St. Johns River State College

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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Orange Park, FL 32065
(904) 276-6800

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 Southern Association of Colleges and Schools Commission on Colleges 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.

Before you awaits a collegiate journey rich in student life opportunities 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 trained professionals.

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 2013

July 10 .................. Registration for Fall Term classes begins (8:00 a.m.)
July 18 .................. New student registration 8:00 a.m. (students attending/completing orientation)
August 6 ................ Registration (tuition) fees due on or before 9:59 p.m.
August 7 ................ Open registration (state waivers & non-degree seeking)
August 11 ............... LAST day to apply for admission for Fall 2013
August 12 ............... Faculty reports
August 15 ............... Faculty Convocation (OPC)
August 18 ............... Last day for new registration and fee payment
August 19 ............... CLASSES BEGIN - registration for schedule changes only
August 19-23 .......... Schedule changes/drop with refund
August 23 ............... Last day to drop classes with refund/schedule changes (Web closes 9:59 p.m.)
July 10 .......................... Registration for Fall Term classes begins (8:00 a.m.)
July 18 .......................... New student registration 8:00 a.m. (students attending/completing orientation)
August 6 .......................... Registration (tuition) fees due on or before 9:59 p.m.
August 7 .......................... Open registration (state waivers & non-degree seeking)
August 11 ............... LAST day to apply for admission for Fall 2013
August 12 ............... Faculty reports
August 15 ............... Faculty Convocation (OPC)
August 18 ............... Last day for new registration and fee payment
August 19 ............... CLASSES BEGIN - registration for schedule changes only
August 19-23 .......... Schedule changes/drop with refund
August 23 ............... Last day to drop classes with refund/schedule changes (Web closes 9:59 p.m.)
September 2 ............. Labor Day holiday - College closed
September 20 ............. Last day to clear admission records
September 23 ............. Last day to clear "I" grades from previous semester
October 4 ............... College closed
November 1 ............... Last day for payment of Veterans’ deferred fees
November 1 ............... Last day for student/instructor course withdrawal with “W”
November 6 ............... Last day to apply for degree conferral and participate in commencement exercises
November 6 ............... Last day to order cap/gown for fall graduation
November 11 ............. Veterans Day holiday - College closed
November 27-30 ........ Thanksgiving holiday - College closes Nov. 26 at 10:00 p.m.
December 7-13 .......... Final Exams schedule
December 13 ............. Last day to apply for degree conferral
December 13 ............. Classes end/semester ends (10:00 p.m.)
December 17 ............. Final grades due (10:00 a.m.)
December 17 ............. Faculty Professional Development Institute (PAC)
December 18 ............. Students view grades online
December 18 ............. Last day for faculty
December 18 ............. Fall Commencement (11:00 a.m.)
December 20 ............. College closed (12:00 p.m.)
December 21 ............. Christmas holidays - College closed through January 5

SPRING TERM 2014

November 4 ............... Registration for spring classes begins (8:00 a.m. - 9:59 p.m.)
November 14 ............. New student registration 8:00 a.m. (students attending/completing orientation)
December 11 ............. Registration (tuition) fees due on or before 9:59 p.m.
December 13 ............. Open registration (state waivers & non-degree seeking)
January 1 ............... LAST day to apply online for admission for Spring 2014
January 6 ............... Staff, counselors and advisors report
January 7 ............... Faculty reports
January 7 ............... Last day for new registration and fee payment
January 8 ............... CLASSES BEGIN - registration for schedule changes only
January 8-14 .......... Schedule changes only/drop courses with refund
January 14 ............... Last day to drop courses with refund/schedule changes (Web closes at 9:59 p.m.)
January 20 ............... Martin Luther King, Jr. Day holiday - College closed
January 21 ............... Last day to clear admission records
February 19 ............... Last day to clear “I” grades from previous semester
February 22 ............... Florida School of the Arts Open House 2:30 p.m.
February 28 ............... Last day to apply for degree conferral and participate in commencement exercises
February 28 ............... Last day to order cap/gown for spring graduation
March 17-21 .......... Spring vacation - College closed
March 21 ............... Last day for student/instructor course withdrawal with “W”
April 1 ............... Last day for payment of Veterans’ deferred fees
April 19-25 ............... Final exams schedule
April 25 ......................... Last day to apply for degree conferral
April 25 ......................... Classes end/semester ends (5:00 p.m.)
April 29 ......................... Final grades due (10:00 a.m.)
April 30 ......................... Faculty Professional Development Day (SAC)
April 30 ......................... Students view grades online
May 2 ............................. Last day for faculty
May 2 ............................. Spring Commencement (11:00 a.m.)

SUMMER SEMESTER 2014

April 25 ......................... Last day to apply for degree conferral
April 25 ......................... Classes end/semester ends (5:00 p.m.)
April 29 ......................... Final grades due (10:00 a.m.)
April 30 ......................... Faculty Professional Development Day (SAC)
April 30 ......................... Students view grades online
May 2 ............................. Last day for faculty
May 2 ............................. Spring Commencement (11:00 a.m.)

SESSION 1 - CLASSES MAY 7 - JUNE 19
March 5 - May 6 .......... Registration (8:00 a.m. - 9:59 p.m.)
March 12 ....................... New student registration 8:00 a.m. (students attending/completing orientation)
April 27 ....................... LAST day to apply online for admission for summer session 1
April 30 ....................... Registration (tuition) fees due on or before 9:59 p.m. session 1
May 2 ......................... Open registration (state waivers & non-degree seeking)
May 6 ......................... Last day for new registration and fee payment
May 7 ......................... Classes BEGIN
May 7-13 ..................... Schedule changes only
May 13 ......................... Last day to drop courses with refund/schedule changes (Web closes at 9:59 p.m.)
June 5 .......................... Last day for payment of Veterans’ deferred fees
June 9 .......................... Last day for student/instructor initiated course withdrawal with “W”
June 19 ....................... Classes end (5:00 p.m.)
June 20 ....................... Final grades due (10:00 a.m.)
June 20 ....................... Last day for faculty
June 24 ....................... Students view grades online

SESSION 2 - CLASSES MAY 7 - AUGUST 7
March 5 - May 6 .......... Registration (8:00 a.m. - 9:59 p.m.)
March 12 ....................... New student registration 8:00 a.m. (students attending/completing orientation)
April 30 ....................... Registration (tuition) fees due on or before 9:59 p.m. session 2
May 2 ......................... Open registration (state waivers & non-degree seeking)
May 6 ......................... Last day for new registration and fee payment
May 7 ......................... Faculty reports
May 7-13 ..................... Schedule changes only
May 13 ......................... Last day to drop courses with refund/schedule changes (Web closes at 9:59 p.m.)
June 17 ....................... Last day for payment of Veterans’ deferred fees
July 11 ....................... Last day for student/instructor initiated course withdrawal with “W”
August 7 ..................... Classes end/semester ends (5:00 p.m.)
August 8 ....................... Final grades due (10:00 a.m.)
August 8 ....................... Last day for faculty
August 12 ..................... Students view grades online

SESSION 3 - CLASSES JUNE 25 - AUGUST 7
March 5 - June 24 ...... Registration (8:00 a.m. - 9:59 p.m.)
March 12 ....................... New student registration (students attending/completing orientation)
May 14.........................New student registration (session 3 eligible only)
June 17.........................Registration (tuition) fees due
June 18.........................Open registration (state waivers & non-degree seeking)
June 19.........................Last day to apply online for admission for summer session 3
June 24.........................Last day for new registration
June 25.........................Faculty reports
June 25.........................CLASSES BEGIN
June 25 - July 7.............Schedule changes only (Web closes at 9:59 p.m.)
July 7.........................Last day to withdraw from classes with refund (9:59 p.m.)
July 28.........................Last day for student/instructor initiated course withdrawal with "W"
August 4..................Last day for payment of Veterans' deferred fees
August 7..................Classes end/semester ends (5:00 p.m.)
August 8..................Final grades due (10:00 a.m.)
August 8..................Last day for faculty
August 12..................Students view grades online
INFORMATION

ST. JOHNS RIVER STATE COLLEGE

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 Community College and SJRCC 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 PSAY programs began in 1999 and included two criminal justice programs 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 community 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, college credit (technical) certificates, or vocational (PSAY) 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. Developmental courses for students who need to improve their academic skills and/or prepare for the General Educational Development examination;
6. Delivery of educational services in innovative and efficient ways to assist students whose opportunity for educational attainment is limited by place or time;
7. Support services which assist students in achieving academic success;
8. Partnerships with four-year institutions enabling students to
earn baccalaureate degrees while remaining within the service district;
9. Assistance with economic development efforts by offering workforce development and continuing education programs designed to meet local, regional, and statewide needs;
10. Community enrichment and lifelong learning opportunities for the residents of the service district.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

Students have certain rights regarding access to his/her own educational records and the disclosure of information from those records to others. The rights of SJR State College students are specified and protected in the District Board of Trustees Rule 6.28

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

The right to inspect and review the student's education records within 45 days of the day the St. Johns River State College receives a request for access. A student should submit to the director, registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The St. Johns River State College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the St. Johns River State College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write to the St. Johns River State College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the St. Johns River State College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the St. Johns River State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of SJR State College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII for education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the St. Johns River State College. Upon request, the St. Johns River State College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the St. Johns River State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The following data is considered to be directory information and may be given to an inquirer either in person, by mail, or by telephone, and may be otherwise made public without obtaining prior written consent of the student:

• Name of student
• Address
• Telephone number
• Electronic mail address
• Photograph
• Date and place of birth
• Major field of study
• Dates of attendance
• Grade level
• Participation in officially recognized activities and sports
• Weight and height of members of athletic teams
• Degrees, honors, and awards received
• Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
• Most recent educational agency or institution attended

An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form available online and in the Registrar's Office and giving the form to the registrar no later than (15) days after the close of registration to prevent inclusion in this term's directory. The election to be excluded from the directory shall remain in effect until the Admissions and Records Office is notified in writing.

NOTICE OF NON-DISCRIMINATION

St. Johns River State College does not discriminate against any employee, prospective employee, student, or student applicant in admission to, or access to, or treatment or employment in, its programs and activities on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information or disability. Questions regarding this statement or compliance with laws relating to non-discrimination may be directed to the Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.
DECLARACIÓN DE NO DISCRIMINACIÓN

St. Johns River State College no discrimina en contra de ningún empleado, posible empleado, estudiante o postulante estudiantil en la admisión o acceso a, o tratamiento o empleo en sus programas y actividades por motivo de raza, etnia, color, origen nacional, estado civil, religión, edad, género, información genética o discapacidad. Preguntas acerca de esta declaración o cumplimiento de las leyes relacionadas con la política de no discriminación pueden ser dirigidas al Oficial de Equidad, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177, 386-312-4070.

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, genetic information, 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 having to do with employees, applicants, and all others may be directed to:

Ginger C. Stokes
Director of Benefits and Employee Relations
Equity/Title IX Coordinator
Human Resources Department
St. Johns River State College
Administration Building, Room A145
5001 St. Johns Ave. Palatka, FL 32177
(386) 312-4070

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

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.,FS.
• 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 SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for 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 the student.

In addition to the federal reporting requirements, the public school system in Florida uses SSNs as a student identifier (Section 1008.386, F.S.). In a seamless K-20 system, it is beneficial for postsecondary 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 admission applications, affidavits regarding home schooling for admission to postsecondary 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 website for reporting purposes.

Workforce Programs
Programs, funded through the Department of Economic Opportunity (DEO), 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, DEO requires that all participants and their program related activities be recorded in the Florida state system (Section 1008.39 F.S.). In addition, Workforce programs requiring licensure or certification may use SSN as an identifier to include.

Corrections
SJR State collects SSN to verify eligibility of Corrections students to sit for the state correctional certification exam through the Florida Department of Law Enforcement.

Emergency Medical Technician
SJR State collects SSN to verify eligibility of Emergency Medical Technician students to sit for the National Registry Emergency Medical Technician Basic (NEMT-B) through the Florida Department of Health and Human Services.

Law Enforcement
SJR State collects SSN to verify eligibility of Law Enforcement students to sit for the state law enforcement exam through Florida Department of Law Enforcement.

Nursing
SJR State collects SSNs to verify eligibility of nursing students to sit for the state licensure exam for the State Board of Nursing.

Radiography
SJR State collects SSNs to verify eligibility of radiography students to sit for the state licensure exam for the American Registry of Radiologic Technologist (ARRT), credentialing and exam through the Florida Department of Health – Certification Office for EMT/Paramedic/RAD Tech/RA/Med Phys.

Respiratory Care
SJR State collects SSNs to verify eligibility of respiratory care students to sit for the state licensure exam for the National Board of Respiratory Care (NBRC), credentialing and exam through the Board of Respiratory Care, Florida Board of Medicine/Respiratory Care.

Contractors
SJR State collects contractor SSN information in order to file the required information returns with the Internal Revenue Service, as required and authorized by Federal law.

Generated ID Numbers
The College has transitioned from the use of SSN to generated ID numbers as unique identifiers. However, a variety of forms in the area of Admissions, Financial Aid, and Human Resources ask for either a generated ID or SSN. For statutory reference see Appendix I.
### Appendix I

**State and Federal Statutes and Regulations**

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

<table>
<thead>
<tr>
<th>General Purpose</th>
<th>Use of SSNs</th>
<th>Authorize or Required</th>
<th>Statute or Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>Federal I-9 form</td>
<td>Authorized</td>
<td>Immigration Reform and Control Act of 1984; Pub. L. 99-603 (8 USC 324(a))</td>
</tr>
<tr>
<td>Employment</td>
<td>Federal W4, W2</td>
<td>Required</td>
<td>Internal Revenue Code, sections 3402(f)(2)(A); 6109, and 6051 (a)(2)</td>
</tr>
<tr>
<td>Employment (Contractor)</td>
<td>Federal W6, 1099</td>
<td>Required (if no FEIN provided)</td>
<td>Internal Revenue Code, section 6109; Title 26 US Code</td>
</tr>
<tr>
<td>Employment</td>
<td>Federal Social Security taxes (FICA)</td>
<td>Required</td>
<td>Internal Revenue Code, section 6051(a)(2); Title 26 US Code</td>
</tr>
<tr>
<td>Employment</td>
<td>Distributing federal W2</td>
<td>Required</td>
<td>Internal Revenue Code, section 6051(a)(2); Title 26 US Code</td>
</tr>
<tr>
<td>Employment</td>
<td>Unemployment Reports</td>
<td>Required</td>
<td>Florida Unemployment Compensation Law, Florida Statutes, Ch. 443</td>
</tr>
<tr>
<td>Employment</td>
<td>Florida Retirement contribution reports</td>
<td>Required and Authorized</td>
<td>Florida Division of Retirement Public Records Policy; Florida Statutes, Ch. 443; 119.071(5)(a)(6) b. F.S.</td>
</tr>
<tr>
<td>Employment</td>
<td>Workers Compensation claims</td>
<td>Required</td>
<td>440.185, F.S.</td>
</tr>
<tr>
<td>Employment</td>
<td>403(h) contribution reports</td>
<td>Required</td>
<td>US Tax Code 501(c)(3)</td>
</tr>
<tr>
<td>Employment</td>
<td>Background/employees related use</td>
<td>Required</td>
<td>8 USC 1324(a) and 42 USC 653(a)</td>
</tr>
<tr>
<td>Employment</td>
<td>Group health, life and dental coverage enrollment</td>
<td>Authorized</td>
<td>119.071(b)(a)(6).b., F.S.</td>
</tr>
<tr>
<td>Employment</td>
<td>Work study work assignments</td>
<td>Required</td>
<td>Higher Education Act of 1965, Sections 483 and 484</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>FAFSA-Free Application for Federal Student Aid</td>
<td>Required</td>
<td>Higher Education Act, Sections 483 and 484(p); 34 CFR 668.32(i), 668.36</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Federal Work Study Program-Dept. of Homeland Security's investigation of citizenship status</td>
<td>Required</td>
<td>Higher Education Act, Sections 483 and 484(p); 34 CFR 668.16, 34 CFR 668.32-36</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Institutional scholarship applications</td>
<td>Authorized</td>
<td>1009.22 and 1009.23, F.S.; State Board of Education Rules</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>State grants or scholarships</td>
<td>Authorized</td>
<td>1009.22 and 1009.23, F.S.; State Board of Education Rules</td>
</tr>
<tr>
<td>Student Admissions</td>
<td>Hope Tax Credit IRS Form 1098-T</td>
<td>Required</td>
<td>Fine for non-reporting</td>
</tr>
<tr>
<td>Student Admissions</td>
<td>Use of SSN as student identifier in K-20 system</td>
<td>Authorized</td>
<td>1008.386 F.S.</td>
</tr>
<tr>
<td>Workforce Programs</td>
<td>Agency for Workforce Innovation (AWI) - reporting</td>
<td>Required</td>
<td>119.071(5)(a)</td>
</tr>
<tr>
<td>Student Veterans Benefits</td>
<td>Enrollment verified</td>
<td>Required</td>
<td>38 USC 3471</td>
</tr>
<tr>
<td>Student</td>
<td>College Reachout program</td>
<td>Authorized</td>
<td>1007.34 F.S.</td>
</tr>
<tr>
<td>Student Loans</td>
<td>Report loan interest</td>
<td>Authorized</td>
<td>25CFR 1.6050</td>
</tr>
<tr>
<td>Foundation/Alumni Affairs</td>
<td>Facilitating alumni relations</td>
<td>Authorized business imperative</td>
<td>119.071(5) F.S.</td>
</tr>
</tbody>
</table>
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.

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 $21 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 52,000 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.

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.

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SJR STATE CATALOG 2013 - 2014

A prospective journal collection of 5,600 bound volumes. The non-print collection features a combined total of over 12,000 videos, digital video discs, music 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 email. Remote access to library resources and services is available via the library Web page at SJRstate.edu/libraries.

The collections are accessible by using the Florida Virtual Campus' LINCCWeb, an information portal that provides access to the collections of the College’s libraries, and statewide college and university libraries. LINCCWeb also provides access to eResources, such as eBooks, and numerous online databases with thousands of full-text journals from all academic disciplines. Access to LINCCWeb is available online through MySJRstate’s library page, the College’s portal.

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 College’s open computer labs are designated for scholarly activities related to student instruction and research. Access is limited to currently enrolled students and college personnel. MySJRstate username and password are the only login authentication needed to use the computers and printers.
ADMISSION POLICIES

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.

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)
• Emergency Medical Technician (EMT)
• Florida School of the Arts
• Health Information Technology
• Nursing
• Radiologic Technology
• Respiratory Care

NON CREDIT

Vocational Certificates (PSAV)
• Nursing Assistant
• Phlebotomy

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

Adult Education
Child Care Training
Continuing Education

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

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.
proof of F-1 (student) status; and
proof of Health Insurance for the academic year at the time of each registration.

SJR State requires that international students purchase health insurance and should begin the admission process at least four months prior to the term of initial enrollment.

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.

Limited Access Programs
To be admitted to a limited access A.A. or 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 and private school students are responsible for books, materials, and transportation unless provided for otherwise.
   For further information on dual enrollment admissions, please see page 19.

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 and certificate 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);
   - 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; and
   - 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. Emergency Medical Technician
   The Emergency Medical Technician program is a limited access program. To apply for admission, a student must have completed all of the following:
   - application process to SJR State; and
   - application to the Emergency Medical Technician program.

4. Health Information Technology
   The Health Information Technology 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 Technology 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.

5. Nursing
   The ASN program is a limited access program. To apply for admis-
sion to 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); and
- completion of the nine prerequisite courses with a “C” or better prior to the program application deadline.

Student selection is objective. Please see the nursing section of this catalog on page 95.

6. 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 111 for more information.

7. 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.

8. 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 the Teacher Education Specialist or Dean; 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 153 for more information.

NON COLLEGE CREDIT
Vocational 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; and
- 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:
- Law Enforcement Officer
- Corrections Officer

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 118 for more information.

2. Crossover Programs
   a. Law Enforcement Officer – Crossover to Traditional Correctional Basic Recruit Training Program
   b. Law Enforcement Officer – Crossover from Correctional Officer

Please see the Criminal Justice section of this catalog beginning on page 118 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 95 for more information.

Adult Education
- Adult Basic Education (A.B.E.)
- Adults with Disabilities (AWD)
- Career Pathways
- Corrections
- 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 58 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 155 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 Continuing Education office on the Palatka Campus, and the Administration offices on the St. Augustine/Orange Park campuses. For additional information, call (386) 312-4211.

ADMISSION PROCEDURES

NEW STUDENTS
A new student enrolling in credit courses must submit the application for admission.

All new degree/college credit certificate seeking students and new transfer students must meet with a counselor in order to register and:

- verify and begin plan for program of study;
- review program requirements;
- review testing requirements and schedule testing appointments;
- discuss course options for registration;
- get an appointment for new student orientation; and
- receive registration time ticket.

RETURNING STUDENTS
A returning student who has not been enrolled for one calendar year must submit an updated application.

- After registering for 30 or more credit hours, all degree/college credit certificate seeking students must meet with a counselor to discuss their academic progress and future coursework prior to registration.
- Students are encouraged to meet with a counselor the term prior to graduation. Students are responsible for the graduation application, paying all associated fees, and meeting the graduation application deadline.
- A student who has not matriculated in credit courses within a three-year period of initial application must submit a new application with appropriate fees.

TRANSIENT STUDENTS
Transient students seeking to register must complete and turn in the SJR State transient application (if they are not attending a state institution) and an approved transient form forwarded to SJR State from their home institution or complete the transient application through Florida Virtual Campus website at FLVC.org.

DUAL ENROLLMENT STUDENTS
Dual Enrollment students must complete a Dual Enrollment Application Form and Principles of Participation Form. In addition, the student must:

- be seeking a college credit Associate in Science degree or a college credit Associate in Arts degree;
- 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
- 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
- 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 will not be eligible for admission if this standard was not met at a previous college or university; and
- provide results of American College Test (ACT) or the Scholastic Aptitude Test (SAT) or the Florida College Entry Level Placement Test (CPT) or the Post Secondary Education Readiness Test (P.E.R.T.) to the office of Dual Enrollment. Students who intend to enroll in English or mathematics must receive qualifying test scores (see high school counselors).

Exceptions to these requirements must be approved jointly by the school principal and the Vice President for Academic Affairs.

Please note that students will be required to submit an updated SJR State application for admission once they have graduated from high school.

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 30 for further information.
ADMISSION CHECKLIST

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>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Application Fee</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Affidavit of Residence</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Copies of documents used for proof of residency, ie. Drivers License, Voters ID, etc.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Official High School Transcript or Official GED Transcript</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>College Transcript(s)</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dual Enrollment Application Form</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Course Approval Form or Transient Student Authorization</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 website for additional information.
ENROLLMENT PROCESSES

AFFIDAVIT OF RESIDENCE
All applicants are required to execute the residency affidavit form. College fees and tuition assessments are based on the applicant’s residence or the legal residence of the claimant. Classification as a Florida resident shall be granted by Florida Statute Chapter 1009.21.

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 and completed academic orientation prior to registering for classes. 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 previously been tested, have ACT or SAT scores that indicate additional placement testing is necessary or have scores that are no longer valid. Students may obtain information and an application form from the Counseling center.
Orange Park Campus 904-276-6855
Palatka Campus 386-312-4035
St. Augustine Campus 904-808-7402

A placement test score chart is located on page 24. College students may retest on each P.E.R.T. subtest once. Prior to retesting, the student must provide the test administrator documentation verifying that remediation has occurred since their last attempt. Students must also pay the retest 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 a second retest. The appeal must include evidence of remediation that indicates score improvement is possible and probable.

As stated in Florida Statute 1008.30, 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. Consequently, 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 during their first semester. Part-time students must enroll prior to completing twelve credits.

EXCESS HOURS ADVISORY
It is important that students, including those entering the Florida College System institutions, are aware of a state provision that affects tuition charges for students who plan to eventually transfer to a state university for their baccalaureate degree. Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for students seeking baccalaureate degrees at state universities. Effective 2012-2013 academic year and after “excess hours” are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the program requires 120 credit hours, the student may be subject to an excess hour surcharge for any credit attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System Students intending to transfer to state universities should identify a major or “transfer program” early and, by the time the students earns 30 semester hours of college credit, be advised of admission requirement for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

All SJR Students are required to meet with an advisor once the student has completed 30 college credits. The advisors will counsel students on their academic plan to help ensure enrollment only in courses needed for the major or transfer program so that additional costs may be avoided when transferring to a state university.

ORIENTATION
First-time-in-college (FTIC) students, dual enrollment students entering as college students and transfer students are required to attend new student academic 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, academic orientations are offered prior to the spring and summer registration dates.

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 files may not be allowed to register. See the admission checklist on page 20.

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). Registration is by appointment (time ticket) only. Students may view their time tickets by logging onto the MySJRState portal on the Student Tab under Web Service. The schedule is available at the College’s website (SJRstate.edu). Time tickets are determined by the number of earned college credits. New students and students who have attained 30 credit hours must see a counselor prior to receiving a registration time ticket.

Students with academic or financial holds will not be permitted to register until these obligations are met. Certain courses are program
specific and are not available to all students. Some courses have pre-

requirements that may restrict registration.

Registration is not complete until all fees have been paid and the

student has received an official receipt showing a zero (0) balance due.

Registration fees are due by published deadline dates. Students can

pay online with a debit or credit card, or they may pay at one of the

College campuses. Consult course schedule for payment deadline.

Check the academic calendar on page 3 or on the website for
deadline dates for add/drop and withdrawal with refund.

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 ex-

ceptions for the receipt of financial aid.

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 stu-
dents requires completion of the Continuing Workforce Education/

Vocational Credit (PSAV) form each semester. Once classes begin,

fees for continuing education are nonrefundable. Non-credit stu-
dents must be 16 years of age or accompanied by a parent or respon-
sible adult who must also enroll in the class.

Students registering for child care courses must be cleared by the

Office of Continuing Education before finalizing their registration.

AWARDING CREDIT

TRANSFER OF CREDITS

Accepting, Evaluating, and Awarding Transfer Credit

Transfer of credit is the act of awarding credit at St. Johns River

State College for coursework taken at another institution. The pur-

pose of awarding credit for coursework is to allow students to transfer

their credits to St. Johns River State College according to SJR State
course equivalencies, and to accelerate the completion of the stu-
dent’s program. However, students must earn a minimum of 25 per-
cent of the total program hours of their associate degree or certificate
at St. Johns River State College. For baccalaureate degree students,
as well as adhering to the 25 percent rule, at least 30 upper divi-
sion credits (3000-4000 level courses) must be earned at St. Johns
River State College. Please see page 31 for additional information on
which upper division courses must be completed at SJR State.

All students who have previously registered at any other postsec-
dondary institution, regardless of the amount of time spent in atten-
dance or credit earned, are classified as transfer student. These stu-
dents are required to submit official transcripts from that institution
for the purpose of evaluation. Transcripts may be either sent directly
to the College from the issuing institution or be hand-delivered in
a sealed envelope sealed by the issuing institution. Any official tran-
scripts provided directly from the student must remain in the origi-
nal sealed envelope provided by the previously attended institution.
Any transcript received opened by the student will not be accepted.

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).

Coursework from Regionally-Accredited Institutions

St. Johns River State College will evaluate coursework from de-
gree-granting institutions that are fully accredited at the collegiate
level by their appropriate regional accrediting agency. Credit will be
awarded in accordance with the following guidelines.

• All college level or developmental courses which have both grades
and credit hours will be evaluated, including all those marked “F”.
• For Associate Degrees only lower division (freshman/sophomore)
courses or those upper division courses for which SJR State has a
clear lower division course equivalent will be evaluated.
• For Baccalaureate Degrees upper division (junior/senior) may be
accepted with the approval of the academic department.
• Graduate and advanced level courses will not be accepted at SJR
State.
• For transfer courses within the Florida College System or State
University System, the college follows Florida's Statewide Course
Numbering System rules for course equivalencies.
• Ordinarily students receive no transfer credit for courses
specifically designed for technical and vocational career programs
that are not offered at SJRstate. The vice president from the
specific area should be consulted regarding questions about the
transfer of this credit.

Coursework from Non-Regionally-Accredited Institutions

Coursework from non-regionally-accredited institutions will only
be evaluated under the following provisions.

• The institution participates in Florida's Statewide Course
Numbering System
• The course must have been completed after the credential effective
date.

Coursework from International Institutions

International Students must have their transcripts translated and
evaluated by one of the credential evaluation agencies sanctioned by
National Association of Credential Evaluation Services, Inc. (NAC-
ES). Each course will be individually assessed for transfer consider-
ation. 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
CREDIT BY EXAM
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.

