pose serious risks to the health of fetuses and nursing infants, up to and including death.

Drug Abuse Education and Counseling Services are available in the tri-county area:

**Alcoholics Anonymous**
904-399-8535
Clay County Behavioral Health Center
904-291-5561
Epic Community Services, Inc.
904-829-2273
First-Coast Narcotics Anonymous
904-723-5683
AL-ANON
Putnam and St. Johns - 1-800-508-2512
Clay - 1-800-344-2666

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Putnam Behavioral Healthcare, Inc.
386-329-3780
Riverpoint Behavioral Health
904-724-9202
St. Johns County Department of Health & Human Service
904-209-6000
and on-line through the American Council for Drug Education at: www.acde.org

**SJR STATE DRUG EDUCATION POLICY**

SJR State is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student’s development. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment.

The SJR State Board of Trustees adopted the rules that outline the accepted code of conduct for students and employees. The code, as documented in the student handbook and the college catalog, includes the following:

1. Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College is prohibited.

2. Such acts or behaviors may include but are not limited to the following: consumption of alcoholic beverages on campus or at a college function, illegal use or possession of drugs or narcotics on campus or at a college function.

3. The College reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for the disciplinary reasons. The College may also make a referral to local authorities for appropriate action.

As a public institution whose mission is to foster human potential, SJR State believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse.

The student affairs department can assist students with referral information to appropriate community resources in a confidential, professional manner. Counselors are available to assist students in obtaining further information. All contacts relating to substance abuse will be held in strict confidence.

For more information on penalties and dangers of drug use, go online at: www.dea.gov.
**SAFETY/SECURITY REPORT**

The following crime statistics indicate college-wide criminal activity from 2002-2009. These statistics were compiled based on data received from local law enforcement, and the SJR State Department of Public Safety/Security.

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Additional information can be obtained from the College Web site: SJRstate.edu
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<tr>
<th>Name</th>
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<tr>
<td>Joe H. Pickens, J.D.</td>
<td>President</td>
</tr>
<tr>
<td>Melissa C. Miller, J.D.</td>
<td>Executive Vice President/General Counsel</td>
</tr>
<tr>
<td>Gilbert L. Evans, Jr., J.D., Ph.D.</td>
<td>Vice President for Student Affairs/Assistant General Counsel</td>
</tr>
<tr>
<td>Melanie A. Brown, Ph.D.</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>Albert P. Little, M.S.</td>
<td>Vice President for Business Affairs</td>
</tr>
<tr>
<td>Annette W. Barrineau, M.B.A.</td>
<td>Vice President for Administrative Affairs</td>
</tr>
<tr>
<td>Caroline D. Tingle, M.P.A.</td>
<td>Vice President for Development and External Affairs</td>
</tr>
<tr>
<td>Rosalind M. Humerick, Ph.D.</td>
<td>Vice President for Research and Institutional Effectiveness</td>
</tr>
<tr>
<td>Anna M. Lebesch, Ed.D.</td>
<td>Vice President for Workforce Development</td>
</tr>
<tr>
<td>Paul M. Hawkins, B.S.</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>Gregory K. McLeod, Ph.D.</td>
<td>Provost, St. Augustine Campus</td>
</tr>
<tr>
<td>James C. Roy, B.S.</td>
<td>Provost, Orange Park Campus and Director of Governmental Relations</td>
</tr>
<tr>
<td>Laura L. Boilini, Ph.D.</td>
<td>Dean of Arts and Sciences</td>
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<tr>
<td>Alan R. Hentschel, M.A.</td>
<td>Dean of Library Services</td>
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<tr>
<td>Carmen M. Cummings, M.S., A.M.S.</td>
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<tr>
<td>Mary Anne Laney, Ph.D., R.N.C.</td>
<td>Dean of Nursing</td>
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<tr>
<td>Thomas D. Baxter, Ph.D.</td>
<td>Dean of Allied Health</td>
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<tr>
<td>Michael J. Keller, M.A.</td>
<td>Associate Dean of Arts and Sciences and Assistant Provost</td>
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<tr>
<td>Billie Blake, Ed.D., M.S.N.</td>
<td>Associate Dean of Nursing</td>
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<tr>
<td>Carey A. Bass, M.S.</td>
<td>Associate Dean of Teacher Education</td>
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<tr>
<td>James A. Walsh, M.A.</td>
<td>Executive Director, Thrasher-Horne Center for the Arts</td>
</tr>
<tr>
<td>J. Wayne Bodiford, B.S.</td>
<td>Director of Financial Aid and Veterans Affairs</td>
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<td>L. Melissa Perry, M.B.A.</td>
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<td>Melissa E. O’Connell, M.A.</td>
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<td>Meghan E. Deputy, B.A.</td>
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<td>Susan B. Kessler, B.S.</td>
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<td>Gary A. Killam, M.A.</td>
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<tr>
<td>Sara J. Myers, M.A.T.</td>
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<td>Jane T. Crawford, M.Ed.</td>
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</table>
Graphic Design  
Florida School of the Arts  
B.F.A., Savannah College of Art & Design  
M.F.A., University of Cincinnati