SJR State may administer institutional exams as specified and validated by Academic Departments.

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.

CREDIT AWARDED FOR ARMED SERVICES EDUCATIONAL EXPERIENCES
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 to the academic department. Credit will be considered for transfer only if the credit satisfies specific course requirements in the student's selected degree program. If a student wishes to change his/her program, he/she is responsible for requesting in writing that the transfer credits be re-evaluated.

EXPERIENTIAL LEARNING
SJR State does not award credit for experiential learning with the exception of Armed Service experiences as previously recommended.

PROFESSIONAL CERTIFICATES
The Florida State Board of Education has approved Statewide Career and Technical Education Articulation Agreements which are based on industry certification. St. Johns River State College articulates this credit according to the minimum guaranteed articulated credit established by the State Board of Education. For information on articulation of industry certifications contact the Office of Workforce Development.

OTHER CREDIT
St. Johns River State College may award other credit based on current articulation program agreements and approved industry certifications.

APPEAL PROCESS
In the case that a student does not agree with the credits that have been awarded or not awarded to them, he/she may appeal that decision to the appropriate Academic Vice President by following this procedure:
1. Submit a course description from the term in which the course was taken.
2. Submit a course syllabus from the term in which the course was taken.
3. Submit a written statement indicating the reason for which the appeal is being made.
4. Submit any additional documentation to support the appeal. If the institution is non-regionally accredited, include faculty credential information.
## PLACEMENT TEST SCORES

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

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<tr>
<th>Test &amp; Course Placement</th>
<th>PERT Range</th>
<th>CPT Range</th>
<th>ACT Range</th>
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<th>Your CPT</th>
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<td>ENC 0015</td>
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<td>17-up</td>
<td>440-up</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>50-95</td>
<td>Arithmetic 20-62 and Algebra 21-71</td>
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<td>96-112</td>
<td>Arithmetic 63-up and Algebra 45-71</td>
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<td>113-122</td>
<td>Algebra 72-84</td>
<td>19-20</td>
<td>440-449</td>
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<td>123-150</td>
<td>Algebra 85-up</td>
<td>21-26</td>
<td>450-up</td>
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<td>30-up</td>
<td>600-up</td>
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* 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

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<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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<tr>
<td>* ENC 1101 COMPOSITION I</td>
<td>* REA 1105 COLLEGE READING &amp; STUDY SKILLS</td>
<td>* MAT 1033 INTERMEDIATE ALGEBRA</td>
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<td>* REA 1505 COLLEGE VOCABULARY STUDY</td>
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<td>* REA 2205 CRITICAL READING AND THINKING</td>
<td>* GENERAL EDUCATION MATHEMATICS COURSE</td>
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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

MTB 1304  
Using Graphing Calculator

STA 2023  
Elementary Statistics

MAC 2233  
Survey of Calculus

MAC 2311  
Analytical Geometry and Calculus I

MAC 2312  
Analytical Geometry and Calculus II

MAC 2313  
Analytical Geometry and Calculus III

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 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 IDs 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 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 session.

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 16 semester hours during the summer term. The 16 hours cannot be taken in one summer session. 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.

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 “Course Descriptions” on page 166 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.

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 MySJRstate 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 a 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 District Board of Trustees appoints the Vice President of Student Affairs/Assistant General Counsel as the Student Ombudsman on the St. Augustine, Palatka, and Orange Park Campuses. The Student Ombudsman, in his/her role as Student Ombudsman, will serve as the students’ advocate with regard to a student’s access to courses and credit granted toward a degree. A student with concerns about course access and credit toward the degree should report such concerns directly to the Student Ombudsman either in writing or by email, and the Student Ombudsman will respond to the student’s concerns as soon as possible. Should the situation or concern require investigation and research, the Student Ombudsman will serve as the student’s representative before faculty, staff and the College administration.

**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 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 course work 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.

Final grades will be available on the College website shortly after each term.

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.

\[
A = 4 \text{ points} \quad D = 1 \text{ point}
\]
\[
B = 3 \text{ points} \quad F = 0 \text{ points}
\]
\[
C = 2 \text{ points} \quad W = \text{no points}
\]

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</td>
<td>3</td>
<td>=</td>
<td>9</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>D</td>
<td>3</td>
<td>X</td>
<td>1</td>
<td>=</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>A</td>
<td>3</td>
<td>X</td>
<td>4</td>
<td>=</td>
<td>12</td>
</tr>
<tr>
<td>AMH 2010</td>
<td>F</td>
<td>3</td>
<td>X</td>
<td>0</td>
<td>=</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td>24</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 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.

TRANSERSCRIPTS 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 Flvc.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, must submit a catalog year petition change form through the counselor and be approved by the appropriate Vice President.

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 as of the last day of the term.
applied. 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 last date of the term in which they plan to graduate.

**Baccalaureate Degrees**

The College awards the Bachelor of Science in Early Childhood Education, Bachelor of Science in Nursing, 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 and Bachelor of Science in Nursing 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 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. For the Bachelor of Science in Nursing this includes the capstone practicum course.

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 college holds two graduation ceremonies, one at the end of each spring and fall term. Degree/certificate candidates are encouraged to participate in the exercise. Degree/certificate recipients may participate in the graduation exercises by notifying the Records Office and purchasing a cap and gown by the date specified in the academic calendar. Also, Degree/certificate candidates must submit a graduation application 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, program 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 either the spring or fall graduation ceremony, you must purchase a cap and gown at one of the SJR State bookstores.

**GRADUATION HONORS**

Students graduating with associate or bachelor 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 disability coordinators at the beginning of each semester. Special assistance is available with academic 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**

In order to receive services, a student must register with the Counseling Office and meet with the disability coordinator. The coordinator will request a reasonable level of documentation to establish the disability exists, understand its impact on the student’s ability to meet admission or graduation requirements, develop appropriate accommodations and forward those accommodations to appropriate faculty members if requested.

**SUBSTITUTE ADMISSION AND PROGRAM REQUIREMENTS**

In accordance with Sections 1007.264 and 1007.265, FS, if appropriate documentation substantiates that a disability can be reasonably expected to prevent the individual from meeting requirements for admission to the institution, admission to a program of study or graduation, a substitution may be granted. Pertinent educational records may be reviewed prior to granting a substitution. The College is not required to lower or waive essential requirements. 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 will then forward the substitution request to the Director of Counseling and Academic Advising. The Director will then review the documentation.

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 that is sufficient to describe how the condition impacts the student at the current time and in the current circumstances;
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 disabilities coordinator; and
5) A copy of all transcripts/compliance.

B. The completed package should be submitted to the Director of Counseling and Academic Advising, who will then review and approve the request and forward the request to the appropriate vice president.

C. The appropriate vice president will review the request 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 approved, 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 schools. 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.
FINANCIAL INFORMATION

ST. JOHNS RIVER STATE COLLEGE

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.

EXCESS HOURS ADVISORY

It is important that students, including those entering the Florida College System institutions are aware of a state provision that affects tuition charges for students who plan to eventually transfer to a state university for their baccalaureate degree. Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for students seeking baccalaureate degrees at state universities. Effective 2012-2013 academic year and after “excess hours” are defined as hours that go beyond 110% of the hours required for a baccalaureate Degree program. For example, if the program requires 120 credit hours, the student may be subject to an excess hour surcharge for any credit attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System Students intending to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours to transfer to state universi...
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 SJR State website (SJRstate.edu) by logging on to the MySJR State account. Under Student drop down box choose “Optional Payment Plan”, a new window will open, choose the term, and click on e-Cashier logo and follow 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 email 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

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 maintained 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 main-
taining 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 institution 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 or continuing to qualify as a resident 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 developmental 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 at 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 dependents, 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.

(11) 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.

(12) 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.

(13) Florida’s State Board of Education and the Board of Governors shall adopt rules to implement this section.


Note.—Section 21, ch. 2010-70, directs the Division of Statutory Revision to prepare a reviser’s bill to substitute the term “Florida College System institution” for the terms “Florida college,” “community college,” and “junior college” where those terms appear in the Florida K-20 Education Code.
## ADVANCED AND PROFESSIONAL

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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 100% 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
College Level Examination Program (CLEP) administration fee ............................................................$15.00*
Nursing Admissions Assessments (HESI) .................................................................................................$75.00 (on-campus)
Institutional Exams (Per credit hour) ........................................................................................................$25.00
Post Secondary Education Readiness Test (P.E.R.T.) ................................................................................$10.00
Post Secondary Education Readiness Test Retest (P.E.R.T.) Fee ..............................................................$20.00
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.

OTHER FEES
Financial Aid/Veterans Deferment Late Fee .............................................................................................$20.00
Late Registration Fee ..................................................................................................................................$20.00
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
Transcript Fee ...........................................................................................................................................$5.00
Transcript Fee Online .................................................................................................................................$4.00

LABORATORY AND SPECIAL FEES
Online Course Fee ..........................................................................................................................................$9.00 (per credit hour)
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
  *Speeding ................................................................................................................................................$25.00
  *Failure to Obey (officer, traffic, sign, etc.) ..............................................................................................$25.00
  *Failure to Yield to pedestrian/vehicle ....................................................................................................$25.00
  *Littering ................................................................................................................................................$25.00
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.
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 website.

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 checklist on page 20.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

This revised policy is effective for periods of enrollment beginning on or after July 1, 2011 (Approved by SJR State Board of Trustees, August 24, 2011).

The following policy is a revision to the existing policy for Standards of Academic Progress for Financial Aid. This policy replaces the previous policy shown in the College Catalog in the Financial Aid section under “Satisfactory Academic Progress.”

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 policy and 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): At the completion of each semester or enrollment period, 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 measurement of the 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 warning 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. Transfer students with no grade history at SJR State will be in the financial aid warning probation status.

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, P, 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 Warning/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 Suspension: This occurs at the end of the subsequent semester of enrollment 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.

3. Financial Aid Continued Probation: This status requires approval by the Financial Aid Appeals Committee and occurs only when students who are in a financial aid warning/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. Upon approval by the Committee, students in this status continue to receive financial aid without penalty in a financial aid warning/probation status, as long as they have not yet reached the maximum hours limit and there are sufficient hours remaining to complete their programs of study before reaching the maximum hours limit.

4. Maximum Hours Suspension: 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 and the Educator Preparation Institute (EPI) program, or when students enrolled at the postsecondary adult vocational level (PSAV) reach a total of 45 attempted credit hours (1350 clock hours). All federal financial aid is suspended.

5. Financial Aid Termination: This occurs when students fail to successfully complete any course(s) in the Program Completion Plan under the Appeals process. Eligibility for federal financial aid is terminated.

**APPEALS**

Students on financial aid suspension (see #1 below) or reaching the maximum hours suspension (see #2 below) 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). The Committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director. The Director informs the students of the Committee’s decision. Students approved to receive aid for an additional semester will be in an “approved appeal” status which is the equivalent of the financial aid warning probation status for the additional semester, and the students must again meet the satisfactory progress requirements by the end of the additional semester or be placed back on suspension or Maximum Hours as applicable. The decision of the Committee is final. Except as noted below in Exceptions to the appeal process, when an appeal is denied, students may submit another appeal, but only after enrolling in and receiving a passing grade in each attempted course in an additional semester.

1. Financial Aid Suspension Appeals: Students in the Financial Aid Suspension category must submit an appeal form with 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.

2. Program Completion Plan: As part of the appeal process, students in the Maximum Hours category must meet with an Academic Advisor to complete a Program Completion Plan. The Program Completion Plan identifies only the specific courses students need to complete their current program(s) of study at SJR State. The Plan is signed and agreed to by the students and an Academic Advisor. The Academic Advisor lists the specific courses, and the students agree to follow the specific plan to complete their current program(s) of study. Students with a primary and secondary program of study may submit both plans to the Appeals Committee for consideration.

3. Financial Aid Termination: By design, this status is final and cannot normally be appealed. An appeal may be considered for extreme mitigating circumstances involving such things as personal illness or accident involving the student. Documentation of individual circumstances must be submitted to the Director for review and consideration. The Director will review the individual circumstances and determine whether the appeal should be submitted to the Committee for consideration.

**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. Students in the Financial Aid Termination status may file an appeal only if documentation can be provided to show personal mitigating circumstances beyond the students’ control.

**SPECIAL NOTICE OF FEDERAL PELL GRANT**

**DURATION OF ELIGIBILITY**

Public Law 112-74 reduced the duration of a student’s eligibility to receive a Federal Pell Grant from 18 semesters (or its equivalent) to 12 semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective with the 2012-13 award year and beyond.

**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 percent 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 award in the amount of $2500 could be required to repay the federal financial aid programs $1250 or more, 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 post secondary 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. Enrollment certifications will be submitted to the VA beginning on the first business day after the last day of the drop/add period each semester.

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 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. The VA counselor certifies the enrollment to the VA on the first business day after the drop/add period each semester.

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.

**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.

**SEMESTER HOUR EQUIVALENTS**

(Sem Hrs X 18 Div by Length of Term in Weeks)

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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 academic 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 Counseling 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.

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 website 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.

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 website, 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 intercollegiate competition within the state. The College provides intercollegiate 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.
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 Advisors 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, Computer Science, Criminal Justice and Nursing, Workforce Advisors are dedicated to providing students with quality and timely information to assist them with planning for admission into their desired program and/or understanding the requirements for graduation.

PRE-HEALTH ORIENTATION

Students who have declared their program in one of the pre-health areas of Health Information Technology, Nursing, Radiologic Technology, or Respiratory Care are provided with an orientation facilitated jointly by Workforce Advisors 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 environment of the health areas critical for college and professional success. For more comprehensive preparation, students may also enroll in HSC 1004 Professions of Caring, a student success course designed for pre-health students.

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. Sessions are scheduled by request in the community.

CAREER AND PROGRAM PLANNING

Workforce Advisors assist students with the development of individualized plans for selecting and completing an A.S. degree or certificate program of study including the interpretation of career interest assessments, properly sequencing courses and meeting admission requirements when applicable. Workforce Advisors 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.

Local and statewide articulation agreements afford additional opportunities for returning adults to transition into workforce development degree and certificate programs by providing academic credit for earned industry certification and licensure.

For more information about the Department of Workforce Services and to schedule an appointment with a Workforce Advisor, please visit our website at SJRstate.edu/workforce/workforceservices.html, call (386) 312-4259 or email 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.

**BACHELOR OF SCIENCE DEGREE AND BACHELOR OF APPLIED SCIENCE DEGREE**

Bachelor of Science in Nursing Degree

The BSN degree requires a minimum of 123 college-level credit hours, which includes 36 credit hours in general education as well as program specific courses. See page 54.

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. See page 54.

**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 47.

**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.

**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 56.

**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 57.

**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 160.

**CONTINUING AND COMMUNITY EDUCATION**

The College is committed to extending into the community beyond its traditional course offerings and campuses 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, the Educator Preparation Institute, non-credit job enhancement courses, and non-credit recreation and leisure courses. See page 156.

**ADULT EDUCATION**

St. Johns River State College offers adult education classes throughout Putnam County 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. See page 58.
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 of general education requirements 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. 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;
4. 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;
5. complete and submit an application for graduation by the deadline listed in the college calendar;
6. 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 coursework 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 FLVC.org (select “Student Services,” then select “Common Prerequisites 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 guaranteed admission into additional degree programs 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 FLVC.org (select “Student Services,” 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 other publications. Any changes in program requirements must include sufficient time for students to adjust to meet the program criteria.
ASSOCIATE IN ARTS (0001) CONTINUED

ST. JOHNS RIVER STATE COLLEGE

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.

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 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 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
  preparatory courses.
• Current St. Johns River State College and Transfer Students
  A minimum 3.5 cumulative college GPA with a minimum of
  9 college-level credit hours
  AND
  be “college ready” in the areas of English, reading, and
  mathematics
• Dual Enrollment Students
  Dual enrollment students must be “college ready” in the areas of
  English, reading, and mathematics; be recommended for
  participation by their high school principal or designee; have
  permission of the dual enrollment director; and meet one of
  the following requirements:
    Either:
    a. First Time in College Dual Enrollment Students:
       Unweighted cumulative high school GPA of 3.5, or
       An ACT composite score of 26 or higher or combined SAT
       of 1170 or higher
    OR
    b. Current SJR State Dual Enrollment or Dual Enrollment
       Transfer Students:
       A minimum cumulative 3.5 college GPA with a minimum
       of 9 college-level credit hours

Honors Program Completion

To complete the honors program and receive graduation and transcript recognition, the student must complete 12 hours of honors courses and perform 40 hours of community service, which should involve general community service and service to the College community.

For more information contact an advisor or counselor.

ASSOCIATE IN ARTS 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 students will:

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

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):

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<th>Course</th>
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<tr>
<td>ENC 1101</td>
<td>Composition I</td>
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<tr>
<td>ENC 1102</td>
<td>Composition II</td>
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<tr>
<td>LIT 2000</td>
<td>Introduction to Literature</td>
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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
   PHI 2010 Introduction to Philosophy
   PHI 2630 Contemporary Ethics
   DAN 2100 Survey of Dance
   THE 1020 Introduction to Theatre History

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

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ASSOCIATE IN ARTS (0001) CONTINUED

ST. JOHNS RIVER STATE COLLEGE

PHI 2010 Introduction to Philosophy
PHI 2630 Contemporary Ethics
DAN 2100 Survey of Dance
THE 1020 Introduction to Theatre History

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:
MGF 1106 Mathematics for Liberal Arts I
MGF 1107 Mathematics for Liberal Arts II
MAC 1105 College Algebra
MAC 1147 Precalculus
MAC 2233 Survey of Calculus
MAC 2311 Analytic Geometry and Calculus I
MAC 2312 Analytic Geometry and Calculus II
MAC 2313 Analytic Geometry and Calculus III
MAP 2302 Elementary Differential Equations
STA 2023 Elementary Statistics

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:

Government/Economics
ECO 2013 Macroeconomics
ECO 2023 Microeconomics
POS 1041 U.S. Federal Government
POS 1112 State and Local Government

History
AMH 2010 U.S. History to 1877
AMH 2020 U.S. History since 1877
WOH 1012 World Civilization to 1600
WOH 1022 World Civilization since 1600

Behavioral Sciences
DEP 2004 Human Growth and Development
PSY 2012 General Psychology
SYG 1000 Introduction to Sociology

SCIENCE (8 CREDIT HOURS):
Choose any two of the following science with laboratory courses:
AST 1002 Introduction to Astronomy
AST 1002L Lab/Introduction to Astronomy
BOT 2010 Botany
BOT 2010L Lab/Botany

BSC 1005* General Biology
BSC 1005L Lab/General Biology
or
BSC 2010* Principles of Biology I
BSC 2010L Lab/Principles of Biology I

BSC 2011 Principles of Biology II
BSC 2011L Lab/Principles of Biology II

BSC 2020** Human Biology
BSC 2020L Lab/Human Biology
or
BSC 2085** Human Anatomy and Physiology I
BSC 2085L Lab/Human Anatomy and Physiology I

BSC 2086 Human Anatomy and Physiology II
BSC 2086L Lab/Human Anatomy and Physiology II

BSC 2362 Tropical Ecology
BSC 2362L Lab/Tropical Ecology

CHM 1020 Introduction to Chemistry
CHM 1020L Lab/Introduction to Chemistry

CHM 1045 General Chemistry I
CHM 1045L Lab/General Chemistry I

CHM 1046 General Chemistry II
CHM 1046L Lab/General Chemistry II

EVR 1001 Introduction to Environmental Science
EVR 1001L Lab/Introduction to Environmental Science

MCB 2010 Microbiology
MCB 2010L Lab/Microbiology

OCB 1000 Marine Biology
OCB 1000L Lab/Marine Biology

PHY 1053 General Physics I
PHY 1053L Lab/General Physics I

PHY 1054 General Physics II
PHY 1054L Lab/General Physics II

PHY 2048 Physics I with Calculus
PHY 2048L Lab/Physics I with Calculus

PHY 2049 Physics II with Calculus
PHY 2049L Lab/Physics II with Calculus
ASSOCIATE IN ARTS (0001) CONTINUED

ST. JOHNS RIVER STATE COLLEGE

PSC 1341  Physical Science
PSC 1341L  Lab/Physical Science

ZOO 2010  Zoology
ZOO 2010L  Lab/Zoology

* Choice of either BSC 1005/1005L or BSC 2010/2010L.
**Choice of either BSC 1020/1020L or BSC 2085/2085L.

GENERAL EDUCATION ELECTIVES -
CHOOSE ONE (1 CREDIT HOUR)

MTB 1304  Using the Graphing Calculator
REA 1505  College Vocabulary Study

Or any college credit course selected from communications, social science, science, humanities, or mathematics

UNIVERSITY TRANSFER PROGRAM
PREREQUISITES/ ELECTIVES (24 CREDIT HOURS)

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 FLVC.org (select “Student Services,” then select “Common Prerequisite Manual”).

TOTAL CREDIT HOURS.........................................................60
ASSOCIATE IN SCIENCE

ST. JOHNS RIVER STATE COLLEGE

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
Acting
Business Administration
Computer Engineering Technology
Computer Information Technology
Computer Programming and Analysis
Criminal Justice Technology
Dance Studies/Dance Entertainment
Dance Studies/Dance Performance
Emergency Medical Services
Fire Science Technology
Graphic Design/New Media
Health Information Technology
Health Services Management
Industrial Management Technology
Internet Services Technology
Musical Theater
Networking Services Technology
Nursing
Office Administration
  -Legal Office Systems
  -Medical Office
  -Office Management
Radiologic Technology
Respiratory Care
Stage Management
Studio Art
Theater Technology

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 bachelor’s 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 Technology.

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:

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

ST. JOHNS RIVER STATE COLLEGE

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 conferral 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, must submit a catalog year petition change form through the counselor and be approved by the appropriate Vice President.
**BACHELOR’S DEGREES**

**ST. JOHN’S 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:
  - EDF 2005 (Introduction to the Teaching Profession)
  - EDF 2085 (Introduction to Diversity for Educators)
  - EME 2040 (Introduction to Technology for Educators)

**BACHELOR OF SCIENCE DEGREE IN NURSING**
The College awards the Bachelor of Science degree in Nursing. The program is designed for Associate degree registered nurses who hold a current valid unencumbered Florida license and seek advanced studies in nursing. The BSN program will provide traditional and nontraditional registered nurse students with access to a baccalaureate degree.

The BSN degree curriculum fosters personal and professional growth through traditional and non-traditional learning experiences to facilitate the educational advancement of the registered nurse. The BSN program seeks to further amplify the student’s safe and effective patient care practices and to prepare students for careers that positively affect health care within their communities. The BSN curriculum builds on the competencies, knowledge, and practices that the students bring from previous academic nursing programs and work experiences, and the curriculum expands on professional nursing values resulting in a broader scope of professional practice and professional role identity.

The program consists of 123 credit hours of general education nursing-related core courses.

**Admission Requirements:**
- Admission to SJR State
- Submission of a completed application to the baccalaureate program in nursing
- Completion of an Associate of Science degree in nursing with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance
- Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded
- Proof of valid unencumbered licensure as a registered nurse in Florida

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

**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 coursework 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 Services Management, Health Information Technology, 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.

Computer Information Systems
Associate in Arts degree or an Associate in Science degree in a computer-related program similar to the following Associate in Science degrees offered by SJR State: Computer Engineering Technology, Computer Information Technology, Internet Services Technology, Networking Services Technology, and Computer Programming and Analysis. The College may recommend additional coursework for those students who could be admitted on a case-by-case basis.
COLLEGE CREDIT CERTIFICATE

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
- Criminal Justice Technology Specialist
- Emergency Medical Technician
- Fire Company Management
- Health Care Services
- Homeland Security
- Homeland Security Specialist
- Information Technology Administration
- Information Technology Management
- Information Technology Technician
- Legal Office Specialist
- Legal Office Support
- Legal Office Systems
- Logistics and Transportation Specialist
- Medical Office
- Medical Office Specialist
- Medical Office Support
- Microcomputer Repairer
- Office Management
- Office Specialist
- Office Support
- Stage Technology
- Web Development Specialist

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, must submit a catalog year petition change form through the counselor and be approved by the appropriate Vice President.
ST. JOHNS RIVER STATE COLLEGE

PROGRAMS OF STUDY

SJR STATE CATALOG 2013 - 2014

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
  - Correctional 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

VOCATIONAL CERTIFICATE

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PROGRAMS OF STUDY

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ADULT EDUCATION

St. Johns River State College offers adult education classes throughout Putnam County 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. Programs offered include:

• Adult Basic Education (ABE)
• General Educational Development (GED)
• Corrections
• Career Pathways
• Adults with Disabilities (AWD)

The Adult Education program provides a supportive environment for students who wish to improve their educational skills in order to enter a college or vocational program. The program consists of:

• Open entry enrollment
• Instructor-led, self-paced, and computer-aided instruction
• Online instruction
• Free use of textbooks and handouts
• Dedicated, caring, and qualified instructors

Courses are offered both during the day and in the evenings year-round at SJR State's Palatka Campus and at off-campus sites in Interlachen and Crescent City in addition to Correctional and Adults with Disabilities programs offered off-campus. The GED Exam is offered regularly on the College's Palatka Campus.

Information concerning courses, examination dates, registration, and fees may be obtained from the Adult Education Office by calling (386) 312-4080.
PROGRAM DIRECTORY

ST. JOHNS RIVER STATE COLLEGE

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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 Management
Accounting Technology
Accounting Technology Operations
Accounting Technology Specialist
Business Administration
Business Management
Business Operations
Business Specialist
Industrial Management Technology
Legal Office Specialist
Legal Office Support
Legal Office Systems
Logistics and Transportation Specialist
Office Administration
Legal Office Systems
Office Management
Office Management
Office Specialist
Office Support
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 email to BCCInfo@SJRstate.edu.

**GENERAL EDUCATION COURSES:**

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<tr>
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<th>Title</th>
<th>Credits</th>
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**DEGREE SPECIFIC COURSES:**

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<tr>
<td>+ ACG 2071</td>
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<td>CGS 1515</td>
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<td>+ CGS 2104</td>
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<tr>
<td>+ GEB 2214</td>
<td>Business Communications</td>
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<tr>
<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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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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<td>+* STA 2023</td>
<td>Elementary Statistics</td>
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<td>TAX 2002</td>
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**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 email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:
+ ACG 2021C Principles of Financial Accounting ........................................................................................................ 3
+ ACG 2071 Principles of Managerial Accounting ........................................................................................................ 3
+ APA 2502 Payroll Tax Accounting .................................................................................................................. 3
+ CGS 1100 Microcomputer Applications Software .................................................................................. 3
+ CGS 1515 Spreadsheet Concepts for Business .......................................................................................... 3
+ CGS 2104 Computer Accounting Applications .......................................................................................... 3
+ FIN 1100 Personal Finance .................................................................................................................. 3
+ GEB 1011 Introduction to Business ........................................................................................................ 3
+ GEB 2214 Business Communications ........................................................................................................ 3

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/geprograms.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 email 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/geprograms.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 email 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.
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.

**GENERAL EDUCATION COURSES:**

<table>
<thead>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>ACG 2021C</td>
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<td>ACG 2071</td>
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<td>BUL 1241</td>
<td>Business Law I</td>
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</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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<tr>
<td>ECO 2023</td>
<td>Microeconomics</td>
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<tr>
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<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>
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<tr>
<td>GEB 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>MAR 2011</td>
<td>Principles of Marketing</td>
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<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
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**SPECIALIZATION (Choose one from list) |**

Specializations listed on next page

**REQUIRED TOTAL CREDIT HOURS |**

60

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

+Prerequisite course required. See course descriptions in catalog.
**BANKING SPECIALIZATION:**

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
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<tr>
<td>FIN 2231</td>
<td>Money, Banking, and International Finance</td>
<td>3</td>
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**MARKETING SPECIALIZATION:**

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<tr>
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<tr>
<td>MKA 2102</td>
<td>Retail Merchandising</td>
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<tr>
<td>MKA 2511</td>
<td>Advertising</td>
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**INSURANCE SPECIALIZATION:**

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<tr>
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<td>Personal and Business Property Insurance</td>
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<td>RMI 2110</td>
<td>Personal Insurance Planning</td>
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<tr>
<td>RMI 2662</td>
<td>Introduction to Risk Management and Insurance</td>
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**INTERNATIONAL BUSINESS SPECIALIZATION:**

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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FIN 2231</td>
<td>Money, Banking and International Finance</td>
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<tr>
<td>GEB 2350</td>
<td>Introduction to International Business</td>
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<tr>
<td>MAR 2141</td>
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**HUMAN RESOURCES SPECIALIZATION:**

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<td>Cultural Diversity in the Workplace</td>
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<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
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<td>RMI 2662</td>
<td>Introduction to Risk Management and Insurance</td>
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**E-BUSINESS SPECIALIZATION:**

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<tbody>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Concepts</td>
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<td>CGS 2554</td>
<td>Introduction to Electronic Commerce</td>
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<tr>
<td>COP 2822</td>
<td>Web Page Authoring</td>
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**BUSINESS ADMINISTRATION SPECIALIZATION:**

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<td>BUL</td>
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<tr>
<td>ECO</td>
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<td>GEB</td>
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<td>3-9</td>
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<td>MAN</td>
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<td>RMI</td>
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<td>3-9</td>
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<tr>
<td>TAX</td>
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<td>3-9</td>
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<tr>
<td>TRA</td>
<td></td>
<td>3-9</td>
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<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
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<td>CGS 2104</td>
<td>Computer Accounting Applications</td>
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<td>CGS 2525</td>
<td>Presentation Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2554</td>
<td>Introduction to Electronic Commerce</td>
<td>3</td>
</tr>
</tbody>
</table>

*Prerequisite course required. See course descriptions in catalog.
BUSINESS MANAGEMENT (0426)

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 email 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
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

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/geprograms.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 email to BCCInfo@SJRstate.edu.