Allen, Robbie (2008)  
Public Services Librarian  
B.A., University of Central Florida  
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English  
B.A., Florida State University  
M.A., University of Florida

Biological Science, Anatomy/Physiology  
B.A., Universidad Central de Venezuela  
M.D., Universidad Central de Venezuela

Arnwine, Patrick O. (2001)  
Counselor  
B.S. Ed., Southern Illinois University  
M.S.A., Central Michigan University  
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Aspinwall, Bonnie B. (2010)  
Mathematics  
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M.B.A., Texas Tech University

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M.S., University of North Florida

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M.L.S., Florida State University

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M.S., Clemson University  
Ph.D., Walden University

English  
B.A., University of Florida  
M.A., University of Louisiana

Berry, Karen K. (2010)  
Director of Organizational Management  
B.S.H., University of North Florida  
M.B.A., University of North Florida

Beverly, Christopher A. (2010)  
Psychology  
B.B.A., University of North Florida  
M.A., University of North Florida  
Ph.D., Alliant International University

Bieler, Merrianne R. (2011)  
Director of Business and Construction Technology Education  
B.B.A., U.S. International University  
M.B.A., U.S. International University

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B.A., University of North Florida  
M.I.S., Florida State University

Billette, Stefanie S. (2011)  
Business  
B.S., University of Richmond  
M.S., University of Florida

Blair, Jonathan J. (2009)  
Computer Science  
B.S., University of Pittsburgh  
M.S., Regis University

Associate Dean of Nursing  
B.S.N., University of South Alabama  
M.S.N., University of Alabama at Birmingham  
Ed.D., Nova Southeastern University

Sociology  
B.A., Texas Tech University  
M.A., Texas Tech University

Bodiford, Wayne J. (2002)  
Director of Financial Aid and Veterans Affairs  
B.S., Webber College

Boillini, Laura L. (2011)  
Dean of Arts and Sciences  
B.S., Valparaiso University  
M.S., Purdue University  
Ph.D., Purdue University

Nursing  
B.S.N., University of Massachusetts, Boston  
M.S.N., Nova Southeastern University

Brandler, Andrew J. (2009)  
Program Director of Radiologic Technology  
B.S., Hood College  
M.A., Hood College

Bratcher, Freddick (2007)  
Modern Dance  
Florida School of the Arts  
B.A., Florida International University  
B.A., University of Florida

Brown, Melanie (2000)  
Vice President for Academic Affairs  
B.A., Stetson University  
M.A., Stetson University  
Ph.D., University of Central Florida

Clark, Michael (1984)  
Music - Piano  
Florida School of the Arts  
B.M., Peabody Conservatory  
M.M., Catholic University of America

Colarusso, Sherry J. (2010)  
Mathematics  
B.S., Florida State University  
M.A.T., Jacksonville University

Conkling, Scott (2008)  
Head Volleyball Coach

Coullette, Holly S. (2007)  
Director of Clinical Education  
Respiratory Care  
B.S., East Stroudsburg University

Crawford, Jane T. (2011)  
Director of Testing and Academic Success  
B.S., Florida State University  
M.Ed., University of North Florida
Crocker, Michael R. (1991)  
English  
B.A., State College at Potsdam  
M.A., University of Florida  

Crotty, Patricia J. (1987)  
Theater  
Florida School of the Arts  
B.F.A., Mississippi University for Women  
M.F.A., University of Alabama  

Cummings, Carmen M. (1983)  
Dean of Library Services  
B.A., Florida Atlantic University  
M.S., Florida State University  
A.M.S., Florida State University  