**CERTIFICATE SPECIFIC COURSES:**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</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 Applications Software</td>
<td>3</td>
</tr>
<tr>
<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>+ GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
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</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/geprograms.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 email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

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<thead>
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<th>Code</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>BUL</td>
<td>1241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>FIN</td>
<td>1100 Personal Finance</td>
<td>3</td>
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<tr>
<td>GEB</td>
<td>1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+ GEB</td>
<td>2214 Business Communications</td>
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</table>

REQUIRED TOTAL CREDIT HOURS: 12

+Prerequisite course required. See course descriptions in catalog.
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 email to BCCInfo@SJRstate.edu.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
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<tbody>
<tr>
<td>+ ENC 1101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>+ ENC 1102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>+ HUM 2210 The Humanities I or HUM 2230 The Humanities II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>+ MAC 1105 College Algebra</td>
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<thead>
<tr>
<th>DEGREE SPECIFIC COURSES:</th>
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<tr>
<td>+ ACG 2021C Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications Software</td>
<td>3</td>
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<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+ GEB 2214 Business Communications</td>
<td>3</td>
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<tr>
<td>MAN 2021 Principles of Management</td>
<td>3</td>
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<tr>
<td>MAN 2300 Introduction to Human Resource Management</td>
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<td>MAR 2011 Marketing</td>
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<tr>
<th>PROFESSIONAL ELECTIVES APPRENTICESHIP OPTION</th>
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<tr>
<td>Approved Apprenticeship Program 4+ Years</td>
<td>24</td>
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<tr>
<td>or Approved Apprenticeship Program 3 Years</td>
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<table>
<thead>
<tr>
<th>PROFESSIONAL ELECTIVES- APPROVED TECHNICAL CENTER PROGRAMS OPTION</th>
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<tbody>
<tr>
<td>Articulated Credit Industrial Program (1500 or more training hours)</td>
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<tr>
<td>or Articulated Credit Industrial Program (900-1499 training hours)</td>
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<thead>
<tr>
<th>APPROVED INDUSTRIAL MANAGEMENT ELECTIVES</th>
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</thead>
<tbody>
<tr>
<td>+ APA</td>
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<tr>
<td>BUL</td>
<td></td>
</tr>
<tr>
<td>ECO</td>
<td></td>
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<tr>
<td>FIN</td>
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<tr>
<td>GEB</td>
<td></td>
</tr>
<tr>
<td>MAN</td>
<td></td>
</tr>
<tr>
<td>RMI</td>
<td></td>
</tr>
<tr>
<td>+ TAX</td>
<td></td>
</tr>
<tr>
<td>TRA</td>
<td></td>
</tr>
</tbody>
</table>

| REQUIRED TOTAL CREDIT HOURS | 60 |

+Prerequisite course required. See course descriptions in catalog.

Additional Industrial Management Elective credit may be awarded for current industry certification based on the Florida Department of Education Gold Standard Industry Certification Articulation agreement.
This 18 hour certificate is a college credit program that prepares students for entry level positions in the supply chain industry. Students will learn related business and accounting practices such as standard policies and operating procedures, negotiation techniques, planning, organizing, logistics concepts, purchasing and inventory control theory. Emphasis is placed on the development of business and managerial skills necessary for the efficient and effective performance of all operations within a company’s supply chain.

If you need additional information after seeing a counselor, please send an email 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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<td>MAN 2500</td>
<td>Operations Management</td>
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<td>TRA 2010</td>
<td>Transportation and Distribution</td>
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<tr>
<td>TRA 2131</td>
<td>Purchasing and Inventory Management</td>
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</tr>
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<td>TRA 2154</td>
<td>Introduction to Supply Chain Management</td>
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</tr>
<tr>
<td>TRA 2230</td>
<td>Warehouse Management</td>
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</table>

**REQUIRED TOTAL CREDIT HOURS** 18

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/geprograms.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 email to BCCInfo@SJRstate.edu.

**GENERAL EDUCATION COURSES:**

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<tr>
<td>ENC 1102</td>
<td>Composition II</td>
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<td>The Humanities I or HUM 2230 The Humanities II</td>
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**DEGREE SPECIFIC COURSES:**

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<th>Credits</th>
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<tr>
<td>BUL 1241</td>
<td>Business Law I</td>
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<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
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<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
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<td>Presentation Technology</td>
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<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>MTB 1103</td>
<td>Business Mathematics</td>
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<td>OST 1145</td>
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<td>OST 1355</td>
<td>Electronic Records Management</td>
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<td>OST 1435</td>
<td>Legal Terminology</td>
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<td>OST 1581</td>
<td>Professional Development in the Work Environment</td>
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<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
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<tr>
<td>OST 2431</td>
<td>Legal Office Procedures</td>
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<tr>
<td>OST 2773</td>
<td>Advanced Word Processing</td>
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<tr>
<td>OST 2850</td>
<td>Microsoft Office Professional</td>
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**ELECTIVES (CHOOSE 3 CREDIT HOURS):**

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<tr>
<td>CGS</td>
<td>(Any CGS course)</td>
<td>3</td>
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<tr>
<td>GEB</td>
<td>(Any GEB course)</td>
<td>3</td>
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<td>BUL</td>
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<td>3</td>
</tr>
<tr>
<td>OST</td>
<td>(Any OST course)</td>
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</table>

**REQUIRED TOTAL CREDIT HOURS**

63

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

+Prerequisite course required. See course description in catalog.
OFFICE MANAGEMENT (0430) LEGAL OFFICE SYSTEMS

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 email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 1241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>+ BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<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 1435</td>
<td>Legal Terminology</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 2431</td>
<td>Legal Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>+ OST 2850</td>
<td>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/geprograms.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 email 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** 1581  Professional Development in the Work Environment .................................................................................. 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/geprograms.html.
OFFICE SUPPORT (0460) LEGAL OFFICE SUPPORT

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 email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</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>OST 1435</td>
<td>Legal Terminology</td>
<td>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: 12
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 email to BCCInfo@SJRstate.edu.

**GENERAL EDUCATION COURSES:**
- ENC 1101 Composition I ................................................................. 3
- ENC 1102 Composition II ............................................................... 3
- HUM 2210 The Humanities I or HUM 2230 The Humanities II .......... 3
- Social Science ................................................................................ 3

**DEGREE SPECIFIC COURSES:**
- CGS 1100 Microcomputer Applications Software ............................. 3
- CGS 1515 Spreadsheet Concepts for Business .................................. 3
- CGS 2525 Presentation Technology .................................................. 3
- CGS 2545 Database Concepts for Business ....................................... 3
- GEB 1011 Introduction to Business .................................................. 3
- GEB 2214 Business Communications ............................................. 3
- MTB 1103 Business Mathematics .................................................... 3
- OST 1145 Keyboarding .................................................................. 3
- OST 1355 Electronic Records Management ...................................... 3
- OST 1581 Professional Development in the Work Environment ....... 3
- OST 1764 Microsoft Word for Windows ......................................... 3
- OST 1811 Desktop Publishing .......................................................... 3
- OST 2773 Advanced Word Processing ............................................. 3
- OST 2850 Microsoft Office Professional .......................................... 3

**ELECTIVES (CHOOSE 6 CREDIT HOURS):**
- MAN (Any MAN course) ................................................................. 3
- CGS (Any CGS course) ................................................................. 3
- GEB (Any GEB course) ................................................................. 3
- BUL (Any BUL course) ................................................................. 3
- OST (Any OST course) ................................................................. 3

**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 email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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<td>CGS 1560C</td>
<td>Microcomputer Operating Systems</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>OST 1355</td>
<td>Electronic Records Management</td>
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<tr>
<td>OST 1581</td>
<td>Professional Development in the Work Environment</td>
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</tr>
<tr>
<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>+ OST 2773</td>
<td>Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>+ OST 2850</td>
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</table>

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/geprograms.html.
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 email 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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<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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</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 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 2773</td>
<td>Advanced Word Processing</td>
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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/geprograms.html.
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 email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
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<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 1581</td>
<td>Professional Development in the Work Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

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

*Prerequisite course required. See course description in catalog.
ST. JOHNS RIVER STATE COLLEGE

PROGRAM MISSION STATEMENT

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.

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

GENERAL EDUCATION COURSES:

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>+ HUM 2210</td>
<td>General Education Math</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>** Social Science</td>
<td>3</td>
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DEGREE SPECIFIC COURSES:

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<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 2615C</td>
<td>LAN Switching and Wireless</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 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>COP 1000</td>
<td>Introduction to Computer Programming</td>
<td>3</td>
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ELECTIVES (CHOOSE 13 CREDIT HOURS)

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CGS/CET</td>
<td>(Any Computer Science Courses)</td>
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</tr>
<tr>
<td>CGS 2949</td>
<td>Computer Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>(Any COP Course)</td>
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<tr>
<td>COP 2657</td>
<td>Introduction to Mobile App Programming</td>
<td>3</td>
</tr>
<tr>
<td>CAP 2023</td>
<td>Introduction to Game Programming</td>
<td>3</td>
</tr>
<tr>
<td>CAP 2134</td>
<td>Database Security</td>
<td>3</td>
</tr>
<tr>
<td>+ EET 1033C</td>
<td>Fundamentals of DC/AC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>+ EET 2084C</td>
<td>Survey of Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ETS 1603C</td>
<td>Fundamentals of Robotics</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</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.
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 email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1178C</td>
<td>Computer Hardware Support Essentials</td>
<td>3</td>
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<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>
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<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>
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</tr>
<tr>
<td>CGS 1560C</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
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REQUIRED TOTAL CREDIT HOURS: 27

+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/geprograms.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 email 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

+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/geprograms.html.
The content includes, but is not limited to, the selection of telecommunications equipment, including the installation and configuration of networks, routers and switches. The coursework prepares students for the Cisco Certified Network Associate (CCNA) industry certification exam.

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 email to BCCInfo@SJRstate.edu.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
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<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>
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</tr>
<tr>
<td>CET 2620C</td>
<td>Accessing the WAN</td>
<td>3</td>
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REQUIRED TOTAL CREDIT HOURS: 12

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

+Prerequisite course required. See course descriptions in catalog.

≠Prerequisite of CGS 1060 is required.
**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 courses and are prepared for additional courses when they are offered.

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

**GENERAL EDUCATION COURSES:**

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<td>ENC 1102</td>
<td>Composition II</td>
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<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>HUM 2210</td>
<td>The Humanities I or HUM 2230 The Humanities II</td>
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**DEGREE SPECIFIC COURSES:**

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<td>CET 1600C</td>
<td>Network Fundamentals</td>
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<td>CET 2179C</td>
<td>Computer Software Support Essentials</td>
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</tr>
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<td>CGS 1060</td>
<td>Introduction to Computer Concepts</td>
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<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>
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<td>CIS 2321</td>
<td>Information Systems</td>
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<tr>
<td>COP 1000</td>
<td>Introduction to Computer Programming</td>
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<td>COP 2822</td>
<td>Web Page Authoring</td>
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<td>CTS 2111C</td>
<td>Linux Server Administration</td>
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**ELECTIVES (CHOOSE 15 CREDIT HOURS):**

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<th>Course Code</th>
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<tr>
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<td>Database Security</td>
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<tr>
<td>CGS 1100</td>
<td>Microcomputer Application Software</td>
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</tr>
<tr>
<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2871</td>
<td>Multimedia</td>
<td>3</td>
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<td>COP 2224</td>
<td>Programming in C++</td>
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<td>COP 2657</td>
<td>Introduction to Mobile App Programming</td>
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<td>COP 2800</td>
<td>Java Programming</td>
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<td>COP 2837</td>
<td>Introduction to Programming with Visual Basic .NET</td>
<td>3</td>
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<td>ETS 1603C</td>
<td>Fundamentals of Robotics</td>
<td>3</td>
</tr>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<td>MAN 1949</td>
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<td>MAN 2021</td>
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<tr>
<td>OST 1581</td>
<td>Professional Development in the Work Environment</td>
<td>3</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 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 email to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:
- ENC 1101 Composition I ................................................................. 3
- ENC 1102 Composition II .............................................................. 3
- MAC 1105 College Algebra ........................................................... 3
- HUM 2210 The Humanities I or HUM 2230 The Humanities II ......... 3

DEGREE SPECIFIC COURSES:
- CAP 2023 Introduction to Game Programming ......................... 3
- CGS 1060 Introduction to Computer Concepts ............................ 3
- CGS 2545 Database Concepts for Business ............................... 3
- CIS 2321 Information Systems ..................................................... 3
- COP 1000 Introduction to Computer Programming .................. 3
- COP 2224 Programming in C++ ................................................ 3
- COP 2701 Advanced Database Concepts in Programming .......... 3
- COP 2800 Java Programming ..................................................... 3
- COP 2801 Programming in JavaScript ....................................... 3
- COP 2805 Advanced Java Programming .................................... 3
- COP 2822 Web Page Authoring ................................................. 3
- COP 2830 Web Programming Languages .................................. 3
- COP 2837 Introduction to Programming with Visual Basic.NET .... 3

COMPUTER PROGRAMMING ELECTIVES (CHOOSE 9 CREDIT HOURS):
- CAP 2134 Database Security ...................................................... 3
- CET 1600C Network Fundamentals .......................................... 3
- CGS 1100 Microcomputer Applications Software .................... 3
- CGS 1515 Spreadsheet Concepts for Business .......................... 3
- CGS 1560C Microcomputer Operating Systems ....................... 3
- CGS 2820 Web Page Design and Publishing .............................. 3
- CGS 2871 Multimedia ............................................................... 3
- COP 2657 Introduction to Mobile App Programming ................ 3
- ETS 1603C Fundamentals of Robotics ...................................... 3
- GEB 1011 Introduction to Business .......................................... 3
- MAC 2333 Survey of Calculus .................................................. 3
- MAN 1949 Cooperative Education Internship I ......................... 1-3
- SPC 1608 Fundamentals of Speech ......................................... 3
- STA 2023 Elementary Statistics .............................................. 3

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 email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

+ CAP 2023 Introduction to Game Programming ........................................................................... 3
+ CGS 1060 Introduction to Computer Concepts ................................................................. 3
+ CGS 2545 Database Concepts for Business ................................................................. 3
+ CIS 2321 Information Systems ....................................................................................... 3
+ COP 1000 Introduction to Computer Programming .................................................. 3
+ COP 2224 Programming in C++ ................................................................................. 3
+ COP 2701 Advanced Database Concepts in Programming ...................................... 3
+ COP 2800 Java Programming ....................................................................................... 3
+ COP 2805 Advanced Java Programming .................................................................... 3
+ COP 2822 Web Page Authoring ................................................................................. 3
+ COP 2837 Introduction to Programming with Visual Basic.NET .......................... 3

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/geprograms.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 email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<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/geprograms.html.
This program prepares students seeking employment in areas including Web administration, webmaster, Web coordina-
tor, 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 require-
maments.

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 email to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

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<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>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>HUM 2210</td>
<td>The Humanities I or HUM 2230 The Humanities II</td>
<td>3</td>
</tr>
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DEGREE SPECIFIC COURSES:

<table>
<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>
<td>3</td>
</tr>
<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CET 2660C</td>
<td>Network Security Essentials</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>CGS 2545</td>
<td>Database Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2554</td>
<td>Introduction to Electronic 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 2800</td>
<td>Java 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>
<tr>
<td>COP/CGS (any Computer Science course)</td>
<td></td>
<td>3</td>
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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.
WEB DEVELOPMENT SPECIALIST (4112)

This program prepares students for entry-level employment as Internet/intranet technicians, Web Internet/intranet developers, website developers, Internet/intranet masters, and webmasters. 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.

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

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>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 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 Electronic 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/geprograms.html.
This program prepares students for entry-level employment as Internet/intranet technicians, Web Internet/intranet developers, website developers, Internet/intranet masters, and webmasters. 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.

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

CERTIFICATE SPECIFIC COURSES:

+ CET 1600C Network Fundamentals ................................................................. 3
+ CGS 1100 Microcomputer Applications Software....................................................... 3
+ CGS 2554 Introduction to Electronic Commerce............................................................. 3
+ CGS 2820 Web Page Design and Publishing................................................................. 3
+ CGS 2871 Multimedia ................................................................................................. 3
+ COP 2822 Web Page Authoring.................................................................................. 3

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/geprograms.html.
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 email to BCCInfo@SJRstate.edu.

GENERAL EDUCATION COURSES:

<table>
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<th>Course Code</th>
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<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
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<td>+*</td>
<td>General Education Math</td>
<td>3</td>
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<tr>
<td>+ HUM 2210</td>
<td>The Humanities I or HUM 2230 The Humanities II</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1341</td>
<td>Physical Science</td>
<td>3</td>
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<tr>
<td>PSC 1341L</td>
<td>Physical Science Lab</td>
<td>1</td>
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<tr>
<td>+ Social Science</td>
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DEGREE SPECIFIC COURSES:

<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<td>+ CET 1178C</td>
<td>Computer Hardware Support Essentials</td>
<td>3</td>
</tr>
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<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>
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ELECTIVES (CHOOSE 5 CREDIT HOURS):

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<tr>
<td>COP</td>
<td>(Any COP course)</td>
<td>3</td>
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<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2949</td>
<td>Computer Information Technology Capstone</td>
<td>3</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.
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.

If you need additional information after seeing a counselor, please send an email 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 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/geprograms.html.
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 email 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/geprograms.html.
NURSING AND ALLIED HEALTH

ST. JOHNS RIVER STATE COLLEGE

Emergency Medical Technician
Health Information Technology
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
This is an instructional program that prepares students for employment as emergency medical technicians to function at the basic pre-hospital emergency medical technician 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) 808-7465.

ADMISSION REQUIREMENTS
The Emergency Medical Technician (EMT) program is a limited access program.
Applicants may apply:
   April 1 - May 15 for fall enrollment
   August 1 - September 15 for spring enrollment
A student must earn a grade of “C” or better in all courses required in the program.
To apply for admission to the EMT program a student must have completed all of the following prior to the program application deadline:
   1. Application process to SJR State;
   2. Application to EMT program;

DEGREE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</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
AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY

Registered Health Information Technician (RHIT) Associate in Science programs will emphasize skills in health data collection, quality, monitoring, and adhering to legal and regulatory standards.

These technicians serve as medical coders, clinical data specialists, data quality managers, and information security officers. They hold supervisor, manager, and director positions in health care settings across the continuum of the health care industry.

Courses 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 70 semester hours of general education and health information technology core courses.

After receiving the A.S. degree in Health Information Technology, 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 Technology 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) 808-7465.

The Health Information Technology 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. The program is a full time program and students must follow the Health Information Technology program rotation.

Applicants may apply:
   April 1 - May 15 for fall enrollment

ADMISSION REQUIREMENTS

The Health Information Technology program is a limited access program.

To apply for admission to the Health Information Technology program a student must have completed all of the following:

1. Application to SJR State;
2. Application to the Health Information Technology 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 System
   HSC  1531 .................... Medical Terminology
HEALTH INFORMATION TECHNOLOGY (0350) CONTINUED

+HUM 2210 .................... The Humanities I or HUM 2230 The Humanities II,
*___ ___ ........................ General Education Math
HIM 1000 ...................... Introduction to Health Information Management
HIM 2432 ..................... Concepts of Disease

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

ADMISSION REQUIREMENTS (POST DEGREE WITH LICENSURE/CERTIFICATION)
To apply for admission to the Health Information Technology (post degree) a student must have completed all of the following:
1. Application to SJR State;
2. Application to the Health Information Technology (post degree);
3. Provide an official transcript with an earned degree and one of the following licensure/certifications: CCS, CCA, CCS-P, RHIT, RHIA;
4. Applicants will be considered after all current Health Information Technology seats are filled.

Applicants are considered on a space available basis. Priority will be given based on the date admission requirements have been completed.

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 Health Information Technology-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 X class credit hours = points assigned
   Ex. Student achieves a letter grade of “C” in HSC 1000 (2 cr. hrs.)
   A “C” grade = 2 points X 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 Health Information Technology 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 Health Information
Technology department.

4. Attend a Health Information Technology 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 Health Information Technology program.

**GENERAL EDUCATION COURSES**

| BSC 2085 | Human Anatomy and Physiology I | 3 |
| BSC 2085L | Human Anatomy and Physiology I Lab | 1 |
| ENC 1101 | Composition I | 3 |
| + HUM 2210 | The Humanities I or HUM 2230 The Humanities II | 3 |
| + PSY 2012 | General Psychology | 3 |
| +* __ __ | General Education Math | 3 |

**HEALTH INFORMATION TECHNOLOGY RELATED COURSES**

| + BSC 2086 | Human Anatomy and Physiology II | 3 |
| + BSC 2086L | Human Anatomy and Physiology II Lab | 1 |
| CGS 1100 | Microcomputer Applications Software | 3 |
| HSC 1000 | Introduction to Health Care Delivery System | 2 |
| HSC 1531 | Medical Terminology | 3 |
| + HIM 1000 | Introduction to Health Information Management | 3 |
| + HIM 2432 | Concepts of Disease | 3 |

**DEGREE SPECIFIC COURSES**

| + HIM 1110 | Standard Healthcare Practices | 3 |
| + HIM 1211C | Health Information Systems | 4 |
| + HIM 1282C | Basic ICD Diagnostic Coding | 3 |
| + HIM 1442 | Pharmacology for Health Professionals | 2 |
| + HIM 2012 | Health Care Law | 3 |
| + HIM 2214 | Healthcare Statistics & Research | 3 |
| + HIM 2234C | ICD Procedure Coding | 3 |
| + HIM 2255C | CPT Coding | 3 |
| + HIM 2512 | Supervision, Organization, and Management | 3 |
| + HIM 2800 | Professional Practice Experience – Introduction | 3 |
| + HIM 2810 | Professional Practice Experience – Coder | 3 |
| + HIM 2820 | Professional Practice Experience – Management | 3 |

**REQUIRED TOTAL CREDIT HOURS**

70

**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 Technology 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) 808-7465.

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>+</td>
<td>HUM 2210 The Humanities I or HUM 2230 The Humanities II</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>
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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>+</td>
<td>ACG 2021C 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>
</tr>
<tr>
<td>+</td>
<td>CGS 1515 Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>GEB 2214 Business Communications</td>
<td>3</td>
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<tr>
<td>HIM 1000</td>
<td>Introduction to Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>HIM 1500 Quality Management</td>
<td>3</td>
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<tr>
<td>+</td>
<td>HIM 2432 Concepts of Disease</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>HSA 2252 Health Care Coding</td>
<td>3</td>
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<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care Delivery System</td>
<td>2</td>
</tr>
<tr>
<td>HSC 1004</td>
<td>Professions of Caring</td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>+</td>
<td>HSC 2930 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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<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
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ELECTIVES (CHOOSE 3-4 CREDIT HOURS):

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<tr>
<td>BSC 2085</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
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<tr>
<td>BSC 2085L</td>
<td>Human Anatomy and Physiology I Lab</td>
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<td>CGS 2525</td>
<td>Presentation Technology</td>
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<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech</td>
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REQUIRED TOTAL CREDIT HOURS..............................................................................................................................62

*Prerequisite courses required. See course descriptions in catalog.
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 in science degree in Health Services Management.

For additional information, call (904) 808-7465.

**CERTIFICATE SPECIFIC COURSES:**

<table>
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<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>+ GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>+ HIM 1000</td>
<td>Introduction to Health Information Technology</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 System</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>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS:** 32

*Prerequisite courses 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/geprograms.html.
The A.S. degree in Nursing prepares students for careers as registered nurses. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta GA 30326, (404) 975-5000, www.nlnac.org/ACEN, and is approved by the Florida Board of Nursing and may be applied toward a bachelor of science degree in nursing at Florida's state colleges and universities. Graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

PROGRAM MISSION STATEMENT
The Department of Nursing Education supports the mission of St. Johns River State College. The Department of Nursing Education prepares students to enter the workforce with the ability to think critically about actual or potential self-care deficits, as well as demonstrates caring behaviors while practicing within the legal and ethical scope of professional nursing practice. Nursing students are prepared to function competently as entry level nurses upon graduation.

PROGRAM OUTCOMES
a. Provide competent nursing care at the advanced beginner level to diverse populations
b. Establish 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 website at SJRstate.edu or call the Palatka nursing office at (386) 312-4176 or the Orange Park nursing office at 904-276-6863.

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 - January enrollment (spring) September 1 -30
- 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 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
   - HUM 2210 The Humanities I or HUM 2230 The Humanities II
   - HUN 1201 Human Nutrition
   - MCB 2010 & 2010L Microbiology* and Microbiology Lab*
   - PSY 2012 General Psychology
   - MAC 1105 College Algebra
5. Complete the HESI Assessment Exam prior to the application period
STUDENT SELECTION
Student selection is objective and based on the following:

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.

The St. Johns River State College generic Associate Degree Nursing program does not accept the transfer of NUR core courses.

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, (c) successful completion of Human Anatomy and Physiology I and II and Human Anatomy and Physiology I and II lab with a GPA of 3.5 or better

* 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, (c) successful completion of Human Anatomy and Physiology I and II and Human Anatomy and Physiology I and II lab with a GPA of 3.0 or better

* 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, (c) successful completion of Human Anatomy and Physiology I and II and Human Anatomy and Physiology I and II lab with a GPA of 2.0 or better

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. Administration 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 2004</td>
<td>Human Growth &amp; Development</td>
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<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>+ HUM 2210</td>
<td>The Humanities I or HUM 2230 The Humanities II</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>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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### NURSING RELATED COURSES:

<table>
<thead>
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<th>Course Code</th>
<th>Course 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>
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<td>+ BSC 2086</td>
<td>Human Anatomy and Physiology II</td>
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<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>Course Title</th>
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<tr>
<td>+ NUR 1020</td>
<td>Foundations of Nursing Practice</td>
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<td>+ NUR 1020L</td>
<td>Foundations of Nursing Practice Lab</td>
<td>5</td>
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<tr>
<td>+ NUR 1140</td>
<td>Clinical Pharmacology</td>
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<tr>
<td>+ NUR 1210C</td>
<td>Adult Health Nursing I</td>
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<tr>
<td>+ NUR 1212C</td>
<td>Adult Health Nursing II</td>
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<tr>
<td>+ NUR 1521C</td>
<td>Mental Health Nursing</td>
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<tr>
<td>+ NUR 2244C</td>
<td>Adult Health Nursing III</td>
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<td>+ NUR 2460C</td>
<td>Parent Child Nursing</td>
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<td>+ NUR 2251C</td>
<td>Adult Health Nursing IV</td>
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<tr>
<td>+ NUR 2943C</td>
<td>Transitional Nursing</td>
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</table>

**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) 245-4125. FAX (850) 245-4172.
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):**

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<th>Description</th>
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<td>0120C Nursing Assistant</td>
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**TOTAL CONTACT HOURS:** 120

**ARTICULATED (0207):**

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<td>HCP</td>
<td>0001 Health Careers Core</td>
<td>90</td>
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<tr>
<td>HCP</td>
<td>0121 Nurse Aide and Orderly</td>
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**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, please call (904) 808-7465.

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
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<td>PSY 2012</td>
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<tr>
<td>SYG 1000</td>
<td>Introduction to Sociology</td>
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DEGREE SPECIFIC COURSES:

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<th>Title</th>
<th>Credit</th>
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<tr>
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<td>Principles of Financial Accounting</td>
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<td>Business Law I</td>
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<td>CGS 1100</td>
<td>Microcomputer Application Software</td>
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<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
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<td>HSA 2252</td>
<td>Health Care Coding</td>
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<td>HSC 1531</td>
<td>Medical Terminology</td>
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<td>HSC 2930</td>
<td>Special Topics - Capstone</td>
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<td>MAN 2021</td>
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<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
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<tr>
<td>OST 1461</td>
<td>Medical Office Procedures</td>
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<td>OST 1581</td>
<td>Professional Development in the Work Environment</td>
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<td>OST 1764</td>
<td>Microsoft Word for Windows</td>
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<tr>
<td>OST 2850</td>
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ELECTIVES (CHOOSE 4 CREDIT HOURS):

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<tbody>
<tr>
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<td>BSC 2085L</td>
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</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>
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</table>

REQUIRED TOTAL CREDIT HOURS: 63

+Prerequisite course required. See course descriptions in catalog.
This program prepares students to be medical secretaries. 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, please call (904) 808-7465.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 System</td>
<td>2</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>+ GEB 2214</td>
<td>Business Communications</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>Microsoft Office Professional</td>
<td>3</td>
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</table>

ELECTIVES (CHOOSE 8 CREDIT HOURS):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>+ HSC 2930</td>
<td>Special Topics-Capstone</td>
<td>1-3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS ............................................................................................................................ 34

+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/geprograms.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, please call (904) 808-7465.**

**CERTIFICATE SPECIFIC COURSES:**

- **CGS 1100** Microcomputer Applications Software.................................................................................................................................................. 3
- **CGS 1515** Spreadsheet Concepts for Business .......................................................................................................................... 3
- **HSC 1531** Medical Terminology................................................................................................................................. 3
- **GEB 2214** Business Communications............................................................................................................................ 3
- **OST 1461** Medical Office Procedures.......................................................................................................................... 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/geprograms.html.
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 an Associate in Science degree in Office Specialist-Medical Office Specialist.

If you need additional information, please call (904) 808-7465.

**CERTIFICATE SPECIFIC COURSES:**

- CGS 1100  Microcomputer Applications Software .................................................................................................................. 3
- CGS 1515  Spreadsheet Concepts for Business .................................................................................................................. 3
- HSC 1531  Medical Terminology ........................................................................................................................................ 3
- OST 1764  Microsoft Word for Windows ................................................................................................................................ 3

**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 health care 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 Name</th>
<th>Credits</th>
</tr>
</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>
</tr>
</tbody>
</table>

**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.
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 various clinical sites located in the tri-county service area or adjacent counties. Students must earn a minimum “C” 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 website at SJRstate.edu under Workforce Education or call 904-808-7465.

Applicants may apply:
April 1 - May 15 for fall enrollment

Admission Requirements
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</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>
</tr>
<tr>
<td>BSC 2086L</td>
<td>Human 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>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>+ HUM 2210</td>
<td>The Humanities I or HUM 2230 The Humanities II</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>
</tbody>
</table>
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:
   
   \[(\text{Letter grade value} \times \text{credit hours}) = \text{points assigned}\]

   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.

3. **20 POINTS AWARDED** – Current licensure as a State of Florida basic x-ray machine operator.

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. 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:
- 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
- ENC 1101 Composition I ...................................................................................... 3
- HUM 2210 The Humanities I or HUM 2230 The Humanities II ........................................ 3
- MAC 1105 College Algebra .................................................................................... 3
- PSY 2012 General Psychology ............................................................................... 3

RADIOLOGIC TECHNOLOGY RELATED COURSES:
- CGS 1100 Microcomputer Applications Software ...................................................... 3
- HSC 1531 Medical Terminology ................................................................................ 3
### RADIOLOGIC TECHNOLOGY CORE COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 1000C</td>
<td>Introduction to Patient Care in Radiologic Sciences</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1418C</td>
<td>Radiologic Science</td>
<td>4</td>
</tr>
<tr>
<td>RTE 1385</td>
<td>Radiobiology and Radiation 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>
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<tr>
<td>+ RTE 1824</td>
<td>Clinical Education III</td>
<td>6</td>
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<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>
<td>3</td>
</tr>
<tr>
<td>RTE 2782C</td>
<td>Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>+ RTE 2844</td>
<td>Clinical Education IV</td>
<td>5</td>
</tr>
<tr>
<td>+ RTE 2854</td>
<td>Clinical Education V</td>
<td>5</td>
</tr>
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</table>

**TOTAL REQUIRED CREDITS**: 77

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+ Prerequisite course required. See course description in catalog. Radiologic Technology core courses are selective access and can only be taken after admission to the program.
ASSOCIATE IN SCIENCE DEGREE
SJR STATE CATALOG 2013 - 2014

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 website 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</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>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>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>+ HUM 2210</td>
<td>The Humanities I or HUM 2230 The Humanities II</td>
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RADIOLOGIC TECHNOLOGY RELATED COURSES:

<table>
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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>+ BSC 2086</td>
<td>Human Anatomy and Physiology II</td>
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<tr>
<td>BSC 2086L</td>
<td>Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<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>
<td>3</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care Delivery System</td>
<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

+ Prerequisite course required. See course description in catalog.
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 website 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 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 76 semester hours of general education and respiratory care core courses.

Applicants may apply:
August 1 - September 15 for spring 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:

<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>BSC 2085 &amp; 2085L</td>
<td>Human Anatomy and Physiology I and Lab</td>
<td>4</td>
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<tr>
<td>BSC 2086 &amp; 2086L</td>
<td>Human Anatomy and Physiology II and Lab</td>
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<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>
</tr>
<tr>
<td>MCB 2010 &amp; 2010L</td>
<td>Microbiology and Lab</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>The Humanities I or HUM 2230</td>
<td>3</td>
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</tbody>
</table>

STUDENT SELECTION
Student selection is objective and based on the following point system (MAXIMUM POSSIBLE POINTS 160):

1. 108 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 point consideration. The method of point calculation for this category 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 ENC 1101 X (3 credits) = 9 points; A=4 points; B=3 points; C=2 points
2. 15 POSSIBLE 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 B.A./B.S. degree; 15 points will be awarded if applicant has a M.A./M.S. 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:

+ BSC 2085 Anatomy and Physiology I .................................................................................................................... 3
+ BSC 2085L Anatomy and Physiology I Lab ......................................................................................................... 1
+ ENC 1101 Composition I ........................................................................................................................................ 3
+ MCB 2010 Microbiology ........................................................................................................................................ 4
+ MCB 2010L Microbiology Lab
+ PSY 2012 General Psychology ............................................................................................................................ 3
+ HUM 2210 The Humanities I or HUM 2230 The Humanities II ........................................................................ 3

RESPIRATORY CARE RELATED COURSES:

+ BSC 2086 Anatomy and Physiology II .................................................................................................................. 3
+ BSC 2086L Anatomy and Physiology II Lab ......................................................................................................... 1
+ CGS 1100 Microcomputer Applications ............................................................................................................... 3
+ MAC 1105 College Algebra .................................................................................................................................... 3

RESPIRATORY CARE CORE COURSES:

+ RET 1024C Fundamentals of Respiratory Care I .................................................................................................... 4
+ RET 1027C Respiratory Therapeutics and Diagnostics ......................................................................................... 4
+ RET 1264C Introduction to Respiratory Critical Care ............................................................................................ 3
+ RET 1284C Cardiac Diagnostics ........................................................................................................................... 3
+ RET 1350C Cardiopulmonary Pharmacology ....................................................................................................... 3
+ RET 1485C Cardiopulmonary Anatomy and Physiology ........................................................................................ 3
+ RET 1874L Clinical Education I .......................................................................................................................... 1
+ RET 1875L Clinical Education II .......................................................................................................................... 3
+ RET 2280C Advanced Respiratory Critical Care .................................................................................................. 4
+ RET 2418C Advanced Diagnostics and Therapeutics ......................................................................................... 3
+ RET 2601C Cardiopulmonary Pathophysiology .................................................................................................. 3
+ RET 2714C Pediatric and Neonatal Respiratory Care ............................................................................................ 3
+ RET 2876 Clinical Education III .......................................................................................................................... 3
+ RET 2877 Clinical Education IV .......................................................................................................................... 3
+ RET 2878L Clinical Education V .......................................................................................................................... 3
+ RET 2930C Respiratory Care Seminar .................................................................................................................. 3

REQUIRED TOTAL CREDIT HOURS .......................................................................................................................... 76
Respiratory Care Agencies and Societies:

Accreditation by CoARC
Commission on Accreditation for Respiratory Care http://coarc.com/
1248 Harwood Rd
Bedford, TX 76021

AARC Professional Association, sets current clinical practice guidelines (CPGs)
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/
Therapists credentialed by NBRC
National Board for Respiratory Care http://www.nbrc.org/default.html
18000 W 105th St
Olathe, KS 66061

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

+Prerequisite course required. See course description in catalog.
PROGRAM MISSION STATEMENT

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.
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.

Three months prior to a corrections basic recruit start date, candidates must make application for admission to the basic recruit program. 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 program and the college credit given for the basic recruit can be found on page 121.

CORRECTIONS BASIC RECRUIT TRAINING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>CMS Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0300</td>
<td>Introduction to Corrections</td>
<td>32</td>
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<tr>
<td>CJK 0305</td>
<td>CJSTC Communications</td>
<td>40</td>
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<tr>
<td>CJK 0310</td>
<td>Officer Safety</td>
<td>12</td>
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<tr>
<td>CJK 0315</td>
<td>Facility and Equipment</td>
<td>12</td>
</tr>
<tr>
<td>CJK 0320</td>
<td>Intake and Release</td>
<td>18</td>
</tr>
<tr>
<td>CJK 0325</td>
<td>Supervising in a Correctional Facility</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0330</td>
<td>Supervising Special Populations</td>
<td>20</td>
</tr>
<tr>
<td>CJK 0335</td>
<td>Responding to Incidents and Emergencies</td>
<td>16</td>
</tr>
<tr>
<td>CJK 0340</td>
<td>Officer Wellness and Physical Abilities</td>
<td>30</td>
</tr>
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</table>

TOTAL PROGRAM CONTACT HOURS ........................................................................................................420

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</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0350</td>
<td>Cross-Over to Correctional Introduction and Legal</td>
<td>22</td>
</tr>
<tr>
<td>CJK 0352</td>
<td>Law Enforcement Cross-Over to Correctional Office Safety</td>
<td>14</td>
</tr>
<tr>
<td>CJK 0315</td>
<td>Facility and Equipment</td>
<td>18</td>
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<tr>
<td>CJK 0351</td>
<td>Law Enforcement Cross-Over to Correctional Procedures</td>
<td>14</td>
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<tr>
<td>CJK 0325</td>
<td>Supervising in a Correctional Facility</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0353</td>
<td>Cross-Over to Correctional Supervising Special Populations</td>
<td>14</td>
</tr>
<tr>
<td>CJK 0393</td>
<td>Cross-Over Program Updates</td>
<td>8</td>
</tr>
<tr>
<td>CJK 0354</td>
<td>Cross-Over to Correctional Officer Wellness</td>
<td>12</td>
</tr>
<tr>
<td>CJK 0392</td>
<td>Cross-Over to Handgun Transition Course</td>
<td>24</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CONTACT HOURS ................................................................................................................................................................................... 156
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 119 and 120.

FOR MORE INFORMATION, CALL (904) 808-7490.

GENERAL EDUCATION COURSES:
- ENC 1101 Composition I ................................................................. 3
- ENC 1102 Composition II .............................................................. 3
- HUM 2210 The Humanities I or HUM 2230 The Humanities II .... 3
- MGF 1106 Mathematics for Liberal Arts I ...................................... 3
- POS 1112 State and Local Government ......................................... 3
- PSY 2012 General Psychology ..................................................... 3

DEGREE SPECIFIC COURSES:
- Corrections Basic Recruit ......................................................... 12
- Law Enforcement Basic Recruit ................................................. 15
- CGS 1100 Microcomputer Applications Software ...................... 3
- CJE 2112 Police Administration .................................................. 3
- CJL 1062 Constitutional Law ..................................................... 3
- CJL 1102 Criminal Evidence and Court Procedure ................... 3
- MAN 2021 Principles of Management ........................................ 3
- Electives .................................................................................. 3
- TOTAL CREDIT HOURS .......................................................... 16-19

ELECTIVES - CHOOSE FROM THE FOLLOWING:
- CCJ 2647 Organized Crime .......................................................... 3
- CJE 2640 Introduction to Forensics-Crime Scene ....................... 3
- DSC 1005 Understanding Terrorism .......................................... 3
- PAD 1002 Introduction to Public Administration ...................... 3
- MAN 2300 Introduction to Human Resource Management .......... 3
- POS 1041 United States Federal Government ........................... 3
- STA 2023 Elementary Statistics ................................................. 3

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

+Prerequisite courses required. See course descriptions in catalog.
*Refer to A. A. degree general education requirements.
◆Corrections Basic Recruit Training Program - 12 Credit Hours
◆Law Enforcement Basic Recruit Training Program - 15 Credit Hours
◆The following courses CCJ 2500, CJE 1000, CJE 2400, CJL 2300 and DSC 1006 will be satisfied by the completion of the Corrections Basic Recruit Certificate. These courses can not be taken as part of the elective choices.
◆◆The following courses CCJ 1020, CCJ 2500, CJE 2400, CJE 2600 and DSC 1006 will be satisfied by the completion of the Law Enforcement Basic Recruit certificate. These courses can not be taken as part of the elective choices.
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:
- ENC 1101 Composition I ......................................................... 3
- ENC 1102 Composition II ..................................................... 3
- HUM 2210 The Humanities I or HUM 2230 The Humanities II ................................................. 3
- MGF 1106 Mathematics for Liberal Arts I ....................................... 3
- POS 1112 State and Local Government .......................................... 3
- PSY 2012 General Psychology .................................................. 3

DEGREE SPECIFIC COURSES:
- CCJ 1020 Introduction to Criminal Justice .................................... 3
or
- CJE 1000 Introduction to Corrections ........................................... 3
- CCJ 2500 Juvenile Delinquency .................................................. 3
- CGS 1100 Microcomputer Applications Software ................................ 3
- CJE 2112 Police Administration .................................................. 3
- CJE 2400 Police Community Relations ......................................... 3
- CJE 2600 Fundamentals of Criminal Investigation .......................... 3
- CJL 1062 Constitutional Law ..................................................... 3
- CJL 1100 Criminal Law .............................................................. 3
- CJL 1102 Criminal Evidence and Court Procedure ........................................... 3
- DSC 1006 Introduction to Homeland Security .................................. 3
- MAN 2021 Principles of Management ........................................... 3
- Electives .............................................................................. 3

ELECTIVES: (CHOOSE 13 CREDIT HOURS)
- CCJ 2647 Organized Crime ........................................................ 3
- CJE 2640 Introduction to Forensics-Crime Scene .............................. 3
- DSC 1005 Understanding Terrorism ......................................... 3
- MAN 2300 Introduction to Human Resource Management ............... 3
- PAD 1002 Introduction to Public Administration ............................ 3
- POS 1041 United States Federal Government ................................ 3
- STA 2023 Elementary Statistics ............................................... 3

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

*Refer to A.A. degree general education requirements.
+Prerequisite course may be required. See course descriptions in catalog.
The college credit certificate in Criminal Justice Technology Specialist prepares students to work in law enforcement, corrections, private/industry security, and other criminal justice, legal or public service related fields. The program may also assist students in employment advancement in professions involving law enforcement, the court system, corrections, and private security.

This program is an intermediate step toward the Association in Science degree in Criminal Justice Technology.

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJE 1000</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2500</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2112</td>
<td>Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2400</td>
<td>Police Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2600</td>
<td>Fundamentals of Criminal Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1102</td>
<td>Criminal Evidence and Courts Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</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/geprograms.html.
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>Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
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<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>+ HUM 2210</td>
<td>The Humanities I or HUM 2230 The Humanities II</td>
<td>3</td>
</tr>
<tr>
<td>+*</td>
<td>General Education Math</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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramedic Certificate</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>Electives</td>
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<td>16</td>
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ELECTIVES - CHOOSE FROM THE FOLLOWING:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSC 2085</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Human Anatomy and Physiology Lab</td>
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</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<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>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>
<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>
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<tr>
<td>EMS 1119</td>
<td>Emergency Medical Technician</td>
<td>5</td>
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<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>
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REQUIRED TOTAL CREDIT HOURS..............................................................................................................................................................................................73

*Refer to A.A. degree general education requirements.
+ Prerequisite course may be required. See course descriptions in catalog.
* Must meet FDOE statewide articulation requirements and show proof of current EMT or paramedic licensure.
The overall goal of the program is to prepare individuals for entry or advancement in the fire service or a related field by providing them with knowledge of the fire protection profession and giving them the general education necessary to function and advance in one of these professions.

Program is eligible for articulation into a BAS degree in Organizational Management with specialization in Public Services Administration offered at SJR State.

For additional information, call (904) 808-7490.

**GENERAL EDUCATION COURSES:**
- ENC 1101 Composition I.................................3
- POS 1112 State and Local Government ........3
- MGF 1106 Mathematics for Liberal Arts I .......3
- + HUM 2210 The Humanities I or HUM 2230 The Humanities II ....3
- PSY 2012 General Psychology ............3

**DEGREE SPECIFIC COURSES:**
- FFP 1505 Fire Prevention ................................3
- FFP 1612 Fire Behavior and Combustion .......3
- FFP 1540 Fire Protection Systems ............3
- + FFP 2120 Building Construction for Fire Prevention ....3
- FFP 1702 Principles of Emergency Services .....3
- FFP 2301 Fire Hydraulics and Water Supply .....3
- CGS 1100 Microcomputer Applications Software.....3
- DSC 1005 Understanding Terrorism ...........3
- MAN 2021 Principles of Management ........3
- PAD 1002 Introduction to Public Administration ....3
- Electives .....................................................15

**ELECTIVES - CHOOSE FROM THE FOLLOWING:**
- FFP 1000 Introduction to Fire Science ........3
- + Fire Fighter II Certificate .........................3
- FFP 2490 Hazardous Materials Chemistry ....3
- FFP 2520 Fire Protection Codes and Standards ....3
- FFP 2810 Fire Tactics and Strategy ........3
- FFP 2604 Fire Investigation .......................3
- FFP 2730 Fire Department Administration ....3
- DSC 1006 Introduction to Homeland Security ...3

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

+Prerequisite course required. See course descriptions in catalog.
◆Must meet FDOE statewide articulation requirements and show proof of current certification.
The college credit certificate in Fire Company Management offers a sequence of fire science courses that provide coherent and rigorous content for students who want to obtain professional certifications for career advancement.

This program is an intermediate step toward the Association in Science degree in Fire Science Technology.

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1612</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1702</td>
<td>Principles of Emergency Services</td>
<td>3</td>
</tr>
<tr>
<td>+ FFP 2120</td>
<td>Building Construction for Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2730</td>
<td>Fire Department Administration</td>
<td>3</td>
</tr>
<tr>
<td>+ FFP 2810</td>
<td>Fire Tactics and Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**

15

+Prerequisite courses required. See course descriptions in catalog.
The college credit certificate in Homeland Security prepares students to work in law enforcement, homeland security, private/industry security, and other criminal justice, legal or public service related fields. The program prepares students to work as criminal justice or homeland security practitioners/supervisors/managers in law enforcement agencies and homeland security organizations and also provides supplemental training for persons previously or currently employed in these professions. The program may also assist students in employment advancement in professions involving law enforcement, or correctional institutions associated with homeland security and public safety management.

This program is an intermediate step toward the Association in Science degree in Criminal Justice Technology.

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>CJE 1000</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2400</td>
<td>Police Community Relations</td>
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<td>CJE 2600</td>
<td>Fundamentals of Criminal Investigations</td>
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<tr>
<td>CJL 1100</td>
<td>Criminal Law</td>
<td>3</td>
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<tr>
<td>CJL 1102</td>
<td>Criminal Evidence and Courts Procedures</td>
<td>3</td>
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</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**

15
The college credit certificate in Homeland Security Specialist prepares students to work in homeland security and other criminal justice, legal or public service related fields. The program prepares students to work in law enforcement agencies and correctional institutions associated with homeland security and public safety management. The program may also assist students in employment advancement in professions involving law enforcement, or correctional institutions associated with homeland security and public safety management.

This program is an intermediate step toward the Association in Science degree in Criminal Justice Technology.

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
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</tr>
<tr>
<td>CJE 1000</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2400</td>
<td>Police Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**

9
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 121 for additional information.

LAW ENFORCEMENT BASIC RECRUIT TRAINING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<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>
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<tr>
<td>CJK 0017</td>
<td>Communications</td>
<td>76</td>
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<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>
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<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>
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<td>CJK 0076</td>
<td>Crime Scene Investigations</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

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TOTAL PROGRAM CONTACT HOURS ................................................................. 489

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0544employ.html.
FLORIDA SCHOOL OF THE ARTS

ST. JOHNS RIVER STATE COLLEGE

ACTING

DANCE STUDIES
   Dance Entertainment
   Dance Performance

MUSICAL THEATER

STAGE MANAGEMENT
   Stage Technology

THEATER TECHNOLOGY
   Costume Design and Technology
   Scenic Lighting Design and Technology

VISUAL ART
   Graphic Design/New Media
   Graphic Design
   New Media Photography
   Studio Art
FLORIDA SCHOOL OF THE ARTS

ST. JOHNS RIVER STATE COLLEGE

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 website at floarts.org.

The academic year at Florida School of the Arts consists of a fall term, spring term, and summer session I. Enrollment is required during each of the three terms.

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 Performance 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, and Theater 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 website, 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

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 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
Graphic 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.

PRODUCTION/DISIGN PROGRAMS

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 DESIGN AND TECHNOLOGY
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 pro-
gram 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 DESIGN AND TECHNOLOGY
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 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.

STAGE TECHNOLOGY
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.

PERFORMANCE PROGRAMS

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 incoming 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 ENTERTAINMENT
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.

DANCE PERFORMANCE
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 to continue on to a conservatory or four-year bachelor of fine arts school.
Each student must complete a planned program including coursework 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. Students may take courses concurrently in other curriculum areas for which they are qualified while undergoing remediation.

ASSOCIATE IN SCIENCE DEGREE
- ACTING
- DANCE STUDIES
  - Dance Entertainment
  - Dance Performance
- MUSICAL THEATER
- STAGE MANAGEMENT
- THEATER TECHNOLOGY
  - Costume Design and Technology
  - Scenic Lighting Design and Technology
- VISUAL ART
  - Studio Art
  - Graphic Design/New Media
    - Graphic Design
    - New Media Photography

ASSOCIATE IN SCIENCE/ASSOCIATE IN ARTS DUAL DEGREE PATHWAYS
- VISUAL ART
  - Studio Art
    - Graphic Design/New Media
- ACTING
- DANCE STUDIES/DANCE PERFORMANCE
- PRODUCTION/DESIGN
  - Costume Design (Theater Technology)
  - Scenic/Lighting Design (Stage Management)

COLLEGE CREDIT CERTIFICATE
- THEATER TECHNOLOGY
  - Stage Technology

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.

- Theater Technology 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 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: ................................................................. 22
  ENC 1101 Composition I ................................................................. 3
  + ENC 1102 Composition II ......................................................... 3
  ARH 2050 Art History I .............................................................. 3
  * ___ ___ Mathematics .............................................................. 3
  * ___ ___ Social Science ............................................................ 3
  + HUM 2210 Humanities I .......................................................... 3
  or
  + HUM 2230 Humanities II ...................................................... 3
  * ___ ___ Science and Lab ......................................................... 4

FOUNDATION: .................................................................................. 18
  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

SPECIALIZATION: ............................................................................. 16
  ARH 1006 Visual Ideas: Portfolio Seminar ............................... 1
  ART 2500C Painting I .............................................................. 3
  ART 2701C Sculpture I ............................................................ 3
  ART 1400C Printmaking ........................................................... 3
  + ART 2955 Portfolio Presentation: Capstone Seminar .......... 1
  GRA 1413 Professional Development: Portfolio Seminar ....... 1
  DIG 2580 Digital Portfolio: Portfolio Seminar ....................... 1
  PGY 1800 Photographic Techniques ....................................... 3

ELECTIVES: ...................................................................................... 8
  Any courses with the prefix of ARH, ART, DIG, GRA, or PGY

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

**Students who wish to complete the A.S. to A.A. degree pathway and earn dual degrees must additionally take the following 13 credits of college-level general education courses: LIT 2000, 3 credits in math, 3 credits in social science, and 4 credits in science.

*Refer to AA degree general education requirements.
+ Prerequisite course required. See course description in catalog.
# Graphic Design/New Media (0151)

**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:

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<tr>
<td>HUM 2220C</td>
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### Specialization (Select One):

**Graphic Design:**

- ARH 1006: Visual Ideas: Portfolio Seminar
- DIG 1115C: Digital Imaging
- GRA 1206C: Typography: Expressive & Experimental
- ART 2955: Portfolio Presentation: Capstone Seminar
- GRA 1413: Professional Development: Portfolio Seminar
- DIG 2580: Digital Portfolio: Portfolio Seminar
- DIG 2282C: Time Based Media

**New Media Photography:**

- ARH 1006: Visual Ideas
- DIG 1115C: Digital Imaging
- DIG 1201C: Media Lighting Techniques
- ART 2955: Portfolio Presentation
- GRA 1413: Professional Development: Portfolio Seminar
- DIG 2580: Digital Portfolio: Portfolio Seminar
- DIG 2220C: Commercial Photography

### Electives:

Any courses with the prefix of ARH, ART, DIG, GRA, or PGY

### Required Total Credit Hours:

64

**Students who wish to complete the A.S. to A.A. degree pathway and earn dual degrees must additionally take the following 13 credits of college-level general education courses:** LIT 2000, 3 credits in math, 3 credits in social science, and 4 credits in science.

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

*Prerequisite 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 theatre—from the classics to the contemporary comedy, drama, and musicals. Upon graduation the student will be prepared for careers in the theatre and entertainment industries.

GENERAL EDUCATION COURSES:  

ENC 1101 Composition I ................................................................. 3
ENC 1102 Composition II ............................................................. 3
* Math ................................................................. 3
* Social Science ..................................................... 3
HUM 2210 The Humanities I ...................................................... 3
or HUM 2220 The Humanities II ............................................... 3
* Science & Lab .......................................................... 4

FOUNDATION:  

TPP 2110 Acting I ........................................................................ 3
TPP 2111 Acting II ...................................................................... 3
TPP 1810 Stage Speech I ........................................................... 3
TPP 1514 Stage Movement for the Actor ................................. 3
TPP 1120 Improv for the Theatre .............................................. 3
or THE 2300 Dramatic Literature .............................................. 3
or THE 1925 Play Production ................................................... 3
TPA 2290L Theatre Production Lab (Costume) ....................... 1
TPA 1200 Intro to Production Design ........................................ 3
TPA 1248 Stage Make-Up ........................................................ 3
MVV 1111 Class Voice I ........................................................... 2
or MVV 1871 Beginning Voice ................................................... 2
or MVV 2872 Intermediate Voice .............................................. 2

SPECIALIZATION:  

TPP 2118 Acting III ................................................................. 3
TPP 2119 Acting IV ................................................................. 3
TPP 2300 Play Directing ............................................................ 3
TPP 2141 Acting in Shakespeare ............................................... 3
TPP 1811 Stage Speech II ....................................................... 3
TPP 2812 Stage Speech III ...................................................... 3
TPP 2803 Stage Speech IV ...................................................... 3
TPA 2290L Theatre production lab (Technical) .................... 1
TPP 2220 Audition Techniques ............................................... 3

ELECTIVES:  

Any course with the prefix of MUT, MVV, MVK, THE, TPA, TPP, ARH, ART, PGY or any course selected from communications, social science, humanities, or mathematics

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

**Students who wish to complete the A.S. to A.A. degree pathway and earn dual degrees should take THE1020 to meet 3 general education humanities credits and must additionally take the following 13 credits of college-level general education courses: LIT2000, 3 credits in math, 3 credits in social science, and 4 credits in science.