Dando, Lee C. (1986)  
Dance - Ballet  
Florida School of the Arts  
B.S.Ed., Florida State University  
M.M., Florida State University  

Daniels, Stacey L. (2008)  
Mathematics  
B.S., University of North Florida  
M.S., University of North Florida  

Delgado-Oakwood, Virginia M. (2009)  
Director of Health Information Management  
B.S., Florida International University  
M.S., Florida International University  

Deputy, Meghan E. (2006)  
Director of Continuing and Community Education  
B.A., Florida Atlantic University  

Mathematics, Philosophy  
B.S., Florida Atlantic University  
M.A., University of California at Los Angeles  
M.S., California State University at Long Beach  

Eckhardt, Deborah A. (2005)  
Mathematics  
B.A., University of North Florida  
M.S., University of North Florida  

Eller, Anne (2000)  
Adult Education  
B.A., State University College at Brockport, N.Y.  
M.S., Syracuse University  

Vice President for Student Affairs/Assistant General Counsel  
B.A., Florida State University  
M.S., Florida State University  
Ph.D., University of Florida  
J.D., University of Florida  

Feley, Donna J. (2010)  
English  
B.A., Winthrop University  
M.A., Winthrop University  

Nursing  
B.A. California State University  

Freeman, Nell R. (1993)  
Chemistry  
B.S., Samford University  
M.A., University of Alabama  

Furr, Cristy L. (2010)  
Humanities  
M.A., California State University, Dominguez Hills  
B.A., Flagler College  

Gailbreath, Bettycep D. (2010)  
Physical Science  
Ph.D., Northern Illinois University  
B.S.Ch.E., Clemson University  

Garrett, Summer G. (2007)  
Business  
B.S., University of Florida  
M.A., University of Florida  

Gifford, John A. (2007)  
Criminal Justice  
A.A., Florida Community College  

Speech  
B.S., Florida State University  
M.C.E., Emory University  
Ph.D., Florida State University  

Hakala, Kimbrough M. (1997)  
Biology  
B.S., Georgia College at Milledgeville  
M.S., University of Tennessee  

Harbison, Yvette-Marie (2002)  
Reading  
B.S., City University of New York  
M.S., Adelphi University  

Hargraves, Melody M. (1990)  
English  
B.A., Georgia Southern College  
M.A., University of Georgia  

Harvey, Arthur L. (2005)  
Head Basketball Coach  
B.S., Erskine College  
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Harvin, Oscar J. (2008)  
Business  
B.S., Bethune - Cookman College  
M.B.A., University of North Florida  
Certified Public Accountant  

Hawkins, Paul M. (2001)  
Chief Information Officer  
B.S., Tampa College  

Hentschel, Alan R. (2009)  
Dean of Florida School of the Arts  
B.F.A., California State University, Long Beach  
M.A., California State University, Long Beach  

Herman, Daniel L. (2006)  
Microbiology  
B.S., Bob Jones University  
M.S., Georgia Institute of Technology  

Hicks, Ransom J. (2011)  
Physical Science  
B.S., California State Polytechnic University  
M.S., California State University  

Hinton, Deborah H. (1999)  
Accounting, Business  
B.S., University of Florida  
M.A., University of Florida  
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Holbert, Brian J. (2011)  
Computer Science  
B.S., Spring Hill College  
M.S., University of South Alabama  
Ph.D., University of Texas Arlington  

Howard, Bernice (2000)  
Director of Computer Education  
B.S., Southern Illinois University  
M.A.T., Jacksonville University  

Humerick, Rosalind M. (1992)  
Vice President for Research and Institutional Effectiveness  
B.S., University of Manchester  
Ph.D., Auburn University
Jacob, Janice A. (2010)
Teacher Education
Ed.D., St. John's University
B.A., Herbert H. Lehman College
M.S.Ed., Herbert H. Lehman College

Jones, Jr. M. Ross (2008)
Director of Athletics/Head Baseball Coach
B.A. University of North Florida

Kaczmarsky, Longin T. (2011)
Physical Science
M.A., Long Island University
Ph.D., Florida International University

Keller, Michael J. (1989)
Associate Dean of Arts and Sciences
and Assistant Provost
B.S., Jacksonville University
M.A., University of North Florida

Theater
Florida School of the Arts
B.A., University of South Florida
M.A., University of Louisville

Kelly, Julie R. (1998)
Reading/College Prep English
B.A., University of South Florida
M.A., University of Florida