*Refer to AA 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:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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**FOUNDATION:**

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<tr>
<td>DAN 2600</td>
<td>Music for Dance</td>
<td>2</td>
</tr>
</tbody>
</table>

**SPECIALIZATION:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA 2504</td>
<td>Jazz Dance I</td>
<td>2</td>
</tr>
<tr>
<td>+</td>
<td>Jazz Dance II</td>
<td>2</td>
</tr>
<tr>
<td>+</td>
<td>Jazz Dance III</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2250</td>
<td>Partnering</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2610</td>
<td>Dance Composition &amp; Improvisation I</td>
<td>2</td>
</tr>
<tr>
<td>+</td>
<td>Dance Composition &amp; Improvisation II</td>
<td>2</td>
</tr>
</tbody>
</table>

**DANCE ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA 2220</td>
<td>Point or Men's Technique</td>
<td>2</td>
</tr>
<tr>
<td>+</td>
<td>Jazz Dance IV</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2521</td>
<td>Tap I</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2522</td>
<td>Tap II</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2523</td>
<td>Tap III</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2544</td>
<td>Musical Theatre Dance Styles</td>
<td>1</td>
</tr>
<tr>
<td>+</td>
<td>Musical Theatre Tap</td>
<td>1</td>
</tr>
<tr>
<td>DAA 2650</td>
<td>Dance Auditions</td>
<td>1</td>
</tr>
<tr>
<td>DAA 2661</td>
<td>Contemporary Repertory</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2670</td>
<td>Ballet Repertory</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2933</td>
<td>Special Topics</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**

64

**Students who wish to complete the A.S. to A.A. degree pathway and earn dual degrees must additionally take the following 13 credits of college-level general education courses: LIT2000, 3 credits in math, 3 credits in social science, and 4 credits in science.**

* 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
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>*</td>
<td>Mathematics</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>
</tr>
</tbody>
</table>

DANCE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA 1204</td>
<td>Ballet I</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 1205</td>
<td>Ballet II</td>
<td>2</td>
</tr>
<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 2250</td>
<td>Partnering</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2504</td>
<td>Jazz Dance I</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2505</td>
<td>Jazz Dance II</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2506</td>
<td>Jazz Dance III</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2507</td>
<td>Jazz Dance IV</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2933</td>
<td>Special Topics in Dance</td>
<td>1</td>
</tr>
<tr>
<td>DAA 2521</td>
<td>Tap Dance I</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2522</td>
<td>Tap Dance II</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2523</td>
<td>Tap Dance III</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2544</td>
<td>Musical Theater Dance Styles</td>
<td>1</td>
</tr>
<tr>
<td>DAA 1680</td>
<td>Dance Ensemble I (Repeat for Credit)</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 1681</td>
<td>Dance Ensemble II (Repeat for Credit)</td>
<td>1</td>
</tr>
<tr>
<td>DAA 2650</td>
<td>Dance Auditions</td>
<td>1</td>
</tr>
<tr>
<td>DAA 2610</td>
<td>Dance Composition &amp; Improvisation I</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2611</td>
<td>Dance Composition &amp; Improvisation II</td>
<td>2</td>
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</tbody>
</table>

MUSIC:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ MVV 1111</td>
<td>Class Voice I</td>
<td>2</td>
</tr>
<tr>
<td>+ MVV 2121</td>
<td>Class Voice II</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ MVV 1871</td>
<td>Beginning Voice</td>
<td>2</td>
</tr>
<tr>
<td>MUN 1641</td>
<td>Musical Theatre Vocal Company (RFC)</td>
<td>4</td>
</tr>
</tbody>
</table>

THEATER:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1200</td>
<td>Introduction to Production Design</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2100</td>
<td>Introduction to Acting</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS: 64

**Students who wish to complete the A.S. to A.A. degree pathway and earn dual degrees must additionally take the following 20 credits of college-level general education courses: LIT2000, 3 credits in math, 3 credits in social science, 3 credits in humanities, and 8 credits in science.

*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)
ASSOCIATE IN SCIENCE

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:

ENCY 1101  Composition I.................................................................15
ENCY 1102  Composition II.................................................................3
* ENC___  Mathematics..............................................................................3
* ENC___  Social Science..........................................................................3
+ ENC___  Humanities ............................................................................3

MUSIC:

MVK___  Piano:
4 credits from MVK 1111, MVK 1112, MVK 1871, MVK 2872 based on placement test .. 4
MUT 1111  Music Theory I.................................................................3
MUT 1112  Music Theory II...............................................................3
MUT 1221  Sight Singing I.................................................................1
MUT 1222  Sight Singing II.................................................................1
MUN 1641  Musical Theater Vocal Company (repeat for credit)...........4

VOICE:

MVV___  Voice
5 credits from MVV 1111, MVV 2121, MVV 1871 based on placement test ..............5
+ MVV 2872  Intermediate Voice.........................................................1
+ MVV 2872  Intermediate Voice.........................................................2

THEATER:

TPP 2110  Acting I.................................................................16
TPP 2111  Acting II.................................................................3
TPP 2220  Audition Techniques........................................................3
TPA 1200  Introduction to Production/Design.........................................3
TPA 1248  Stage Make-Up.................................................................3
+ TPA 2290L  Theatre Production Lab...................................................1

DANCE:

DAA 1201  Fundamentals of Ballet II ............................................2
DAA 1501  Fundamentals of Jazz II ...............................................2
DAA 1521  Fundamentals of Tap II ...............................................2
DAA 2544  Musical Theater Dance Styles........................................1
DAA 2562  Musical Theater Tap........................................................1
+ DAA 2570  Musical Theater Jazz.....................................................1

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

** Students who wish to complete the A.S. to A.A. degree pathway and earn dual degrees must additionally take the following 20 credits of college-level general education courses: LIT 2000, 3 credits in math, 3 credits in social science, 3 credits in humanities, and 8 credits in science.

* 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 theatre student will be prepared for successful employment in professional theatre houses as well as touring companies or for transfer to a four year BFA program.

GENERAL EDUCATION COURSES: ............................................................................................................................................................................................. 22

<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>*</td>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>*</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>+ HUM 2210</td>
<td>Humanities I</td>
<td>3</td>
</tr>
<tr>
<td>+ HUM 2230</td>
<td>Humanities II</td>
<td>3</td>
</tr>
<tr>
<td>* THE 1020</td>
<td>Science &amp; Lab</td>
<td>4</td>
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</tbody>
</table>

FOUNDATION:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>THE 2300</td>
<td>Dramatic Literature</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1202</td>
<td>Stage Craft</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2290L</td>
<td>Theatre Production Lab (repeat for credit)</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 2220</td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2100</td>
<td>Introduction to Acting</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2071</td>
<td>Theatre Rendering Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2000</td>
<td>Theatre Design Basics</td>
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SPECIALIZATION (SELECT DISCIPLINE): ................................................................................................................................................................................... 17

SCENIC LIGHTING DESIGN AND TECHNOLOGY:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ TPA 1342</td>
<td>Drafting for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1274</td>
<td>Stage Properties</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ TPA 1260</td>
<td>Sound for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 2091</td>
<td>Advanced Design</td>
<td>1</td>
</tr>
<tr>
<td>TPA 2070</td>
<td>Scene Painting</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 2343</td>
<td>CAD for Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2063</td>
<td>Principles of Scenic Design</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2083</td>
<td>Special Problems in Production/Design</td>
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</tr>
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</table>

COSTUME DESIGN AND TECHNOLOGY:

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1232</td>
<td>Costume Construction I</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 2332</td>
<td>Costume Construction II</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 1233</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 2091</td>
<td>Advanced Design</td>
<td>1</td>
</tr>
<tr>
<td>TPA 2083</td>
<td>Special Problems in Production/Design</td>
<td>1</td>
</tr>
<tr>
<td>TPA 1248</td>
<td>Stage Makeup</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Scenic and Lighting Design and Technology ........................................................................................................................................................................ 64
Costume Design and Technology .................................................................................................................................................................................. 64

**Students who wish to complete the A.S. to A.A. degree pathway and earn dual degrees must additionally take the following 13 credits of college-level general education courses: LIT 2000, 3 credits in math, 3 credits in social science, and 4 credits in science.

*Refer to AA degree general education requirements.
+ Prerequisite course required. See course description in catalog.
THEATER TECHNOLOGY

Upon 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</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1202</td>
<td>Production Crafts</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2290L</td>
<td>Theatre Production 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 1342</td>
<td>Drafting for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 2070</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/geprograms.html.
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: .................................................................................................................................19

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>+ ENC 1102</td>
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<td>+ HUM 2210</td>
<td>Humanities I</td>
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<td>Mathematics</td>
<td>3</td>
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<tr>
<td>+ ___ ___</td>
<td>Social Science</td>
<td>3</td>
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FOUNDATION: ........................................................................................................................................................................25

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>MVK 1111</td>
<td>Class Piano I</td>
<td>2</td>
</tr>
<tr>
<td>THE 1020</td>
<td>Introduction to Theatre History</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1202</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1600</td>
<td>Stage Management</td>
<td>3</td>
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<tr>
<td>+ TPA 1342</td>
<td>Drafting for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1274</td>
<td>Stage Properties</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2290L</td>
<td>Theatre Production Lab (repeat for credit--1 technical, 1 costume)</td>
<td>(1) 2</td>
</tr>
<tr>
<td>TPP 2100</td>
<td>Introduction to Acting</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2110</td>
<td>Acting I (by audition only)</td>
<td>3</td>
</tr>
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</table>

SPECIALIZATION: ..................................................................................................................................................................19

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>+ MUT 1011</td>
<td>Music Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>TPA 1040</td>
<td>Costume Design</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 1260</td>
<td>Sound for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>+ TPA 1603</td>
<td>Stage Management Preparation and Practice</td>
<td>(1) 2</td>
</tr>
<tr>
<td>+ TPA 2220</td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2300</td>
<td>Play Directing</td>
<td>3</td>
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</tbody>
</table>

ELECTIVES: ........................................................................................................................................................................1

Any courses with the prefixes of MUT, MVV, MVK, THE, TPA, TPP, ARH, ART, PGY, or any course selected from communications, social science, humanities, or mathematics

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

**Students who wish to complete the A.S. to A.A. degree pathway and earn dual degrees should take THE1020 to meet 3 general education humanities credits and must additionally take the following 13 credits of college-level general education courses: LIT2000, 3 credits in math, 3 credits in social science, and 4 credits in science.

*Refer to AA degree general education requirements.
+ Prerequisite course required. See course description in catalog.
Early Childhood Education

Nursing

Organizational Management
  Computer Information Systems
  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). The program meets the requirements of both the English for Speakers of Other Languages (ESOL) and Reading endorsements.

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 will 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 60 credit hours of upper division Early Childhood Education courses for a total degree length of 120 semester hours.

Note: Students enrolling in this program of study must be cleared by a school board background check before the end of the add-drop period.

For additional information, call (386) 312-4242.

**ARTICULATED ASSOCIATE IN ARTS (A.A.) DEGREE TO INCLUDE PREREQUISITES**

**LOWER LEVEL PREREQUISITE EDUCATION COURSES:**

- EDF 2005 Introduction to the Teaching Profession .......................................................... 3
- EDF 2085 Introduction to Diversity for Educators ............................................................ 3
- EME 2040 Introduction to Technology for Educators ....................................................... 3

**UPPER LEVEL EDUCATION COURSES:**

- EDF 3214 Human Development and Learning ................................................................. 3
- EDF 3430 Measurement, Evaluation, and Assessment in Education ............................ 2
- EDG 4410 Classroom Management and Communication .............................................. 3
- EDG 3620 Curriculum and Instruction ............................................................................ 3
- EEX 3012 Educational Needs of Students with Exceptionalities .................................. 3
- EEX 4604 Behavior Management for Special Needs & At-Risk Students .................... 3

**UPPER LEVEL EARLY CHILDHOOD EDUCATION COURSES & PRACTICUM:**

- EEC 3404 Child, Family, and Community Partnerships ................................................ 3
- EEC 4211 Integrated Mathematics and Science ............................................................. 4
- EEC 4212 Integrated Language Arts, Children’s Literature, Social Sciences ............... 4
- EEC 4241 Integrated Music, Art, and Movement ........................................................... 4
- EEC 4940 Student Internship .......................................................................................... 8
- EEC 4930 Senior Seminar .............................................................................................. 2

**UPPER LEVEL READING EDUCATION COURSES & PRACTICUM:**

- RED 3309 Early and Emergent Literacy ........................................................................... 3
- RED 4511 Intermediate Literacy: Reading and Thinking ............................................... 3
- RED 4519 Diagnosis and Intervention in Reading .......................................................... 3
- RED 4940 Final Reading Practicum .................................................................................. 3

**UPPER LEVEL ESOL COURSES:**

- TSL 3080 Principles and Practices of ESOL I ................................................................. 3
- TSL 4081 Principles and Practices of ESOL II ............................................................... 3

**REQUIRED TOTAL CREDIT HOURS**

- 120
The program is designed for Associate degree registered nurses who hold a current valid, unencumbered Florida license and seek advanced studies in nursing. The BSN program will provide traditional and nontraditional registered nurse students with access to a baccalaureate degree.

The BSN degree curriculum fosters personal and professional growth through traditional and non-traditional learning experiences to facilitate the educational advancement of the Registered Nurse. The BSN program seeks to further amplify the student's safe and effective patient care practices and to prepare students for careers that positively affect healthcare within their communities. The BSN curriculum builds on the competencies, knowledge, and practices that the students bring from previous academic nursing programs and work experiences, and the curriculum expands on professional nursing values resulting in a broader scope of professional practice and professional role identity.

For additional information, visit our website at SJRstate.edu or call the Palatka nursing office at 386-312-4176, the Orange Park nursing office at 904-276-6863 or the St. Augustine allied health office at 904-808-7465.

The program consists of 123 credit hours of general education nursing-related core courses.

ADMISSION REQUIREMENTS
The BSN program is an open access program for students who meet the admission requirements:
1. Admission to SJR State
2. Submission of a completed application to the baccalaureate program in nursing
3. Completion of an Associate in Science degree in nursing with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance
4. Submission of official transcript(s) indicating the coursework taken and the degree(s) awarded
5. Proof of valid unencumbered licensure as a registered nurse in Florida

POST ADMISSION REQUIREMENTS
Following acceptance into the program, BSN students must complete 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 BSN student orientation
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. BLS for Health Care Providers certification is to be valid through the date of graduation from the SJR State BSN nursing program. ACLS may be substituted for BLS.
4. Have an annual physical examination verifying acceptable health status absence of communicable or infectious disease and completing all the health related 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/practitioner insurance $1,000,000 per incident and $3,000,000 per aggregate. (Payment included with lab fees during registration)
6. Have student accident (education/training) insurance. (Payment included with lab fees during registration)

GENERAL EDUCATION COURSES ............................................................................................................................... 36
(Refer to Associate in Arts general education requirements)

LOWER LEVEL SPECIALIZED COURSES ........................................................................................................................ 54

BSN CORE COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3805</td>
<td>Professional Roles &amp; Dimensions of Professional Nursing Practice</td>
</tr>
<tr>
<td>+ NUR 3125</td>
<td>Pathophysiology</td>
</tr>
<tr>
<td>+ NUR 3065</td>
<td>Health Assessment</td>
</tr>
<tr>
<td>+ NUR 3164</td>
<td>Informatics &amp; Evidenced-Based Practice</td>
</tr>
<tr>
<td>+ NUR 3655</td>
<td>Community, Diversity, and Population Based Care</td>
</tr>
<tr>
<td>+ NUR 3837</td>
<td>Introduction to Nursing Management Systems</td>
</tr>
<tr>
<td>+ NUR 4894</td>
<td>Teaching &amp; Learning in Nursing Practice</td>
</tr>
</tbody>
</table>
**NURSING: RN TO BSN (8700) CONTINUED**

**BACHELOR OF SCIENCE DEGREE**

**BSN ELECTIVES (CHOOSE ONE)**
- + NUR 3289 Gerontology and End of Life Care ................................................................. 3
- + NUR 4827 Leadership and Management ........................................................................... 3
- + NSP 3296C Perioperative .................................................................................................. 3

**CONCENTRATION (CHOOSE ONE CONCENTRATION) ................................................................. 9**

**LEADERSHIP & MANAGEMENT CONCENTRATION**
- + NUR 4889 Legal & Ethical Issues in Management ............................................................... 3
- + NUR 4775 Applied Evidenced-Based Practice in Solving Management Problems .......... 3
- + NUR 4945 Capstone Management Practicum ................................................................... 3

**CLINICAL CONCENTRATION**
- + NUR 4826 Legal & Ethical Issues in Clinical Practice ....................................................... 3
- + NUR 4776 Applied Evidenced-Based Practice in Solving Clinical Practice Problems ....... 3
- + NUR 4948 Capstone Clinical Practicum ........................................................................... 3

**REQUIRED TOTAL CREDIT HOURS .......................................................................................... 123**

**NOTE:** In addition to the above course requirements, all Bachelor of Science students will be required to complete the foreign language requirement. Students who did not complete the foreign language requirement in high school or before acceptance into the program will need to complete an additional 8 credit hours of sequential foreign language before graduation.

+ Prerequisite course required. See course description in catalog.
This program provides the skills and knowledge necessary to enter the workforce or advance in a mid-management level position. The program will prepare students 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) 312-4183.

GENERAL EDUCATION COURSES (Refer to Associate in Arts general education requirements) ............................................................................................................................. 36

LOWER LEVEL SPECIALIZED COURSES * ............................................................................................................................................................................. 42

ORGANIZATIONAL MANAGEMENT CORE COURSES:

BUL 3130 Legal, Ethical, and Social Aspects of Business ................................................................. 3
+ GEB 3213 Advanced Business Communication .................................................................................. 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
+ GEB 4891 Strategic Management and Decision Making .................................................................... 3
ISM 4011 Information Systems Management .......................................................................................... 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

*AA. students must demonstrate that at least 24 credits of the lower level credit hours have been selected from the list of track-specific courses listed below. All students must complete a common core that includes ACG 2021 Principles of Financial Accounting, CGS 1100 Microcomputer Applications Software, ECO 2013 Macroeconomics or ECO 2023 Microeconomics, MAN 2021 Principles of Management, and STA 2023 Elementary Statistics. Additional lower level specialized courses may be approved by the director of organizational management.

ACG 2071 Principles of Managerial Accounting MAR 2011 Principles of Marketing
BUL 1241 Business Law I MAR 2141 International Marketing
CGS 1100 Microcomputer Applications Software MKA 2021 Personal Selling
CGS 1515 Spreadsheet Concepts for Business MKA 2511 Advertising
ECO 2013 Macroeconomics RMI 2110 Personal Insurance Planning
ECO 2023 Microeconomics RMI 2212 Personal and Business Property Insurance
FIN 1100 Personal Finance RMI 2662 Introduction to Risk Management and Insurance
GEB 1011 Introduction to Business SPC 1608 Fundamentals of Speech
GEB 2214 Business Communications STA 2023 Elementary Statistics
GEB 2350 Introduction to International Business TRA 2010 Transportation and Distribution
MAC 2233 Survey of Calculus TRA 2131 Purchasing/Inventory Management
MAN 2021 Principles of Management TRA 2154 Intro to Supply Chain Management
MAN 2043 Principles of Quality Management TRA 2230 Warehouse Management
MAN 2300 Introduction to Human Resource Management
This program provides the skills and knowledge necessary to enter the workforce or advance in a mid-management level position. The program will prepare students 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) 312-4183.

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>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>BUL 3130</td>
<td>Legal, Ethical, and Social Aspects of Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3213</td>
<td>Advanced Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3240</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3353</td>
<td>Management Theory and Practices</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4120</td>
<td>Leadership and Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4301</td>
<td>Human Resource Management</td>
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MAJOR CONCENTRATION COURSES:

<table>
<thead>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HSA 3110</td>
<td>Introduction to Health Administration</td>
<td>3</td>
</tr>
<tr>
<td>HSA 3113</td>
<td>U.S. Health Care Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSA 3181</td>
<td>Health Care Administrative Management</td>
<td>3</td>
</tr>
<tr>
<td>HSA 3191</td>
<td>Health Care Automation/Technology</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4170</td>
<td>Health Care Finance</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4383</td>
<td>Continuous Quality Improvement/Risk Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4430</td>
<td>Health Care Economics</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4850</td>
<td>Internship/Capstone Course</td>
<td>3</td>
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</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 students 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.

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GENERAL EDUCATION COURSES..............................................................................................................................................................................36
(Refer to Associate in Arts general education requirements)

LOWER LEVEL SPECIALIZED COURSES * ..........................................................................................................................................................................42

ORGANIZATIONAL MANAGEMENT CORE COURSES:

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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 Decision 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

+ Prerequisite course required. See course descriptions in catalog.
* A.A. students must demonstrate that at least 24 credits of the lower level credit hours have been selected from the list of track-specific courses listed below. All students must complete a common core that includes ACG 2021 Principles of Financial Accounting, CGS 1100 Microcomputer Applications Software, ECO 2013 Macroeconomics or ECO 2023 Microeconomics, MAN 2021 Principals of Management, and STA 2023 Elementary Statistics. Additional lower level specialized courses may be approved by the director of organizational management.

ACG 2021C Principles of Financial Accounting
ACG 2071 Principles of Managerial Accounting
BUL 1241 Business Law I
CCJ 1020 Introduction to Criminal Justice
CCJ 2500 Juvenile Delinquency
CCJ 2647 Organized Crime
CGS 1100 Microcomputer Applications Software
CGS 1515 Spreadsheet Concepts for Business
CJL 1062 Constitutional Law
CJL 1100 Criminal Law
DSC 1003 Understanding Terrorism
DSC 1006 Introduction to Homeland Security
ECO 2013 Macroeconomics
ECO 2023 Microeconomics
GEB 2214 Business Communications
MAN 2021 Principles of Management
MAN 2300 Human Resource Management
PAD 1002 Introduction to Public Administration
SPC 1608 Fundamentals of Speech
STA 2023 Elementary Statistics
This program provides the skills and knowledge necessary to enter the workforce or advance in a mid-management level position. The program will prepare students 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) 312-4183.

### GENERAL EDUCATION COURSES
(Refer to Associate in Arts general education requirements)

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<th>Credit Hours</th>
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<tbody>
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<td>BUL 3130</td>
<td>Legal, Ethical, and Social Aspects of Business</td>
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### ORGANIZATIONAL MANAGEMENT CORE COURSES

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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CGS 4362</td>
<td>Organization and Information Technology Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ ISM 3113</td>
<td>Systems Analysis and Design for Information Management Professionals</td>
<td>3</td>
</tr>
<tr>
<td>ISM 3212</td>
<td>Database Management for Information Management Professionals</td>
<td>3</td>
</tr>
<tr>
<td>ISM 3052</td>
<td>Web Programming for Information Management Professionals</td>
<td>3</td>
</tr>
<tr>
<td>ISM 3314</td>
<td>Project Management for Information Management Professionals</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4011</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4220</td>
<td>Networking Technology for Information Management Professionals</td>
<td>3</td>
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<tr>
<td>ISM 4900</td>
<td>Capstone – Management Information Systems</td>
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### REQUIRED TOTAL CREDIT HOURS

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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CET 1178C</td>
<td>Computer Hardware Support Essentials</td>
<td>3</td>
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<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
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<tr>
<td>CET 2179C</td>
<td>Computer Software Support Essentials</td>
<td>3</td>
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<tr>
<td>CET 2565C</td>
<td>Introduction to Server Operating Systems</td>
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<tr>
<td>CET 2610C</td>
<td>Routing Protocols and Concepts</td>
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<tr>
<td>CET 2615C</td>
<td>LAN Switching and Wireless</td>
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<tr>
<td>CET 2620C</td>
<td>Accessing the WAN</td>
<td>3</td>
</tr>
<tr>
<td>CET 2660C</td>
<td>Network Security Essentials</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>
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<tr>
<td>CGS 2545</td>
<td>Database Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2554</td>
<td>Introduction to Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2820</td>
<td>Web Page Design &amp; Publishing</td>
<td>3</td>
</tr>
</tbody>
</table>

* Prerequisite course required. See course descriptions in catalog.
* A.A. students must demonstrate that at least 24 credits of the lower level credit hours have been selected from the list of track-specific courses listed below. All students must complete a common core that includes CET 1600 Network Fundamentals, CGS 1100 Microcomputer Applications Software, CGS 2545 Database Concepts for Business, and COP 1000 Introduction to Computer Programming. Additional lower level specialized courses may be approved by the director of organizational management.
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 teacher education specialist or dean 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 Department of Teacher Education, 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.
FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL

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.

EEC 2523  Child Care Center Management ....3 credits

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 coursework 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.

CHD 1220  Child Development for Teachers of Young Children ................................. 3 credits
EEC 1001  Introduction to Early Childhood Education .................................................. 3 credits
EEC 2401  Home and Community ............ 3 credits

Total Contact Hours ........................................... 9 hours

For more information about child care programs at SJR State, please call (386) 312-4242 or email opencampus@SJRstate.edu
CHILD CARE TRAINING: FACILITY AND RESIDENTIAL

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 website at www.myflorida.com/childcare).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CWF 0004</td>
<td>Developmental Appropriate Practices, Mainstreaming Children with Special Needs</td>
<td>10</td>
</tr>
<tr>
<td>CWF 0012</td>
<td>Child Growth and Development</td>
<td>6</td>
</tr>
<tr>
<td>CWF 0013</td>
<td>Behavioral Observation and Screening</td>
<td>6</td>
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<tr>
<td>CWF 0014</td>
<td>Health, Safety, and Nutrition</td>
<td>8</td>
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<tr>
<td>CWF 0015</td>
<td>Identifying and Reporting Child Abuse and Neglect</td>
<td>4</td>
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<tr>
<td>CWF 0016</td>
<td>Childcare Facilities State and Local Rules and Regulations</td>
<td>6</td>
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Literacy Requirement (met through completion of mandatory online literacy course offered by DCF)................................. 5 hours

**Total Contact Hours** .............................................. 45 hours

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 website at www.myflorida.com/childcare).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CWF 0012</td>
<td>Child Growth and Development</td>
<td>6</td>
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<tr>
<td>CWF 0013</td>
<td>Behavioral Observation and Screening</td>
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<td>CWF 0014</td>
<td>Health, Safety, and Nutrition</td>
<td>8</td>
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<td>CWF 0015</td>
<td>Identifying and Reporting Child Abuse and Neglect</td>
<td>4</td>
</tr>
<tr>
<td>CWF 0017</td>
<td>Family Child Care Home State and Local Rules and Regulations</td>
<td>6</td>
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</table>

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 email 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/sjtcc.

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 email 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.

**COLLEGE ACCESS**

SJR State's College Access programs provide outreach services for 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 tri-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.

**COLLEGE READINESS**

SJR State – in cooperation with local high schools throughout the College's tri-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.

**COLLEGE REACH-OUT PROGRAM**

The College Reach-Out Program (CROP) at SJR State focuses on middle and high school students who, due to financial or academic barriers, may not consider themselves to be "college bound." The program urges students at an early age to begin to understand the importance of participating in a rigorous course of study in middle and high school as well as attending college upon graduation. Activities help students imagine a future that includes college and provides them with necessary skills for a successful college experience.

The program provides guidance and assistance on topics including FCAT, high school preparation classes for college, and college financial aid applications. Field trips include college campus visits and cultural events around the state of Florida. The partnership between students, families, and the education system is the program's foundation.

For more information about college access and readiness programs at SJR State, please call (386) 312-4211 or email opencampus@SJRstate.edu

**UPWARD BOUND PROGRAM**

Upward Bound is a federal TRIO program that focuses on providing first generation college students with the skills and motivation necessary to enroll, succeed and complete their postsecondary education. Upward Bound participants at SJR State receive weekly tutoring and enrichment activities including SAT/ACT test prep and College 101 workshops. In addition, participants complete a six-week summer academy on the Palatka campus and take college/cultural trips. The program is free, and students receive stipends for participation.

For more information about the Upward Bound program at SJR State and eligibility requirements, please call (386) 312-4322 or email UpwardBoundProgram@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 SJR 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; email, 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 email 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 website at SJRstate.edu/distance.html
DUAL ENROLLMENT

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, CPT, or P.E.R.T.); 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, CPT, or P.E.R.T.), 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 website at SJRstate.edu/dual.html**
ARTICULATED BACCALAUREATE/GRADUATE DEGREE OPPORTUNITIES

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)312-4225.

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)

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 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)
MILITARY EDUCATIONAL OPPORTUNITIES

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 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 email opencampus@SJRstate.edu.
### PROGRAM PLACEMENT INFORMATION

ST. JOHNS RIVER STATE COLLEGE

#### 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>2009 %</th>
<th>2010%</th>
<th>2011 %</th>
</tr>
</thead>
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<td>Radiologic Technology</td>
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</table>

**KEY:**
- **A.S.** - Associate in Science Degree
- **C.C.C.** - College Credit Certificate
- **V.C.** - Vocational Certificate

Placement information is provided by Florida Education and Training Placement Information Program.

**NA** = Not applicable due to no graduates or no match could be made

**0** = Employment is not training related
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 27 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 SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website 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 a meaning in the SCNS. The listing of prefixes and associated courses 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 participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 59 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 in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that have the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating 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 a Florida College System institution 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 transfer 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.

### 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</td>
<td>Lower (Freshman)</td>
<td>Freshman Composition Skills</td>
<td>Freshman Composition Skills</td>
<td>No laboratory component in this course</td>
<td>Composition</td>
</tr>
<tr>
<td>Composition</td>
<td>Level at this institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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SJR STATE CATALOG 2013 - 2014
AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES
Section 1007.24(7), Florida Statutes, states:

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

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or 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 equivalencies 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, Theses, and Dissertations.

D. College preparatory and vocational preparatory courses.

E. Graduate courses.

F. Internships, apprenticeships, 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 SCNS makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Nonregionally 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 SCNS 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 Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.
Courses in this catalog are listed in alphanumeric order. The term “credit” as used in references to courses is equal to one semester hour. It means credit toward a degree from the College, and does not necessarily mean credit transferrable to another institution. Courses offered exclusively by the Florida School of the Arts are described in the portion of this catalog devoted to the Florida School of the Arts on page 202.

* Laboratory fee required
† Lab fee is not required if course is taken online
+ Examination fee requirements
◆ Meets A.A. degree requirements

**BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL MANAGEMENT**

**BUL 3130**
Legal, Ethical and Social Aspects of Business  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. 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 internal and external 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)  
Prerequisite or corequisite: GEB 3213. 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)  
Prerequisite or corequisite: GEB 3213. 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)  
Prerequisite or corequisite: GEB 3213. 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)  
Prerequisite or corequisite: GEB 3213. 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 or corequisite: GEB 3213. Prerequisite: ACG 2021C and ECO 2033 or ECO 2023 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 or corequisite: 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 Decision Making  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. Prerequisite: MAN 2021 and STA 2023 with a grade of “C” or better. 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)  
Prerequisite or corequisite: GEB 3213. 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)  
Prerequisite or corequisite: GEB 3213. 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.

HSA 3181
Health Care Administrative Management
(3 Credits - 3 Hours)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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.

HSA 4851
Health Care Information Systems/Comptroller
(3 Credits - 3 Hours)
Prerequisite or corequisite: GEB 3213. 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.

ISM 3052
Web Programming for Information Management Professionals
(3 Credits - 3 Hours)
Prerequisite or corequisite: GEB 3213. This is a course in Web application development. Students will learn how to develop Web-based applications in using a current object-oriented programming language, n-tier architecture and object data sources. Topics include server and validation controls, master pages, managing state, database programming, and Web services. Students should have prior experience with programming. Knowledge of HTML and relate databases will be beneficial.

ISM 3113
Systems Analysis and Design for Information Management Professionals
(3 Credits - 3 Hours)
Prerequisite or corequisite: GEB 3213. This course covers a wide range of topics as they relate to systems design and analysis and software management. Topics include Internet technology, systems management, interface design, programming, and the systems development life cycle.

ISM 3212
Database Management for Information Management Professionals
(3 Credits)
Prerequisite or corequisite: CGS 2545 (Database Concepts for Business) with a grade of "C" or higher. This course is designed to familiarize individuals with the process of designing relational databases. The objective is to build a working knowledge of database design techniques for both OLTP (online transaction processing) and OLAP (online analytical processing). In addition there will be hands-on instruction using software tools designed to build and utilize data warehouses.

ISM 4011
Information Systems Management
(3 Credits - 3 Hours)
Prerequisite or corequisite: GEB 3213. This course, utilizing case studies and Microsoft Office Project applications, is designed to prepare students to utilize project management concepts and techniques for use in the business environment. The course will utilize project management software using Microsoft Office Project. Students should have computer literacy with Windows operation system.

ISM 4220
Networking Technology for Information Management Professionals
(3 Credits - 3 Hours)
Prerequisite or corequisite: GEB 3213. 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.

ISM 4900
Capstone-Management Information Systems
(3 Credits - 3 Hours)
Prerequisite or corequisite: GEB 3213. Prerequisites: Graduation application submitted and approval of the dean. This course focuses on the integration of knowledge, skills and abilities learned in the Management Information Systems concentration in the program through a capstone project.
MAN 3240
Organizational Behavior
(3 Credits - 3 Hours)
Prerequisite or corequisite: GEB 3213. 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 3333
Management Theory and Practices
(3 Credits - 3 Hours)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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 paths. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. This course examines the theory and practice of various approaches to budgeting, including line-item, performance, PPRS 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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)
Prerequisite or corequisite: GEB 3213. 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 Foundations of Public Safety Administration course to ensure attainment of program goals.

BACHELOR OF SCIENCE IN EARLY CHILDHOOD EDUCATION

NOTE: Student enrolling in the Bachelor of Science in Early Childhood Education must be cleared by a school board background check before the end of the add-drop period prior to entering first course. Field exposure in school settings from K-3rd grade provides students enrolled in this program with the understanding of the expectations and responsibilities of public school teachers in a K-3rd grade setting. Courses assigned which require field experience/observation hours are noted in course description. Students will be assigned to a classroom setting designated by the Office of Teacher Education in the district of their choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

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  
(3 Credits - 3 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. This course requires fifteen (15) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student’s choice within the college’s service area. The field experience is completed outside of the scheduled class meeting time.

EEC 4212  
Integrated Language Arts, Children’s Literature, Social Sciences  
(4 Credits - 4 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 requires fifteen (15) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student’s choice within the college’s service area. The field experience is completed outside of the scheduled class meeting time.

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 requires fifteen (15) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student’s choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

EEC 4930  
Senior Seminar  
(2 Credits - 2 Hours)  
Prerequisite: Senior Status. Corequisite: 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 *  
(8 Credits - 8 Hours)  
Prerequisite: Senior Status. Corequisite: EEC 4930 and RED 4940. 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. This course requires 10 weeks in a K-3 subject area classroom with no less than 250 hours of direct teaching instruction in a classroom setting designated by the Office of Teacher Education in the district of the student’s choice within the college’s service area. Students will spend a minimum of 45 hours in direct reading instruction (included in the 10 week internship.) The internship is completed outside of the scheduled class meeting time.

EEC 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.

RED 4511
Intermediate Literacy: Reading & Thinking *
(3 Credits - 3 Hours)
Prerequisite: RED 3309. This course combines the theory and practice in the 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 requires thirty (30) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

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 requires twenty (20) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

RED 4940
Final Reading Practicum *
(3 Credits - 3 Hours)
Prerequisite: Senior Status. Corequisite: EEC 4940. 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 requires forty-five(45) hours of field experience/observation during a 3 week time period in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The 45 hours of field experience is included in the 10 weeks in a K-3 area classroom with no less than 250 hours of direct teaching instruction. The field experience is completed outside of the scheduled class meeting time.

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.

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 requires twenty (20) hours of field experience/observation in a classroom setting designated by the Office of Teacher Education in the district of the student's choice within the college's service area. The field experience is completed outside of the scheduled class meeting time.

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 placed on comprehension of accounting principles and concepts in addition to mastery of accounting skills.

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.

APA 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, commercial setting. Substantive areas to be covered include personal property, 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.

FIN 2231
Money, Banking, and International Finance ◆
(3 Credits - 3 Hours)
This course presents a fundamental treatment of how money functions in the U.S. and world economics. Domestic Banking: Topics include the concept of money supply and the role of your bank. How the various types of financial institutions operate, the workings of monetary and fiscal policies, the functions and powers of the Federal Reserve. International Banking: Topics include fundamental, mainstream topics of international banking such as foreign exchange, collections, letters of credit, and international financing agencies.

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, this 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 the Workplace ◆
(3 Credits - 3 Hours)
This course is a special study of business with an emphasis on cultural diversity. Cultural similarities and differences among different cultures will be analyzed and evaluated. Additionally, the culture of a particular country, as it relates to global business practices, will be examined.

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 2043
Principles of Quality Management ◆
(3 Credits - 3 Hours)
This course is an introduction to the principles, techniques and basic tools of quality and business process improvement used by organizations. Topics include continuous process improvement, performance measures, Statistical Process Control, benchmarking, and the use of various management tools used to achieve continuous process improvements and customer satisfaction. Emphasis will be placed on understanding how the tools are implemented to aid in quality and process improvement in the supply chain.

MAN 2300
Introduction to Human Resource Management ◆
(3 Credits - 3 Hours)
Prerequisites: None. This is an introduction to the role of human resources 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 2500
Operations Management ◆
(3 Credits - 3 Hours)
This course introduces students to operations management techniques including their application to functional areas of the business enterprise and operations control. Topics include the design and management of production operations, including productivity, strategy, capacity planning, location, layout, resource management, just-in-time systems, materials requirement planning, and project management. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment.

MAN 2949
Cooperative Education Internship II
(1-3 Credits - 1-3 Hours)
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.

MTB 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.

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 201C 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.

TRA 2010
Transportation & Distribution ◆
(3 Credits - 3 Hours)
This course explores the role and importance of transportation in the distribution of goods. The focus of the course will be on the infrastructure of the freight transportation system, modes of transportation, transportation regulations and public policy. Students will be introduced to the carrier cost structures, operating characteristics and policy regulations regarding each of the transportation modes.

TRA 2131
Purchasing & Inventory Management ◆
(3 Credits - 3 Hours)
This course provides a comprehensive introduction to the purchasing and supply chain management field. Cases cover purchasing and supply chain issues in a variety of settings, from process industries to high tech manufacturing and services as well as public institutions. Emphasis is on the purchasing process as it relates to such topics as inventory control procedures, price/cost analysis, laws and ethics, vendor selection and the development of vendor relationships.

TRA 2154
Introduction to Supply Chain Management ◆
(3 Credits - 3 Hours)
This course provides a general knowledge of Supply Chain Management and the associated functions necessary for delivery of goods and services to customers. The course will focus on what employees and managers must do to ensure an effective supply chain exists in their organization. Students will be introduced to the following topics: overview of SCM functions such as order processing, transportation, warehousing, purchasing and inventory, E-Commerce, information flow and customer service.

TRA 2230
Warehouse Management ◆
(3 Credits - 3 Hours)
An introduction to the practical concepts of warehousing including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations.
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)
Prerequisite: REA 0007 with a grade of “C” or higher or a satisfactory placement test score. 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.

COMMUNICATIONS

AML 2010
American Literature I ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. AML 2010 is a survey 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 2020
American Literature II ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. AML 2020 is a survey 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.
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. This course involves significant reading, writing, discussion and student participation.

ENC 1102 Composition II ♦
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of “C” or higher. ENC 1102 is a continuation of ENC 1101. Detailed training in the methods and applications of expository writing and the process of logical thinking. 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 1102 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENC 1102 Honors Composition II ♦
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program and ENC 1101 with a grade of “C” or higher. ENC 1102 is a continuation of ENC 1101. Detailed training in the methods and applications of expository writing and the process of logical thinking. 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 1102 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion and student participation.

ENC 2210 Technical and Professional Report Writing ♦
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of “C” or higher. A study and practice of the writing and designing of documents in technical and professional discourse communities. Students will produce documents representing a number of technical genres: correspondence, reports, a proposal, a real-world project, and a final portfolio. These assignments will be taken from real-world situations and will present students with a set of rhetorical considerations constraints. This course will approach technical writing rhetorically, discussing such topics as organizational conventions, visual design, and style in the context of specific rhetorical situations. ENC 2210 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.

ENL 2012 English Literature I ♦
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. ENL 2012 is a study of English literature from Anglo-Saxon times through the 18th century. Representative selections from each period are studied. ENL 2012 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

ENL 2022 English Literature II ♦
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of “C” or higher. ENL 2022 is a study of English literature from the close of the 18th century to the present. ENL 2022 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.

FRE 1121 Beginning French II ♦
(4 Credits - 4 Hours)
Prerequisite: FRE 1120 with a grade of “C” or higher. This course is a continuation of FRE 1120 and stresses the continued development of communicative and functional language use at the beginning level. This course gives the student the opportunity to further 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.

LAT 1121 Beginning Latin II ♦
(4 Credits - 4 Hours)
Prerequisite: LAT 1121 with a grade of “C” or higher. This course is a continuation of LAT 1120. This course covers the basics of classical Latin. This course gives the student the opportunity to develop the ability to read, write, and translate Latin.

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 2182
Modern Irish Literature ♦
(3 Credits – 3 Hours)
Modern Irish Literature is a study of selected Irish writers and literary trends from 1885-present. This course 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. Literal 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)
An introductory level course in Spanish emphasizing those listening and speaking skills in Spanish necessary for travel, social, or business purposes. Students who need to complete the foreign language requirement prior to admission to the Florida State University System should enroll in SPN 1120 and SPN 1121.

SPN 1120
Foundations of Spanish I ♦
(4 Credits - 4 Hours)
An introduction to the Spanish language for those who have little or no knowledge of Spanish. The sequence of SPN 1120/1121 presents the essential elements of Spanish grammar, vocabulary, and culture that are needed in everyday life to speak in Spanish and understand it when it is spoken at a moderate speed by sympathetic native speakers. This course includes many types of activities designed to develop basic skills in speaking, listening comprehension, reading, and writing, with the greatest emphasis placed on practicing conversation. Communicative competence is stressed. Students learn present tense conjugation (including irregular and stem-changing verbs), conjugation of reflexive verbs, the informal future, the present progressive, and use of direct object pronouns. The class is conducted mostly in Spanish.

SPN 1121
Foundations of Spanish II ♦
(4 Credits - 4 Hours)
This course is a continuation of SPN 1120. Prerequisite: SPN 1120 with a grade of “C” or higher or permission of the Dean of Arts and Sciences. This course includes many types of activities designed to further expand the students’ communicative proficiency in speaking, listening comprehension, reading, and writing, with the greatest emphasis placed on practicing conversation. Communicative competence is stressed. Students solidify and strengthen their grasp and use of regular and irregular present tense conjugations, reflexive verbs, and direct object pronouns. They learn the use and conjugation of regular and irregular verbs in the preterit versus the imperfect tense, indirect object pronouns, double object pronouns, gustar and similar verbs, the impersonal ser, formal commands, and the present subjunctive. The class is conducted mostly in Spanish.

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 3-D characters, vehicles, terrains, and environments; program sound and music; and finally play test the finished game.

CAP 2134
Database Security
(3 Credits- 3 Hours)
Course Prerequisite: CGS1060 with a grade of “C” or higher. This course is designed to provide the student with an understanding of database security concepts and practices. The objective of the course is to provide hands-on instruction in various database tasks that relate to securing the confidentiality, integrity and availability of information that is stored in a database. The student will be able to perform administrative tasks in different database management systems, as well as manage database user profiles, privileges, and roles. Different database application security models will be explored, as will the security advantages of utilizing virtual private databases. Finally, the process of database auditing will be explored, including auditing methods using various database management systems.

CET 1178C
Computer Hardware Support Essentials ♦
(3 Credits - 4 Hours)
Prerequisite or Corequisite: CGS 1060 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 or Corequisite: CGS 1060 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: network architecture, network protocols, IP addressing, subnetting, the Cisco router user interface, switching technologies and the IP routing process. This course is the first in a four course sequence designed to prepare students 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 or Corequisite: CGS 1060C 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 operating system problems. Lab work includes hands on work with several versions of 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.

**CET 2556C**  
*Structured Cabling Systems*  
(3 Credits - 4 Hours)  
Prerequisite or Corequisite: CGS 1060 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 or Corequisite: CGS 1560C Microcomputer Operating Systems with a grade of "C" or higher. 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 user 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), teleworker 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)  
Corequisite or 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 2664C**  
*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 2683C**  
*Attack Prevention and Detection*  
(3 Credits - 4 Hours)  
Prerequisite: CET 2660C with a grade of "C" or higher. This course provides an introduction to the process of penetrating a computer or network for which one has official permission to do so with the goal of determining if vulnerabilities exist and to undertake preventive, corrective, and protective countermeasures before an actual compromise to the system takes place. Topics include: Footprinting; Scanning technologies; Enumeration; Trojans, backdoors, worms, and viruses; Session Hijacking; Denial of Service; Hacking of Systems, Web Services, and Linux; Cryptography; Penetration Testing.

**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 the current Windows-based operating system and microcomputer applications programs. Applications include word processing, spreadsheet and database management programs using Microsoft Office as the tool for teaching these concepts.

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 or Corequisite: 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 or CGS 1060 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 website.

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 website and Web page development. Design and management principles are presented along with development tools. Students will design website 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.
COP 2701
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. Students will complete a series of database application projects using enterprise 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.

COP 2800
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.

COS 301
Programming in JavaScript *
(3 Credits - 3 Hours)
Prerequisites: COP 1000 and COP 2822. This course teaches students JavaScript - a language which extends HTML to produce dynamic Web pages. Students will learn JavaScript syntax and common applications such as form validation, pop up menus, rollover effects and CGI interfaces. Dynamic Web page creation will also be covered.

COP 2805
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.

COP 2822
Web Page Authoring *
(3 Credits - 3 Hours)
Corequisite or Prerequisite: CGS 1060 or 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.

COP 2830
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 websites 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.

COP 2837
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 using Microsoft Visual Basic using an Integrated Development Environment (IDE). Topics include problem analysis, GUI design, coding, debugging, and testing, as well as the programming process and common software tools.

CTS 2111C
Linux Network Administration *
(3 Credits - 4 Hours)
Corequisite or prerequisite: CGS 1560C with a grade of "C" or higher. This course covers the skills needed to effectively administer Linux workstations and servers. Students will plan, install, maintain, troubleshoot and repair Linux operating system services.

EET 1033C
Fundamentals of DC/AC Circuits *
(3 Credits - 4 Hours)
Prerequisite: MAT1033 with a grade of "C" or higher or satisfactory test scores at the Intermediate Algebra level. This course introduces the basic concepts of electricity and magnetism as they are used in pure and applied science. Emphasis is placed on resistance, capacitance and inductance, the basic circuit components. This is the first course in electrical phenomena for students in the electronics technologies.

EET 2084C
Survey of Electronics *
(3 Credits - 4 Hours)
Prerequisite: EET 1033C with a grade of "C" or higher. This course introduces 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.

ETS 1603C
Fundamentals of Robotics
(3 Credits - 4 Hours)
This introduction course in Robotics Technology uses the LEGO® MINDSTORMS®. MINDSTORMS NXT Education is the next generation in educational robotics, enabling students to discover science, technology, engineering and mathematics in a fun, engaging, hands-on way. By combining the power of the LEGO building system with the LEGO MINDSTORMS Education technology, students can design, build, program, and test robots. Students will develop programming skills using National Instruments software.

GIS 1040
Introduction to Geographic Information Systems I
(3 Credits - 3 Hours)
Corequisite: CGS 1040 with a grade of "C" or higher. This course will build upon the student's fundamental knowledge of GIS gained in the prerequisite course. The course will provide the student with the fundamentals of Geographic Information Systems (GIS). The objective of the course is to provide hands-on instruction in spatial data exploration, map creation, data editing, and analysis. This is an entry level course that assumes no prior knowledge of GIS. Topics will include the application of GIS to various fields, the use of different tools to explore and modify spatial data, and the analysis of spatial data to answer real-world questions.

GIS 1042
Introduction to Geographic Information Systems II
(3 Credits - 3 Hours)
Prerequisite: GIS 1040 with a grade of "C" or higher. This course will build upon the student's fundamental knowledge of GIS gained in the prerequisite course. The student will learn how to implement geographic concepts in GIS systems. The course will provide the student with the fundamentals of computing and information science systems and cartography. It will introduce the student to the theory and practice of computer-aided artography. In addition, the student will delve more deeply into data representation, manipulation and presentation.

GIS 1047
Applications of Geographic Information Systems
(3 Credits - 3 Hours)
Prerequisite: GIS 1042 with a grade of "C" or higher. This course will build upon the student's fundamental knowledge of GIS gained in the prerequisite courses. In this course students will use the principles of GIS learned in GIS I and GIS II and apply them to individual and/or group projects.
OST 1145
Keyboarding*
(3 Credits - 3 Hours)
This course is designed to teach students how to focus on learning or reviewing the alphabetic and numeric keyboard including the 10-key pad for numeric 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
Microsoft 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 1811
Desktop Publishing*
(3 Credits - 3 Hours)
This course focuses on learning effective design principles using current desktop publishing software. Publications produced include print media, such as newsletters, brochures, post cards and flyers as well as internal documents such as forms, reports, and other business documents.

OST 2431
Legal Office Procedures
(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. 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.

Criminal Justice and Public Safety

CCJ 1020
Introduction to Criminal Justice ♦
(3 Credits – 45 Contact Hours)
This course is intended to introduce the student to the American criminal justice system and process. It describes the formal components of the criminal justice system, their history of evolution, and their operations. The focus throughout is on people: the criminal offenders, the professional members, and the role of the public. The course also deals with the interaction of the members of this system with each other, the problems that exist to circumvent full cooperation between the sub-systems, and potential solutions to these problems.

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 – 45 Contact Hours)
This course is intended to provide the student with a comprehensive overview of the history, philosophy and practices of corrections. Concepts to be consid-
ered will include punishment, imprisonment, probation, parole and treatment, organization and management of the institutions.

CJE 2112
Police Administration ♦
(3 Credits – 45 Contact 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 2400
Police Community Relations ♦
(3 Credits – 45 Contact 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 – 45 Contact 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 Forensics - Crime Scene ♦
(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.

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 Criminal Justice 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 his 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.

CJK 0031
CMS First Aid for Criminal Justice Officers*
(40 Contact Hours)
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.

CJK 0040
CMS Criminal Justice Firearms*
(80 Contact Hours)
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.

CJK 0051
CMS Criminal Justice Defensive Tactics*
(80 Contact Hours)
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.
CJK 0061
Patrol 1*
(58 Contact Hours)
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.

CJK 0062
Patrol 2
(40 Contact Hours)
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).

CJK 0071
Crime Scene Investigations*
(56 Contact Hours)
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.

CJK 0076
Crime Scene Investigations
(24 Contact Hours)
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.

CJK 0082
Traffic Stops
(24 Contact Hours)
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.

CJK 0083
DUI Traffic Stops
(24 Contact Hours)
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.

CJK 0086
Traffic Crash Investigations*
(32 Contact Hours)
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.

CJK 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.

CJK 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.

CJK 0212
Cross-over Correctional to Law Enforcement CMS High-Liability
(8 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: CJK 0031C prepares prospective officers to apply basic first aid knowledge and techniques to emergencies. CJK 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.

CJK 0290
Correctional Cross-Over to Law Enforcement Introduction and Legal Overview
(48 Contact Hours)
The purpose of this course is to provide the student an overview of the law enforcement officer training program and the requirements for becoming a certified officer. This course will also help to provide a legal basis from which students may begin to function as correctional officers and gives instruction
on basic criminal justice values, ethics, and ways to demonstrate professionalism when interacting with others while ensuring others rights are not infringed upon. Students will also learn about the command structure within a criminal justice agency.

**CJK 0291**
Correctional Cross-Over to Law Enforcement Human Interaction and Communications
(56 Contact Hours)
The purpose of this course is to provide the student with an understanding of the uses of FCIC/NICIC, uses of the MDT, and how to utilize radio equipment. The student will also learn the type of communication audience they will be interacting with as well as how to conduct a basic interview and the concepts and mechanics of report writing.

**CJK 0292**
Correctional Cross-Over to Law Enforcement Response to Human Issues
(24 Contact Hours)
The purpose of this course is to provide the student with an understanding of the different types of calls they may respond to during the course of their duty which may include individuals with disabilities, that are suicidal, elderly or substance abusers, and the legal responsibilities and options available to the officer.

**CJK 0294**
Correctional Cross-Over to Law Enforcement Patrol 2
(20 Contact Hours)
The purpose of this course is to provide the student with an understanding of the Incident Command System, hazardous materials identification and awareness levels as well as bombs and weapons of mass destruction.

**CJK 0295**
Cross-Over Correctional to Law Enforcement Officer Wellness
(35 Contact Hours)
The goal of this course is to prepare recruits physically to perform the duties of a law enforcement officer. Students are required to participate in the total number of wellness hours associated with this cross-over training program.

**CJK 0300**
Introduction to Corrections*
(32 Contact Hours)
This training provides an overview of the correctional officer training program and the requirements for becoming a certified officer. This will also help to provide a legal basis from which students may begin to function as correctional officers and gives instruction on basic criminal justice values, ethics, and ways to demonstrate professionalism when interacting with others.

**CJK 0305**
CJSTC Communications
(40 Contact Hours)
This training provides practical communication skills that will assist new correctional officers in managing and supervising inmates, giving directions, answering questions, and interacting with others in a professional and safe manner. The training covers interpersonal communications, telecommunications, interviewing, note taking, and report writing.

**CJK 0310**
Officer Safety
(12 Contact Hours)
This course gives an overview on safety and security concerns, identification, manipulation and deception, contraband, and searches; all issues that correctional officers must manage daily.

**CJK 0315**
Facility and Equipment
(12 Contact Hours)
This course provides correctional officers with a basic knowledge of standard equipment used, including weapons, hazardous materials, and sensitive supplies needed to keep correctional facilities clean, safe, and secure.

**CJK 0320**
Intake and Release
(18 Contact Hours)
This course provides correctional officers with a basic knowledge of intake, classification, and release processes used by county and state facilities.

**CJK 0325**
Supervising in a Correctional Facility
(40 Contact Hours)
The purpose of this course is to train the officer by developing supervisory and observational skills, practicing officer safety, and following the policies and procedures of his or her agency. This will enable the officer to ensure the safe operation of a correctional facility while fulfilling his or her responsibilities.

**CJK 0330**
Supervising Special Populations
(20 Contact Hours)
The course provides the officer with the basic knowledge of special population groups that they may encounter and the need to make special considerations when supervising these groups due to the individual characteristics. The officer should be aware of these special populations and respond appropriately when interacting with and supervising them.

**CJK 0335**
Responding to Incidents and Emergencies
(16 Contact Hours)
The purpose of this course is to teach correctional officers on how to apply knowledge, training, and reasonable judgement to ensure the safety and security of all persons at the facility during an emergency.

**CJK 0340**
Officer Wellness and Physical Abilities*
(30 Contact Hours)
The purpose of this course is to provide the correctional officer with a structured physical fitness program that will educate the officer on the benefits of achieving and maintaining wellness and fitness.

**CJK 0350**
Law Enforcement Cross-Over to Correctional Introduction and Legal
(22 Contact Hours)
The purpose of this course is to provide the student an overview of the correctional officer training program and the requirements for becoming a certified officer. This course will also help to provide a legal basis from which students may begin to function as correctional officers and gives instruction on basic criminal justice values, ethics, and ways to demonstrate professionalism when interacting with others while ensuring others rights are not infringed upon. Students will also learn about the command structure within a criminal justice agency.

**CJK 0351**
Law Enforcement Cross-Over to Correctional Procedures
(14 Contact Hours)
This chapter provides the student with an understanding of the classification process, the release process, how to check for outstanding warrants or holds, and the procedures to follow when responding to different types of emergencies within the confines of the facility.

**CJK 0352**
Law Enforcement Cross-Over to Correctional Officer Safety
(14 Contact Hours)
This chapter gives an overview on identification, manipulation and deception, contraband, and searches; all issues that Correctional officers must manage daily.

**CJK 0353**
Cross-Over to Correctional Supervising Special Populations
(14 Contact Hours)
The course provides the officer with the basic knowledge of special population groups that they may encounter and the need to make special considerations when supervising these groups due to the individual characteristics. The officer
should be aware of these special populations and respond appropriately when interacting with and supervising them.

CKJ 0354
Cross-Over to Correctional Officer Wellness
(12 Contact Hours)
The goal of this course is to prepare recruits physically to perform the duties of a correctional officer. Students are required to participate in the total number of wellness hours associated with this crossover training program.

CKJ 0392
Cross-Over Handgun Transition Course
(24 Contact Hours)
This course is part of the following basic recruit training programs for criminal justice officers:
- Law Enforcement Officer Cross-Over Training to Florida CMS Correctional Basic Recruit Training Program, CJSTC Program 1192
- Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program, CJSTC Program 1191

CKJ 0393
Cross-Over Program Updates
(8 Contact Hours)
This course is designed for instructors to deliver expanded or updated instruction on curriculum topics contained in this cross-over program. Because these hours may be distributed to other courses in the cross-over program, a written end-of-course exam is not required for the Cross-Over Program Updates course.

CKJ 0422
Dart-Firing Stun Gun*
(8 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.

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.