Kempke, Suzanne (2008)
Biological Science
M.A., Northwestern University
M.S., University of Illinois, Urbana-Champaign

Kessler, Susan B. (2000)
Director of Public Relations
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B.S., University of Florida

Kiernan, William F. (2005)
Business
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Killam, Gary A. (2009)
Director of Criminal Justice Training
B.S., Nova Southern University
M.A., University of Phoenix

Killmer, Christopher J. (2007)
History
B.A., Flagler College
M.A., University of Tennessee

Kleinpoppen, Theresa (2000)
Reading, English
B.A., University of North Florida
M.Ed., University of North Florida

Konantz, Mark L. (1988)
Physics, Physical Science
B.S., South Dakota School of Mines and Technology
M.S., South Dakota School of Mines and Technology
D.D.S., Indiana University

Lafond, Donald (2007)
Business
B.S., University of Mary Washington
M.B.A., Webster University

Lamark, Michele (2007)
Architectural Design & Drafting;
Apprenticeship
B.S.C.E., New England College
M.S.E., University of Michigan Ann Arbor

Kleinpoppen, Theresa (2000)
Reading, English
B.A., University of North Florida
M.Ed., University of North Florida

Konantz, Mark L. (1988)
Physics, Physical Science
B.S., South Dakota School of Mines and Technology
M.S., South Dakota School of Mines and Technology
D.D.S., Indiana University

Laney, Mary Anne (2010)
Dean of Nursing
B.S.N, Mercy College of Detroit
M.S.N, Wayne State University
Ph.D., University of South Carolina

Lebesch, Anna M. (2008)
Vice President for Workforce Development
B.A., University of Missouri
M.Ed., University of Missouri
Ed.D., University of Florida

Ledbetter, Wayne D. (1983)
English
B.A., Jacksonville University
M.A.T., Jacksonville University
M.A., University of Notre Dame

Director of Admissions and Records
B.S., Flagler College

Little, Albert P. (2007)
Vice President for Business Affairs
B.S., Lipscomb University
M.S., Middle Tennessee State University

Little, Mark I. (1997)
History
B.A., University of Florida
M.A., University of Florida
M.Ed., University of Florida

Lockhart, Detrick T. (1997)
Adult Education
B.S., Bethune Cookman College

Lyons, Jr., Phillip A. (1999)
Mathematics
B.S., University of Louisville
M.A., University of North Florida

Biology
B.S.E., Duke University
M.S., Duke University
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MacNichol, Marianne (1977)
English, Humanities
B.A., Texas Christian University
B.A., Texas Christian University
M.A., Florida State University
M.A., Florida State University
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Maier, A. Carl (2007)
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Masters, Ann B. (1985)
Education
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Masterson Stephanie C. (1994)
Music - Voice
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B.M., Western Michigan University
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Mays, Glendora (1976)
Business
B.S., Bethune-Cookman College
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McCaughern-Carucci, James F. (2010)
Biological Science
B.S., Sacred Heart University
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McInnis, Racheal (2010)
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McLeod, Gregory K. (2011)
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Mechan, Michael J. (1989)
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Melfi, Mary M. (2011)
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Moore, Claybourne M. (2002)
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Scenic and Lighting Design
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Criminal Justice
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Parsons, Jr., George P. (2005)
Criminal Justice
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Chemistry
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Nursing
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Mathematics
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Mathematics
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Biological Science
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English, Humanities
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Provost, Orange Park Campus and Director of Governmental Relations
B.S., Mount St. Mary's College
Electronics, Data Processing 
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M.S.E.E., California State University 
M.B.A., Georgia College

Savage, Joseph M. (2002) 
Humanities 
B.S., Atlantic Union College 
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M.A., Andrews University 
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Scott, Jill E. (2002) 
Nursing 
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Chemistry 
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Smith, Joyce C. (2006) 
Public Services Librarian 
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Solberg, Rebecca A. (2009) 
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Law Enforcement, A.S. Degree Coordinator for Public Service 
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Political Science 
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Costume 
Florida School of the Arts 
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Sullivan, Rebecca J. (2006) 
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B.A., University of Colorado 
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English 
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Williams, Werner O. (1993) 
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M.A.T., University of Florida

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Wright, Ingrid (2008) 
Radiology 
B.S., Florida Hospital College of Health Sciences

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Campus Librarian 
B.A., University of West Florida 
M.S., Florida State University
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