FFP 1000
Introduction to Fire Science
(3 Credits – 3 Hours)
This introductory course will examine the evolution of the modern fire department, chemistry and physics of fire, fire hazard properties of materials, combustion, theory of fire control, importance of fire protection, public fire defenses, and other materials pertinent to fire service.

FFP 1505
Fire Prevention
(3 Credits – 3 Hours)
This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

FFP 1540
Fire Protection Systems
(3 Credits – 45 Contact Hours)
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire protection and portable fire extinguishers.

FFP 1612
Fire Behavior and Combustion
(3 Credits – 45 Contact Hours)
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

FFP 1702
Principles of Emergency Services
(3 Credits – 45 Contact Hours)
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

FFP 2120
Building Construction for Fire Prevention
(3 Credits – 45 Contact Hours)
Prerequisite: FFP 1702 Principles of Emergency Services or instructor approval. This course provides the components of building construction related to firefighter and life safety. The study of national, state, and local building fire codes, local laws and ordinances pertaining to building construction and design. Federal and State Laws applicable to fire protection, prevention, and protection problems in new and old construction are presented.

FFP 2301
Fire Hydraulics and Water Supply
(3 Credits – 3 Hours)
The course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.
FPP 2490
Hazardous Materials Chemistry
(3 Credits - 3 Hours)
This course provides basic chemistry relating to the categories of hazardous materials including recognition, reactivity, and health hazards encountered by emergency services.

FPP 2520
Fire Protection Codes and Standards
(3 Credits - 3 Hours)
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, ethical practices and other related topics.

FPP 2604
Fire Investigation
(3 Credits - 3 Hours)
Prerequisites: FPP 2490 Principles of Emergency Services, FPP 2120 Building Construction for Fire Protection and FPP 1612 Fire Behavior and Combustion or Instructor Approval. This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

FPP 2730
Fire Department Administration
(3 Credits - 45 Contact Hours)
This course presents the principles of organization and administration within the fire protection services with specific emphasis on company personnel management and training, fire equipment, communications, maintenance, budgeting, records and reports, insurance rating systems, fire prevention, public relations and Emergency Medical Services.

FPP 2810
Fire Tactics and Strategy
(3 Credits - 45 Contact Hours)
Prerequisite: FPP 2490 Principles of Emergency Services. This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents.

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 sent by Office of Teacher Education to SJR State student email to students who register for EDF 2005. Additionally, students not registered may contact the Office of Teacher Education directly for detailed information.

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 public school classroom setting. Students will be assigned to a classroom setting designated by the Office of Teacher Education in the district of their choice within the college’s service area. 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, social class, exceptionality, gender, age, and sexual orientation. Twenty (20) hours of field experience/volunteer practicum in community agencies approved in advance by the Office of Teacher Education. Students must comply in a timely manner with screening procedures to secure a practicum placement. The field experience is completed outside of the scheduled class meeting time.

EME 2040
Introduction to Technology for Educators ◆
(3 Credits - 3 Hours)
An introduction to the classroom applications of educational technologies. Topics include multimedia, interactive media, ethics and legal issues, and the Internet. Students will work in class on computers and should either have a computer available outside of the classroom or plan to use computers available in the computer laboratories to complete assignments.

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 manage-
ment. This course introduces students to techniques for observing and record-
ing the behavior of young children. The content areas of physical skills, learn-
ing 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 interre-
lationships of early childhood programs, families, and the community as com-
ponents 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 appropri-
ate 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 develop-
ment 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 exer-
cises will be utilized to demonstrate student's knowledge and understanding of 
the content area competencies.

**EDUCATOR PREPARATION INSTITUTE**

**EPI 0001**  
**Classroom Management**  
(3 Institutional Credits - 3 Hours)  
This course teaches how to maintain a classroom. Topics will include: record 
keeping, classroom management, school safety, Sunshine State Standards into 
curriculum, development of lesson plans, parent conferences, assessment tech-
niques, implications of FCAT and other standardized tests, professional ethics, 
and school law and the teacher.

**EPI 0002**  
**Instructional Strategies**  
(3 Institutional Credits - 3 Hours)  
This course teaches the participant to become proficient in the application of a 
variety of instructional strategies based on learning styles, cooperative and col-
laborative learning, accommodations for exceptional students, and the infusion 
of technology into lesson plans.

**EPI 0003**  
**Technology**  
(3 Institutional Credits - 3 Hours)  
This course teaches the participant to employ technology as an integral part of 
the teaching and learning process. Instruction is provided in commonly used 
software suites and on the Internet.

**EPI 0004**  
**The Teaching and Learning Process**  
(3 Institutional Credits - 3 Hours)  
This course teaches a foundation in various learning theories as applied in the 
instructional process. Topics will include learning theories, motivation and per-
sistence, intelligence, exceptionalities, standardized testing, critical thinking, 
multiple intelligences, and second language acquisition.

**EPI 0010**  
**Foundations of Research - Based Practices in Reading**  
(3 Institutional Credits - 3 Hours)  
This course teaches language structure and function and cognition of phonemic 
awareness, phonics, fluency, vocabulary, and comprehension. This instruction is 
grounded in scientifically-based research. Successful completion of this course 
will signify completion of Competency II of the Florida Reading Endorsement.

**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 organiza-
tion 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 understand-
ing 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 thirty-five (35) hours of field experience in accred-
ited public, charter, or private schools. These field experiences will provide 
the opportunity to gain insight into the instructional process. Using a series of a 
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 experience in the schools 
where they are assigned.

NOTE: Student enrolling in EPI 0940 must be cleared by a school board back-
ground check before the end of the add-drop period. Field exposure in school 
settings from K-12th grade provides students enrolled in this program with the 
understanding of the expectations and responsibilities of public school teach-
ers. This course requires thirty-five (35) hours of field experience/observation in 
a classroom setting designated by the Office of Teacher Education in the district 
of the student's choice within the college's service area. The field experience is 
completed outside of the scheduled class meeting time.

**EPI 0945**  
**Field Experience for Diversity**  
(1 Institutional Credit - 1 Hour)  
Corequisite: EPI 0030. Participants will complete a series of experiences de-
signed 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 require-
ments 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  
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. 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 designed 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 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.

REL 2210
Survey of the Old Testament ◆
(3 Credits - 3 Hours)
This course introduces the student to the study of the Old Testament and its history, geography, personalities, teachings, authority, and influence upon our culture.

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.

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, expo-
ential, 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 and rational functions and their applications.

**MAC 1147**
Honors Precalculus ◆
(4 Credits - 4 Hours)
Prerequisite: Admission to the SJR State Honors Program and 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 and rational functions and their applications. Polar coordinates, parametric equations, vectors, conic sections, mathematical induction and the binomial theorem will also be discussed.

**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. 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 0028 with a grade of “C” or higher. Topics include factoring, rational expressions, radicals, complex numbers, quadratic equations, lines, and systems of linear equations.

**MAT 2023**
Elementary Statistics ◆
(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.

**MTB 1304**
Using the Graphing Calculator ◆
(1 Credit - 1 Hour)
Graphing calculator required. Consult with instructor before purchasing. Pre-requisite: 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. Pre-requisite: 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.

**STA 2023**
Honors Elementary Statistics ◆
(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. This is a first course in statistics and includes descriptive statistics, prob-
ability, 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. This course will include at least one student project that involves data collection, reading, and writing.

**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
(3 Credits - 3 Hours)
This course provides an introduction to the principles and concepts of performance improvement and quality management in healthcare. Topics include clinical quality improvement, utilization review case management, risk management, infection control and patient safety, medical staff credentialing and peer review, accreditation standards, laws and regulations, tools and techniques for data collection, analysis and presentation of data and the role of the HIM Department.

**HIM 1211C**
Health Information Systems *
(4 Credits - 4 Hours)
This is a (4) credit introduction to information technology related to healthcare and the automated tools and techniques for collecting, storing and retrieving data. Topics include the implementation of information systems in the healthcare industry with a focus on the evolution and goals of the Electronic Health Record (EHR). Students will explore the transition from a paper based health record to an EHR through the AHIMA virtual lab system. Students will be given access to "hands-on" applications on a variety of healthcare electronic systems enhancing technology skills and knowledge. Students will be given opportunity to utilize and practice with current software packages common in the healthcare industry.

**HIM 1282C**
Basic ICD Diagnostic Coding *
(3 Credits - 3 Hours)
This coding course is designed to provide an introduction to the International Classification of Disease (ICD) coding system and general diagnosis coding guidelines. This course will define basic coding definitions, introduction to billing methodology, sequence and assign appropriate diagnostic codes for both inpatient and outpatient settings. The student will assign codes to specific basic coding assignments using ICD manual and 3M Encoder software.

**HIM 1442**
Pharmacology for Health Professionals
(2 Credits - 2 hours)
Prerequisites: HSC 1531, BSC 2085 and BSC 208SL 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 2234C**  
IDC Procedure Coding*  
(3 Credits - 3 Hours)  
Pre-requisites: HIM 1282C and HIM 2255C with a grade of "C" or higher. This coding course is designed to provide an introduction to the International Classification of Disease (ICD) coding system and general diagnosis coding guidelines for surgical procedures. Emphasis is placed on the use of official procedural coding guidelines, coding compliance, MS DRG calculations, sequencing, and reimbursement methodology. The student will assign codes to specific basic coding assignments using ICD manual and 3M Encoder software.

**HIM 2255C**  
CPT Coding *  
(3 Credits - 3 Hours)  
Prerequisite or Corequisite: BSC 2085 and BSC 2085L with grades of "C" or higher. This course provides an introduction to the study of Current Procedure Terminology (CPT) coding. Simulation of outpatient coding, including ambulatory surgery, diagnostic testing and procedures, and physician services using health records. Emphasis is placed on the use of official CPT coding guidelines, compliance and Ambulatory Payment Classification (APC) calculations. The student will have hands-on practice using encoder software.

**HIM 2432**  
Concepts of Disease  
(3 Credits - 3 Hours)  
Prerequisite: HSC 1531 or BSC 2085 with lab with grades of "C" or higher. Pre or Corequisite: BSC 2085 with lab with grades of "C" or higher. This course provides an introduction to the study of disease processes with concurrent study of diagnostic and laboratory testing, pharmacological treatment, and surgical treatment of disease.

**HIM 2512**  
Supervision, Organization, and Management +  
(3 Credits - 3 Hours)  
Prerequisite: HIM 1110 with a grade of "C" or higher. This course provides an introduction to departmental management including principles of management, operational management, human resource management, and financial management. Emphasis will be on team building, identifying and understanding customers, self discovery, and leadership.

**HIM 2800**  
Professional Practice Experience Introduction *  
(3 Credits - 64 Clinical Hours)  
Prerequisites: HIM 1000 and HIM 1211C with a grade of "C" or higher. This course provides a supervised practicum at a Health Information Management Department of a hospital or alternative health care setting and lab setting. Emphasis is on record processes, Release of Information (ROI), chart analysis, admission and discharge procedures. Upon completion the student shall have an understanding of the daily functional operations of an HIM Department. The student will be exposed to a paper hybrid and an electronic health record. Each student will be responsible for completion of a Professional Practice Experience binder. Lab Fee. Traveling Day/Evening.

**HIM 2810**  
Professional Practice Experience Coder *  
(3 Credits - 64 Clinical Hours)  
Prerequisites: HIM 1282C, HIM 2255C, and HIM 2234C each with a grade of "C" or higher. This class and lab course provides the HIM student an opportunity to apply basic concepts and techniques for ICD Coding using actual health records; both paper and electronic format from various health care facilities. The student will also utilize the 3M Encoder software in the lab and in performing outpatient and inpatient coding. Each student will be responsible for completion of a PPE II binder. Lab fee. Traveling. Day/Evening.

**HIM 2820**  
Professional Practice Experience Management *  
(3 Credits - 64 Clinical Hours)  
Prerequisite: HIM 1110 with a grade of "C" or higher. Corequisite: HIM 2512 with a grade of "C" or higher. This class and lab course provides a supervised practicum at a hospital or alternative healthcare setting. The course will focus on assisting the student to begin integration into the HIM field by exploring managerial duties and interaction of the PI/UR/PM/Medical Staff departments. Activities conducted will assist the student to enter the workplace. The course will introduce the student to the preparation needed to sit for the RHIT National Examination by AHIMA. Lab 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 on an enviro-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.
needs that emphasize the nurse as the caregiver in evidence-based nursing. Effective application of the nursing process in meeting psychosocial and physical needs when caring for adults with common health derived limitations is stressed.

NUR 1020L
Foundations of Nursing Practice Lab\(^a\)
(5 Credits – 165 Hours) Lab 120 hours, Clinical 45 hours
Corequisite: NUR 1020 Foundations of Nursing Practice, Prerequisite: Admission to the 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) Didactic 45 Hours
Prerequisite: NUR 1020 Foundations of Nursing Practice, 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 1210C
Adult Health Nursing I\(^a\)
(4 Credits – 112.5 Hours) Didactic 30 hours, Lab 15 hours, Simulation/Clinical 67.5 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 identifying self-care requisites of the adult, older adult and elderly patients 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. Patient response to abnormal and normal pathophysiological events will be included. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 1212C
Adult Health Nursing II\(^a\)
(5 Credits – 150 Hours) Didactic 34 Hours, Lab 15 Hours, Simulation/Clinical 101 Hours
Prerequisite: NUR 1140 Clinical Pharmacology, NUR 1210C Adult Health Nursing I. Corequisite: NUR 1521C Mental Health Nursing. This course focuses on the care of the adult, older adult and elderly patients with self-care requisites. Emphasis is placed on the 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 1521C
Mental Health Nursing\(^a\)
(3 Credits – 75 Hours) Didactic 30 Hours, Simulation/Clinical 45 Hours
Corequisites: NUR 1211C Adult Health II. Prerequisites: NUR 1140 Clinical Pharmacology, NUR 1210C Adult Health I. This course explores normal and psychopathological deviations of self care. Emphasis is placed on the ways that patients achieve restoration of psychological and emotional self care through counseling modalities, group dynamics, and psychopharmacologic agents. The roles of the nurse in promoting optimal psychosocial human functioning 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 2244C
Adult Health Nursing III\(^a\)
(5 Credits - 150 Hours) Didactic 34 Hours, Lab 15 Hours, Simulation/Clinical 101 Hours
Corequisites: NUR 2460C Parent Child Nursing. Prerequisites: NUR 1212C Adult Health Nursing II, Mental Health Nursing. This course focuses on more complex diseases and self-care requisites of the adult, older adult and elderly patients 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\(^a\)
(4 Credits – 120 Hours) Didactic 30 hours, Simulation/Clinical 90 Hours
Corequisite: NUR 2943C Transitional Nursing. Prerequisite: NUR 2244C Adult Health Nursing III, NUR 2460C Parent Child Nursing. This course focuses on adult, older adult and elderly adult patients with multi-system organ dysfunction in various settings. Emphasis is placed on initiating and evaluating appropriate care including the restoration of the patient’s self-care agency in an

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HSC 2930
Special Topics-Capstone\(^a\)
(Variables 1-3 Hours - 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.

NSP 1031
Performance Achievement Strategies for Success
(3 Credits - 60 Contact Hours)
This course is designed to improve the student’s ability to be successful in the nursing program. The course assists the student to assess knowledge, skill and clinical performance deficits, to develop an individual plan of improvement and remediation, and to implement the plan of improvement. Practical application of nursing knowledge to patient care skills will be incorporated in the course. Based on the student’s individualized improvement/remediation plan, the course may encompass in-seat class time, on-line class time, and/or lab and simulation hours.

NSP 3296C
Perioperative Preparation
(3 Credits - 45 Hours) Didactic 38 Hours, 21 Preceptorship Hours
Prerequisite: By permission of the Dean of Nursing. This course is designed to prepare registered nurses for employment in the operating room as perioperative nurses. This course offers a broad foundation of knowledge and skills, expanding the traditional role of the operating nurse settings.

NUR 1020
Foundations of Nursing Practice\(^a\)
(4 Credits – 60 Hours) Didactic 60 hours
Corequisite: NUR 1020L Foundations of Nursing Practice Lab, Prerequisite: Admission to the Nursing Program. This theory 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 is on the ways that nurses assist patients meet universal healthcare requirements and aid the patient or members of his/ her family capable of meeting the patient’s self-care requisites. 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 patients’ needs. Principles of caring behaviors, cultural diversity, professionalism, critical thinking, health teaching, personal accountability, 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 health derived limitations is stressed.

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advanced healthcare setting. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 2460C
Parent Child Nursing*
(5 Credits – 127.5 Hours) Didactic 45 Hours, Lab 15 Hours, Clinical/Simulation 67.5 Hours
Corequisite: 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 during the childbearing years and the care of the child from infancy through adolescence. This course builds on the knowledge of the previous courses of study. It includes instruction about normal and abnormal physical events and the resolution of self-care deficits of the patient and family which present due to these events. The clinical experience includes opportunities to care for prenatal, intrapartum, postpartum, and pediatric patients in various patient care and simulation settings. The simulation and lab experiences will enhance the clinical and didactic learning.

NUR 2943C
Transitional Nursing*
(4 Credits – 150 Hours) Didactic 15 Hours, Clinical 135 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, sub-acute care, skilled nursing, and community settings. This course focuses on the higher level of critical thinking. Emphasis is placed on the 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. Advanced development of the concepts of prioritization and delegation of patient care by the nurse will occur as it applies to the care of adult patients with health care deficits due to disease processes. This course encompasses didactic, lab, simulation, and clinical experiences.

NUR 3065
Health Assessment
(3 Credits – 45 Hours) Didactic 41.25 Hours, Lab 7.5 Hours
Prerequisite or corequisite: NUR 3805. This course focuses on a holistic approach to health assessment that builds on the assessment skills developed in the nurse’s basic educational program. Emphasis is on assessment and analysis of self-care requisites to identify self-care deficits across the life span. Emphasis is on the process of patient interaction and use of appraisal skills in the collection of bio-psychosocial data across the life span and understanding the role of the professional nurse in analysis of health status data. The student is given opportunities to integrate theoretical knowledge into practice sessions using demonstration, medium and high fidelity simulation scenarios, deliberate practice, and reflection.

NUR 3125
Pathophysiology
(3 Credits – 45 Hours)
Prerequisite: CHM 1032 and CHM 1032L or CHM 1045 and CHM 1045L. Prerequisite or Corequisite NUR 3805. This course focuses on the study of pathological changes of the human body from normal to changed mechanical, physiological, and biochemical functions resulting from altered hemostasis, injury, or disease process. The course will emphasize how disrupting normal structures and functions of the human body leads to disease processes from the cellular to the multi-system level. Included is the critical examination of the mechanisms underlying signs and symptoms, complications, and prognosis of commonly occurring diseases across the lifespan.

NUR 3164
Informatics and Evidenced-Based Practice
(3 Credits – 45 Hours)
Prerequisite/corequisite: NUR 3805. This course focuses on the integration of data, information, and knowledge through the use of information technologies to inform nursing practice. Students examine how informatics supports evidenced-based nursing practice that is safe and knowledge-based through the use of expanded access to clinical research findings and decision support tools for clinical practice. The course reviews nursing informatics theory, practice applications in care delivery and management, and emerging trends in informatics. Students are introduced to basic concepts of evidence-based practice, research processes, and critical appraisal of research and information. Legal and ethical issues in research and information utilization are explored.

NUR 3289
Gerontology and End of Life Care
(3 Credits – 45 Hours)
Prerequisite/Corequisite: NUR 3805. This elective course focuses on the specific nursing care needs of elderly patients and the dying patient and family. Explored are topics related to the diverse populations of aging patients and the dying patient in acute care and community settings. Emphasis is placed on the physiological, developmental, functional, cognitive, affective, cultural, ethical, legal, and social aspects of the aging and dying processes. Universal health requisites and self-care deficits of patients and their families related to palliative and end-of-life care will be explored. Theoretical perspectives, research, and evidenced-based practice related to nursing management of selected aspects of aging and dying will be examined.

NUR 3655
Community, Diversity, and Population-Based Care
(3 Credit – 45 Hours) Didactic 30 hours, Clinical 45 hours
Prerequisite: NUR 3805. The focus of this course is community health nursing practices with families, aggregates, and communities. This course examines the social, economic, ethnic, and cultural influences on beliefs, values, and practices in relation to health, illness, and health-seeking behaviors. An emphasis is placed on epidemiology, population risk assessment, health promotion, risk reduction, chronic disease prevention, environmental health, vulnerable populations, contemporary health issues, and development of healthier individuals, aggregates, and communities. The role of the professional nurse in the provision of community and population-based care is explored.

NUR 3805
Professional Roles and Dimensions of Professional Nursing Practice
(3 Credits – 45 Hours)
This introductory course is designed for the returning RN to facilitate the transition from the registered nurse’s basic educational program to the baccalaureate level of practice. It includes an exploration of the evolution of nursing as a profession, the contemporary role of the professional nurse, and issues and theories related to professional nursing practice in dynamic healthcare environments for diverse populations. Professional writing, APA documentation, and presentations using PowerPoint are introduced. It is recommended that this course be taken first.

NUR 3837
Introduction to Nursing Management Systems
(3 Credits – 45 Hours)
Prerequisite: NUR 3805, NUR 3164. The purpose of this course is to introduce the foundations of healthcare policy, the financial structures of healthcare systems, and the accreditation and regulatory environments that have impact on nursing practice and patient care. Contemporary issues of healthcare management systems, the future of healthcare delivery, and the role of nursing to influence healthcare systems’ decisions are explored. The student will examine healthcare systems that incorporate modern technology, evidence-based decision making, information and outcomes management, cost containment strategies, and the nursing core value of quality care. Topics will include financial, operational, regulatory, accreditation, quality management, and clinical aspects of management.

NUR 4775
Applied Evidence-Based Practice in Solving Management Problems
(3 Credits – 45 Hours)
Prerequisite: NUR 3164, STA 2023. This course focuses on the application of evidence-based management practices to improve the delivery and the outcomes of patient care in a variety of settings. Emphasized is the use of contemporary
research to inform nursing management decisions. Establishment of an individual evidence-based nursing management practice and career development is examined. The student will use evidence-based practice to solve a current healthcare management problem.

NUR 4776
Applied Evidence-Based Practice in Solving Clinical Problems
(3 Credits – 45 Hours)
Prerequisite: NUR 3164, STA 2023. This course focuses on the application of evidence-based clinical nursing practice to individuals across the life span and their families to improve the delivery and the outcomes of patient care in a variety of settings. Emphasized is the use of contemporary research to inform nursing clinical decisions. Establishment of an individual evidence-based nursing clinical practice and career development is examined. The student will use evidence-based practice to solve a current clinical patient care problem.

NUR 4826
Legal and Ethical Issues in Clinical Practice
(3 Credits – 45 Hours)
Prerequisite: NUR 3805, NUR 3125, NUR 3065, NUR 3164, NUR 4776. This course will explore the interrelationships between policy, ethics and the law and their impact on nursing clinical practice and health care. The nurse will learn to perform within the legal and ethical parameters of professional practice, supporting patient rights and meeting patient care requisites. The decision-making process in ethical and legal issues in nursing practice will be explored. Topics such as reporting illegal, unethical, or unsafe practice; maternal versus fetal rights; futile care; advance directives; life-ending decisions; termination of life support, and assisted suicide will be examined.

NUR 4827
Leadership and Management
(3 Credits – 45 Hours)
Prerequisite/corequisite: NUR 3805. This elective course focuses on the role of the professional student as a leader and manager in a changing healthcare delivery system. Analysis, integration and application of principles of leadership and management related to the administrative role of nurses within the health care environment are explored. Conceptual aspects of power, effective problem solving/decision making, effective communications, health care resources and fiscal accountability, conflict resolution, delegation, team building, quality improvement and a culture of safety are applied to a variety of situational contexts. Professional behaviors, economies of health care delivery, policy, ethical, legal and selected issues inherent in leadership and management are analyzed. Special emphasis is placed on the practical skills needed for students to succeed as leaders and managers in today’s health care environment.

NUR 4889
Legal and Ethical Issues in Management
(3 Credits – 45 Hours)
Prerequisite: NUR 3805, NUR 3125, NUR 3065, NUR 3164, NUR 4775. This course explores theories, models and principles of legal and ethical decision making in nursing management situations in a variety of health care settings. Nursing and health care decision making dilemmas are identified and analyzed toward refining critical thinking and advocacy on the part of the nurse. This course provides the student with an opportunity to utilize models, processes, and theoretical frameworks of decision making as a foundation for leadership activities. Internal and external factors impacting issues in management will be explored and analyzed.

NUR 4894
Teaching and Learning in Nursing Practice
(3 Credits – 45 Hours)
Prerequisite: NUR 3805. This course focuses on the provision of instruction applicable to individuals across the lifespan and to small groups of learners in a variety of settings. Emphasis is placed on the supportive / educative role of the nurse to assess, develop, implement, and evaluate education related to health promotion, maintenance of wellness, disease prevention, disease management, and quality of life. Teaching and learning theories and concepts are integrated related to effective collaboration with healthcare service organizations and communities, curriculum development, contemporary instructional strategies, challenges and barriers to learning, and cultural diversity.

NUR 4945
Capstone Management Practicum
(3 Credits – 45 Hours) Didactic 30 Hours, 45 Practicum Hours
Prerequisite: Permission of Dean of Nursing and Allied Health / BSN Program Director. The capstone course integrates the academic and the practical knowledge acquired during the curriculum to further develop the student’s leadership role, including an awareness of complex systems, and the impact of power, potential, policy, and regulatory guidelines on healthcare systems. Emphasized is incorporation of ethical and evidenced-based decision making and effective work relationships based on respectful communication and collaboration. Care-coordination, delegation and conflict resolution strategies are explored. The course includes a leadership practicum to enhance the student’s knowledge and expertise in selected areas of nursing leadership, nursing administration, nursing education, or community health. The practicum includes opportunities for scholarly inquiry, professional writing, and presentation. The student is required to demonstrate the competencies consistent with program outcomes.

NUR 4948
Capstone Clinical Practicum
(3 Credits – 45 Hours) Didactic 30 Hours, 45 Practicum Hours
Prerequisite: Permission of Dean of Nursing and Allied Health / BSN Program Director, NUR 3837. The capstone course integrates the academic and the practical knowledge acquired during the curriculum to further develop the student’s application of the nursing process and critical reasoning in health promotion, risk reduction, direct and indirect care of patients, families, and aggregates in various healthcare settings. Emphasis is on resolving complex patient care problems, providing the human interface between healthcare systems and the patient, and on the professional nursing roles of care provider/coordinator, teacher, collaborator, and problem solver. This course includes a clinical practicum to enhance the student’s knowledge and expertise in areas of complex patient care management. The practicum includes opportunities for scholarly inquiry, professional writing, and presentation. The student is required to demonstrate the competencies consistent with program outcomes.

RET 1024C
Fundamentals of Respiratory Care I *
(4 credits – 75 hours), Didactic 45 hours, Lab 30 hours, Clinical 0 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 ventilation and oxygenation, delivery of medications, arterial blood gas sampling, suctioning and lung re-expansion therapies. The course includes up-to-date treatment modalities, medical devices, indications for the treatments and medicines prescribed by physicians to treat respiratory ailments. The course also includes the use of universal precautions and the prevention of infection. Lecture and laboratory experience will enable the student to provide consultation to physicians treating medical cases.

RET 1027C
Respiratory Therapeutics and Diagnostics*
(4 credits – 75 hours), Didactic 45 hours, Lab 30 hours, Clinical 0 hours
Prerequisite: RET 1024C with a "C" or better. This course will include bronchial hygiene therapies, intermittent positive pressure breathing, airway care, intubation, and extubation procedures, weaning parameters, arterial lines, oxygen analyzers and chest tube insertion.

RET 1264C
Introduction to Respiratory Critical Care*
(3 credits – 60 hrs.) Didactic 30 hours, Lab 30 hours, Clinical 0 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 ventilator support, and initiate and monitor mechanical ventilation in the laboratory setting.
COURSE DESCRIPTIONS

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RET 1284C
Cardiac Diagnostics
(3 Credits – 45 hrs.) Didactic 45 hours, Lab 0 hours, Clinical 0 hours
This course focuses on the anatomy and physiology of the heart, diagnostic tests for structure and functions of the heart including, but not limited to: 12 lead ECG, hemodynamics, echocardiography, cardiac stress testing, and advanced cardiac diagnostics.

RET 1350C
Cardiopulmonary Pharmacology*
(3 credits – 45 hours) Didactic 45 hours Lab 0 hours, Clinical 0 hours
This course includes a study of pharmacological agents used in cardiopulmonary care. This would include the principles of pharmacological therapy, drug dosages, safe and effective administration, and indications and contraindications of these agents.

RET 1485C
Cardiopulmonary Anatomy and Physiology
(3 Credits - 45 hours) Didactic 45 hours, Lab 0 hours, Clinical 0 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 - 30 hours) Didactic 0 hours, Lab 0 hours, Clinical 30 hours
Students will be oriented to local healthcare facilities with online presentations and power points in the classroom. Students will obtain an understanding of the principles of medical ethics and legal issues to include confidentiality, safety, and medical records. Students will gain an understanding of asepsis, and vital signs with patient assessment. Students will perform simulations to orient themselves to a replica of the hospital environment. This course is an introduction to the basic modalities in respiratory care.

RET 1875L
Clinical Education II
(3 Credits - 240 hours) Didactic 0 hours, Lab 0 hours, Clinical 240 hours
Pre-requisite: RET1874L 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 analysis of the results.

RET 2280C
Advanced Respiratory Critical Care*
(4 Credits – 75 hours) Didactic 45 hours, Lab 30 hours, Clinical 0 hours
Pre-requisite: RET1264C with a “C” or better. This course focuses on the critically ill patients on high levels of ventilatory support. Students will utilize 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, curves and arterial blood gas results. Case studies and clinical simulations will develop skills needed for these patients. In addition, advanced cardiac life support will be covered during this class.

RET 2418C
Advanced Diagnostics and Therapeutics
(3 Credits-45 hours) Didactic 45 hours, Lab 0 hours, Clinical 0 hours
Pre-requisite: RET2280C 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 ventilatory management, home care, and respiratory rehab. Other topics include cardiopulmonary diagnostic tools including heliox/nitric oxide administration and titration, advanced pulmonary function studies, specialized mechanical ventilation to include high frequency ventilation (HFV), liquid lung and extracorporeal membrane oxygenation (ECMO).

RET 2601C
Cardiopulmonary Pathophysiology
(3 Credits – 45 hours) Didactic 45 hours, Lab 0 hours, Clinical 0 hours
Pre-requisite: RET1024C 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 skills that will enable a thorough clinical assessment and allow the student to recommend appropriate interventions.

RET 2714C
Pediatric and Neonatal Respiratory Care*
(3 Credits – 60 hours) Didactic 30 hours, Lab 30 hours, Clinical 0 hours
Pre-requisite: RET1264C 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 fetal development, airway management/resuscitation, normal/ abnormal lab values, pathophysiology and on the special equipment and therapeutic needs of infants and children. Pediatric and neonatal simulations will be designed for students to increase critical thinking skills. Pediatric advanced life support will be covered in this class.

RET 2876
Clinical Education III
(3 Credits - 240 hours) Didactic 0 hours, Lab 0 hours, Clinical 240 hours
Pre-requisite: RET1875L with a “C” or better. This course places 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, pulmonary rehabilitation, and advanced cardiopulmonary diagnostic studies.

RET 2878L
Clinical Education V
(3 Credits - 180 Hours) Didactic 0 hours, Lab 0 hours, Clinical 180 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-45 hours) Didactic 45 hours, Lab 0 hours, Clinical 0 hours
Prerequisite: RET2418 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 radiology, 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.
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 the 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 secondary radiation, technique formulation, exposure calculation, film handling and storage, characteristics of image receptors, intensifying screens, grids, film processing, digital processing, artifacts, silver recovery, Image evaluation, analysis, and evaluation of Image quality. Additional topics include: imaging standards, corrective action, equipment quality control procedures and quality improvement methodology. Laboratory activities will require students to perform experiments related to the topics described above, and various types of quality control tests, and image analysis procedures.

RTE 1503C  
Radiographic Positioning I *  
(5 Credits – 6 Hours)  
This is the first of two consecutive courses in radiographic positioning and related anatomy. This course provides the student with an introduction to radiographic principles, terminology, radiation protection, as well as instruction in the radiography anatomy and positioning of the most common and basic radiography procedures. An introduction to trauma, mobile, surgical and pediatric radiography will be included. Laboratory activities include exam simulations and radiography of phantoms.

RTE 1513C  
Radiographic Positioning II*  
(5 Credits - 6 Hours)  
Prerequisite: RTE 1503C. This course is a continuation of Radiographic Positioning I. This course provides instruction in the radiographic anatomy and positioning for more complex radiographic procedures, including those which require use of contrast media. Laboratory activities will include more complex trauma, mobile, and surgical radiographic procedure simulations, as well as continued exam simulations and radiography of phantoms.

RTE 1804  
Clinical Education I*  
(2 Credits – 128 Total Clinical Hours)  
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 first of five sequential clinical education courses.

RTE 1814  
Clinical Education II*  
(4 Credits – 256 Total Clinical Hours)  
Prerequisite: RTE 1804. 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 second of five sequential clinical education courses.

RTE 2061  
Radiologic Science Seminar*  
(3 Credits – 3 Hours)  
Prerequisite: RTE 2613. This course provides the student with a comprehensive review of all subject content covered on the American Registry 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 biochemical 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. 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.

**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. Students will benefit from having taken high school algebra or MAT 0028 prior to enrolling in this course. This course is 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 MAC 1105 or MAC 1147 with a grade of "C" or higher AND CHM 1020 or CHM 1032 with a grade of "C" or higher or one year of high school chemistry with a grade of "C" or higher. Students who have completed only one year of high school chemistry are strongly encouraged to take CHM 1020 or CHM 1032 before enrolling in CHM 1045. 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**
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.

**EGM 2511**
Engineering Mechanics - Statics ◆
(3 Credits - 3 Hours)
Prerequisite: Successful completion of PHY 2048 and MAC 2312 with a grade of
“C” or higher. This course covers the analysis of two and three dimensional force systems by vector algebra and the application of the principle of equilibrium to particles, rigid bodies and simple structures. Friction, distributed forces, center of gravity, centroids, and moment of inertia are introduced.

**ESC 1000**  
Earth and Space Science  
(3 Credits - 3 Hours)  
This course acquaints students with the study of the earth sciences at an introductory level. It includes a study of geology, oceanography, meteorology, and astronomy. This course does not meet general education science requirements.

**EVR 1001**  
Introduction to Environmental Science  
(3 Credits - 3 Hours)  
Corequisite: EVR 1001L. This course introduces the major topics in the environmental field. The scientific, social, political and economic aspects of environmental issues will be explored including environmental ethics and environmental law. Through written and/or oral assignments and hand-on investigations, students will learn about the different processes affecting ecosystems, especially those in Florida.

**EVR 1001L**  
Laboratory for Introduction to Environmental Science *  
(1 Credit - 2 Hours)  
Corequisite: EVR 1001.

**HUN 1201**  
Human Nutrition  
(3 Credits - 3 Hours)  
An introduction to basic principles of nutrition. Emphasis will be on metabolic pathways, nutrient requirements, and nutrition and disease throughout the life cycle.

**MCB 2010**  
Microbiology  
(4 Credits - 3 Hours)  
Prerequisite: BSC 1005 and BSC 1005L or BSC 2010 and BSC 2010L or BSC 2085, BSC 2085L and BSC 2086 and BSC 2086L with grades of “C” or higher. Corequisite: MCB 2010L. A basic study of microorganisms with emphasis on scientific principles within a laboratory framework. The student will be exposed to a variety of laboratory procedures.

**MCB 2010L**  
Laboratory for Microbiology *  
(0 Credits - 3 Hours) Corequisite: MCB 2010.

**OCE 1000**  
Marine Biology  
(3 Credits - 3 Hours)  
Corequisite: OCB 1000L. This course is a broad introduction to the biology of the seas and its inhabitants. Emphasis will be on the structure, form and function, physiological and behavioral adaptations and a survey of the major local marine organisms and habitat zones. Special attention will be given to unique habitats like coral reefs, estuaries, sea grass beds and mangrove areas. Discussions will include the relationship of the physical, biological and chemical environments to the overall distribution of marine plants and animals. This course will also address man’s impact on the ocean environment.

**OCE 1000L**  
Laboratory for Marine Biology *  
(1 Credit - 2 Hours) Corequisite: OCB 1000.

**PHY 1053**  
General Physics I  
(3 Credits - 3 Hours)  
Corequisite: PHY 1053L. Prerequisite: Completion of MAC 1105 with a grade of “C” or higher required; knowledge of trigonometry is recommended. This course is primarily designed for biological and health science majors, or others not majoring in the physical sciences. 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 required. 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 2905**  
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.
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 cul-
tural 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 develop-
mant 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 fac-
tors that contributed to the growth of the United States from European back-
grounds to 1877.

AMH 2010
Honors United States History to 1877 ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A study of the social,
economic, political, religious, intellectual, and cultural factors that contributed
to the growth of the United States from European backgrounds to 1877. This
course involves significant reading, writing, discussion and student participation.

AMH 2020
United States History since 1877 ◆
(3 Credits - 3 Hours)
A study of the social, economic, political, religious, intellectual, and cultural fac-
tors 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 pre-
requisite for this course.

AMH 2020
Honors United States History since 1877 ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. 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 fac-
tors 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, explora-
tion, 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 back-
ground of abnormal psychology, the major conceptualizations, and the nature
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, physical, 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 psy-
chological 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 in-
teractions 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 signifi-
cant 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 ap-
proach to the study of adolescence describing developmental patterns associ-
ated with identity, puberty, thought, and moral judgement relating to environ-
mental 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 in-
dividuals during early, middle, and late adulthood. The course will investigate
key events in adult and family life such as marriage, choice of occupation, par-
enthood, and retirement and the aging process.

ECO 2013
Macroeconomics ◆
(3 Credits - 3 Hours)
A study of the phenomena that affect a working economy, including inflation,
unemployment, the business cycle, aggregate supply and demand, money,
monetary and fiscal policy and trade. Also the workings of markets and short-
run, as well as, long-run equilibrium are examined.
ECO 2013
Honors Macroeconomics ♦
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A study of the phenomena that affect a working economy, including inflation, unemployment, the business cycle, aggregate supply and demand, money, monetary and fiscal policy and trade. Also the workings of markets and short-run, as well as, long-run equilibrium are examined. This course involves significant reading, writing, discussion, and student participation.

ECO 2023
Microeconomics ♦
(3 Credits - 3 Hours)
A study of an economy’s components, namely, households, firms and the markets in which they interact. A strong emphasis is placed on the competitive (or lack of) environment of the firm, a deeper examination of market outcomes and government intervention.

ECO 2023
Honors Microeconomics ♦
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A study of an economy’s components, namely, households, firms and the markets in which they interact. A strong emphasis is placed on the competitive (or lack of) environment of the firm, a deeper examination of market outcomes and government intervention. This course involves significant reading, writing, discussion, and student participation.

IDS 1100
Honors Explorations
(3 Hours - 3 Credits)
Prerequisite: Admission to the SJR State College Honors Program. This course teaches the nature of knowledge acquisition throughout the General Education curriculum. The course is taught by Honors faculty and draws its cross-disciplinary content from the fields of Communications, Social Sciences, Humanities, and Natural Sciences/Mathematics. The fundamental goal of the course is to help students appreciate the interconnectedness of knowledge across the entire range of academic disciplines while integrating skills for success in both college and the professional world. Required as an orientation course for all students entering the Honors Program.

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 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.

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.

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 and test-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.

200
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 1012
Honors World Civilization to 1600 ◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJR State College Honors Program. 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. This course involves significant reading, writing, discussion, and student participation.
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 164.

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.

* Laborator 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. Development 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 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.

### STUDIO ART

**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 + ◆**

(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 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 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 & shade, movement, composition and pictorial space. This is a studio and lecture course. An exit grade of "C" or higher is required.

ART 2402C
PRINTMAKING II ♦
(3 Credits - 6 Hours)
Prerequisite: One of the following - ART 1400C. 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 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 alla prima, glazing, scumbling and other brushwork. An exit grade of "C" or higher is required.
ART 2931C
SPECIAL TOPICS IN SCULPTURE •
(1 – 3 Credits)
Continued investigation of personal expression through sculptural 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: EXPRESSIVE 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 "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 career will be addressed. An exit grade of "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 "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 the Florida School of the Arts prior to the new semester. May be repeated 3 times for
GPA 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.

NEW MEDIA/PHOTOGRAPHY
PGY 1201C
MEDIA LIGHTING TECHNIQUES * ◆
(3 Credits - 6 Hours)
Prerequisite: PGY 1800. The course will cover lighting, both natural and artificial, with an emphasis on personal expression, i.e. making visual statements with photographic means. The quality and originality of the projects will be emphasized. An exit grade of “C” or higher is required.

PGY 1446C
EXPERIMENTAL PHOTOGRAPHY * ◆
(3 Credits - 6 Hours)
Prerequisite: PGY 1800. This course explores non-traditional methods in photographic image making. Digital and chemical photography techniques are explored with an emphasis on creative approaches. Students will use the processes addressed in this course as the formal elements of conceptual visual communication. While experience in photography is not required, it is preferred. An exit grade of “C” or higher is required.

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 the 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 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 - 4 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)
Prerequisite: DAA 1105 or permission of the instructor. 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 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
DANCE ENSEMBLE I, II ♦
(1 Credit - 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 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 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 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.

MUSICAL THEATER
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.

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)
This course is designed for musical theater majors whose background and theory placement test scores indicate further preparation is needed before taking MUT 1111.

MUT 1011
MUSIC FUNDAMENTALS ♦
(2 Credits - 2 Hours)
Prerequisite: MVK 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: MVK 1111 with a grade of “C” or higher or permission of instruc-
tor. Corequisite for musical theater majors: MUT 1111. 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.

**MVV 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.

**MVV 2121**
**CLASS VOICE II +◆**
(2 Credits - 2 Hours)
Prerequisite: MVV 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.

**MVV 1871**
**BEGINNING VOICE◆**
(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 Elementary I-II level. May be repeated 3 times for credit.

**MVV 2872**
**INTERMEDIATE VOICE◆**
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)
Prerequisite: MSV 1871 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.

**PRODUCTION DESIGN**

**TPA 1040**
**COSTUME DESIGN◆**
(3 Credits - 3 Hours)
Examination of 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 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**
**STAGECRAFT◆**
(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 1232**
**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, cutting, sewing, 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 1233**
**COSTUME PATTERN DRAFTING AND DRAPING◆**
(3 Credits - 3 Hours)
Prerequisite: TPA 1232 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 1274
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 or reproduction of stage properties.

TPA 1342
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 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 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 the 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 productions book and time-management skills. Resumes, stage management kits and sample books are also covered. This course may be repeated 2 times for credit.

TPA 2000
THEATRE DESIGN BASICS ♦
(3 Credits - 3 Contact 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 2063
PRINCIPLES OF SCENIC DESIGN ♦
(3 Credits - 3 Hours)
Prerequisite: TPA 1342 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 2070
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 2071
THEATRE RENDERING TECHNIQUES
(3 Credits - 3 Hours)
This course explores specific rendering techniques used to create images that enhance visual communication in scenic, lighting, and costume design.

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 2000. 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
THEATRE PRODUCTION LABORATORY ♦
(1 Credit - 6 Hours)
Prerequisite: TPA 1200 or corequisite TPA 1202. 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 1232 or permission of instructor. A continuation of the study of costume construction techniques with an emphasis on pattern making and constructing garments for specific stage productions and advanced costume crafts.

TPA 2343
CAD FOR THEATRE
(3 Credits - 3 Hours)
Prerequisite: TPA 1208 or permission of instructor. Projects oriented course covering fundamental through advanced material in computer aided drafting and design and its application for theatre.
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)
Practical work in many of the aspects of play production, including technical and costume work, performance assignments, running crews, stage management, and directing. May be repeated 2 times for credit.

THE 2300
DRAMATIC LITERATURE ✓
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with grade “C” or higher. 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)
Acting I introduces the concepts, principles and skills needed to create and effectively communicate a believable character to an audience. The class places heavy emphasis on using the given circumstances as the source for character choices, using simple objectives to play identifiable actions and using appropriate and effective rehearsal techniques to achieve performance goals. Students will apply the above concepts to specific acting challenges in a variety of monologue and scene performances. The class culminates in combining a written character analysis with a performance of a scene from the selected text.

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 class 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 different periods: Greek, Elizabethan and Comedy of manner. 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 1514
STAGE MOVEMENT FOR THE ACTOR ✓
(3 Credits - 3 Hours)
This course focuses on developing the kinesthetic awareness and skills necessary for actors 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, this class continues 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. This class introduces 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, picturalization, 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)
This course is 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. This course may be repeated 3 times for credit.
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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 website 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 website 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) 904-276-6760; (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) 904-626-5956

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.

Additional information regarding the JEANNE CLERY ANNUAL CRIME REPORT can be accessed on the Web at SJRstate.edu/safety.html.

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.

Additional information regarding campus sex crime awareness and prevention can be located within the JEANNE CLERY ANNUAL CRIME REPORT which can be accessed on the Web at SJRstate.edu/safety.html.

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.

Students may contact the Counseling Offices if they have a concern related to sexual assault. College staff will assist victims and/or their advocates in securing appropriate referrals. 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 website 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 email: 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 386-312-4095.

**ALCOHOL AND DRUG POLICY**

The use of illicit drugs and the abuse of alcohol pose serious risks to one’s health. There is a limited amount of information available in hard copy in the Viking centers. 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:

AL-ANON
1-800-344-2666
Alcoholics Anonymous
904-399-8535
Bay Care Behavioral
1-800-878-5470
Clay County Behavioral Health Center
904-291-5561
Epic Community Services, Inc.
904-829-2273
First-Coast Narcotics Anonymous
904-723-5683
Stewart Marchman Act Inc., formerly Putnam Behavioral Healthcare, Inc.
386-329-3780
Stewart Marchman Act Inc., formerly St. Johns Behavioral Healthcare, Inc.
904-209-6200
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 legal 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.

**SJR STATE MENTAL HEALTH ASSISTANCE PROGRAM**

SJR State College has contracted with Bay Care Behavioral to assist students with mental health counseling services. Currently enrolled full and part-time students may call Bay Care Behavioral at 1-800-878-5470 to schedule an appointment.
SAFETY/SECURITY REPORT
The following crime statistics indicate College-wide criminal activity from 2005-2012. 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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<th>2005</th>
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| **Orange Park Campus** |      |      |      |      |      |      |      |      |
| Homicide       | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Sex offenses   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Robbery        | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Aggravated assault | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Burglary       | 0    | 0    | 0    | 0    | 1    | 0    | 0    | 0    |
| Motor vehicle theft | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Arson          | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Hate crimes    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Liquor, drugs or weapons | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Illegal weapons possession | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Drug law violations | 0  | 0    | 0    | 0    | 0    | 1    | 0    | 0    |
| Any other crime involving bodily injury | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |

| **St. Augustine Campus** |      |      |      |      |      |      |      |      |
| Homicide       | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Sex offenses   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Robbery        | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Aggravated assault | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Burglary       | 0    | 0    | 1    | 0    | 0    | 0    | 0    | 0    |
| Motor vehicle theft | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Arson          | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Hate crimes    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Liquor, drugs or weapons | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Illegal weapons possession | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Drug law violations | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Any other crime involving bodily injury | 0  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |

Additional information regarding the JEANNE CLERY ANNUAL CRIME REPORT can be accessed on the Web at SJRstate.edu/safety.html.
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ST. JOHNS RIVER STATE COLLEGE

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J. Ann Knotts, B.S.E., M.B.A. .................................................. Director of Budget and Employee Compensation
J. Wayne Bodiford, B.S. ........................................................... Director of Financial Aid and Veterans’ Affairs
L. Melissa Perry, M.B.A. .......................................................... Director of Dual Enrollment
Melissa E. O’Connell, M.A. ...................................................... Director of Workforce Services
Meghan E. Deputy, M.Ed. ...................................................... Director of Continuing and Community Education
Susan B. Kessler, B.S. ............................................................. Director of Public Relations and Publications
Sally Myers, M.A.T. ............................................................... Director of Counseling and Academic Advising
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Computer Science  
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M.S., University of Phoenix

Graphic Design  
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M.F.A., University of Cincinnati

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Dean of Teacher Education  
B.A.E., University of North Florida  
M.Ed., University of North Florida  
Ph.D., University of Florida

English  
B.A., Florida State University  
M.A., University of Florida

Arnwine, Patrick O. (2001)  
Counselor  
B.S.Ed., Southern Illinois University  
M.S.A., Central Michigan University  
Ed.D., University of North Florida

Askew, Daniel (2011)  
3-D Art  
Florida School of the Arts  
B.F.A., University of Southern Mississippi  
M.F.A., University of North Texas

Aspinwall, Bonnie B. (2010)  
Mathematics  
B.A., University of Florida

Director of Organizational Management  
B.S.H., University of North Florida  
M.B.A., University of North Florida  
D.B.A., Walden University

Public Services Librarian  
B.S., University of Florida  
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Bell, Norval M. (2012)  
Network Services/Computer Engineering  
Technology  
B.S., Columbia College  
M.A., Webster University

English  
B.A., University of Florida  
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Beverly, Christopher (2010)  
Psychology  
B.B.A., University of North Florida  
M.A., University of North Florida  
Psy. D., Alliant International University

Bieler, Merrianne R. (2011)  
Accounting, Business  
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M.B.A., U.S. International University

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Billette, Stefanie S. (2011)  
Business  
B.S., University of Richmond  
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Bratcher, Freddick (2007)  
Modern Dance  
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B.F.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

Bryant, Jr., Herman S. (2011)  
English  
B.A., Literature, University of North Florida  
M.A., English, University of North Florida

Clark, Michael (1984)  
Music - Plano  
Florida School of the Arts  
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Cohen, Matthew J. (2013)  
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B.A., Concordia University

Colarusso, Sherry J. (2010)  
Mathematics  
B.S., Florida State University  
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Associate Dean of Allied Health and Program Director of Respiratory Care  
B.S., East Stroudsburg University  
M.H.S., Nova Southeastern University  
D.H.Sc., Nova Southeastern University
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

Cruce, Lea M. (2012)  
Adult Education  
B.A., University of North Florida

Cummings, Carmen M. (1983)  
Dean of Library Services  
B.A., Florida Atlantic University  
M.S., Florida State University  
A.M.S., Florida State University

Daniels, Stacey L. (2008)  
Mathematics  
B.S., University of North Florida  
M.S., University of North Florida

DeGrande, Dionne C. (2012)  
Respiratory Care  
B.S., University of Central Florida  
M.S., University of Central Florida

Delgado-Oakwood, Virginia M. (2009)  
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M.S., Florida International University

Dennis, Stephen M. (2012)  
Mathematics  
B.S., Vanderbilt University  
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Deputy, Meghan E. (2006)  
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B.A., Florida Atlantic University  
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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.  
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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

Fisher, Brittnee (2012)  
Public Service Librarian  
B.A., University of Central Florida  
M.A., University of South Florida

Flanagan, Thomas J. (2013)  
Mathematics  
B.S., State University of New York  
M.S., University of Nevada

Fox, Bruce K. (2012)  
Spanish  
A.B., University of Michigan  
M.A., Wayne State University  
Ph.D., Wayne State University

Freeman, Nell R. (1993)  
Chemistry  
B.S., Samford University  
M.A., University of Alabama

Furr, Cristy L. (2010)  
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M.A., California State University, Dominguez Hills  
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Business  
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Gifford, John A. (2007)  
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Speech  
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Greenawalt, Stanton C. (2013)  
Computer Science  
B.A., Clemson University  
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Hakala, Kimbrough M. (1997)  
Biology  
B.S., Georgia College at Milledgeville  
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Harbison, Yvette-Marie (2002)  
Reading  
B.S., City University of New York  
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Hargraves, Melody M. (1990)  
English  
B.A., Georgia Southern College  
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Harvey, Anna (2012)  
Psychology  
B.S., Marist College  
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Harvey, Arthur L. (2005)  
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Herrera, Jorge M. (2012)  
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Hicks, Ransom J. (2011)  
Physical Science  
B.S., California State Polytechnic University  
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Hinton, Deborah H. (1999)  
Accounting, Business  
B.S., University of Florida  
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Certified Public Accountant

Holbert, Brian J. (2011)  
Computer Science  
B.S., Spring Hill College  
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Howard, Bernice (2000)  
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Humerick, Rosalind M. (1992)  
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Teacher Education  
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Jones, Jr., M. Ross (2008)  
Director of Athletics/Head Baseball Coach  
B.A. University of North Florida

Jones, Jr., Richard V. (2012)  
Adult Education  
B.A., Dillard University  
M.S., New School University

Jordan, Edward (2012)  
Dean of Adult and Secondary Education  
Ph.D., The University of Mississippi  
M.Ed., The University of Mississippi  
Ed.D., The University of Mississippi

Kaczmarsky, Longin T. (2011)  
Physical Science  
M.A., Long Island University  
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Keller, Mike (1989)  
Associate Dean of Arts and Sciences and Assistant Provost  
B.S., Jacksonville University  
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Theater  
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B.A., University of South Florida  
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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 and Publications  
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Killam, Gary A. (2009)  
Dean of Criminal Justice and Public Safety  
B.S., Nova Southern University  
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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

Knapp, Sandra J. (2013)  
Nursing  
B.S., Jacksonville University  
M.S., Jacksonville University  
Ph.D., University of Central Florida

Director of Budget and Employee Compensation  
B.S.E., University of Central Florida  
M.B.A., Nova Southeastern University

Kafond, Donald (2007)  
Business  
B.L.S., University of Mary Washington  
M.B.A., Webster University

Lamblin, Jean A. (2011)  
Nursing  
B.S., University of Phoenix  
M.S., University of Phoenix  
M.Ed., Ashford University

Landis, Sandi S. (1990)  
English, Humanities  
B.A., Radford University  
M.S., Radford University  
Ph.D., Florida State University

Laney, Mary Anne (2010)  
Dean of Nursing and Allied Health  
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

Vice President for Finance and Administration/CFO  
B.S., Lipscomb University  
M.S., Middle Tennessee State University  
Certified Public Accountant

Little, Mark I. (1997)  
History  
B.A., University of Florida  
M.A., University of Florida  
M.Ed., University of Florida
Little, Shari S. (2012)
Education
B.A., University of Florida
M.Ed., University of Florida
Ed.D., University of North 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
Ph.D., Duke University

MacNichol, Marianne (1977)
English, Humanities
B.A., Texas Christian University
B.F.A., Texas Christian University
M.A., Florida State University
M.A., Florida State University
Ph.D., Florida State University

Maier, A. Carl (2007)
Anatomy/Physiology
B.A., Case Western Reserve University
M.A., American Military University
M.A., American Military University
M.D., Albany Medical College
J.D., Case Western Reserve University
School of Law

Maggio, James (2013)
Political Science
B.A., University of South Florida
J.D., University of Florida
Ph.D., University of Florida

Manlandro, Ruth E. (2013)
Business
B.A., Stockton State College
M.A., Webster University
Ph.D., Walden University

Graphic Design and Photography
Florida School of the Arts
B.A., Brevard Junior College
B.F.A., Herron School of Art,
at Purdue, Indianapolis, Indiana
M.F.A., University of Regina, Canada

Masterson Stephanie C. (1994)
Music - Voice
Florida School of the Arts
B.M., Western Michigan University
M.M., Florida State University

McCaughrern-Carucci, James F. (2010)
Biological Science
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M.S., Quinipiac University

McIlneis, Raechal (2010)
Nursing
B.M.Sc., St. Louis University
M.P.A.S., University of Nebraska
M.S.N., University of South Alabama

McLeod, Gregory K. (2011)
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B.A., University of North Carolina, Chapel Hill
M.Ed., North Carolina State University
Ph.D., Barry University

Meehan, Michael J. (1989)
Psychology
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Executive Vice President/General Counsel
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Biological Science
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Myers, Jami L. (2013)
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M.S., Marshall University
Ph.D., American Military University

Myers, Sally (2000)
Director of Counseling and
Academic Advising
B.F.A., Jacksonville University
M.A.T., Jacksonville University
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<td>O’Connell, Melissa E.</td>
<td>Director of Workforce Services</td>
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<td>Stern, Leslie E.</td>
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<td>Chemistry</td>
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<td>Shealy, Gregory P.</td>
<td>History</td>
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<td>Shepherd, Curt</td>
<td>Social Science</td>
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<td>Shepherd, Paula G.</td>
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<td>Chemistry</td>
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<td>Stewart, R. H.</td>
<td>Medical Recordist</td>
<td>B.S., University of Colorado&lt;br&gt;M.D., University of Colorado</td>
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<td>Stetman, Tracey</td>
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Director of Benefits and Employee Relations  
B.A., Saint Leo University

Strickland, Emily D. (2010)  
Costume  
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