ST. JOHNS RIVER STATE COLLEGE

FLORIDA SCHOOL OF THE ARTS

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

St. Johns River State College
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Palatka, FL 32177
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2990 College Drive
St. Augustine, FL 32084
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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 free tutoring through our Academic Support Centers 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 H. Pickens, J.D.
President
ST. JOHNS RIVER STATE COLLEGE

ACADEMIC CALENDAR

FALL TERM 2016

May 23 .................................. Registration begins for Fall Term classes (8:00 a.m.)
August 8 ............................... Last day to apply online for admission for Fall 2016
August 11 ............................. New full-time faculty reports
August 12 .................................. Registration (tuition) fees due on or before 5:00 p.m.
August 15 ............................... State waiver registration
August 19 ............................. Last day for new registration and fee payment
August 22 .......................... CLASSES BEGIN
August 22-26 ...................... Schedule changes/drop with refund
August 26 .......................... Last day to drop classes with refund/schedule changes (Web closes 11:59 p.m.)
October 22 ....................... Last day for payment of veterans' deferred fees
November 7 .......................... Last day for student/instructor course withdrawal with "W" (11:59 p.m.)
December 3-9 .................. Final exams schedule
December 9 .......................... Last day to apply for degree conferral
December 9 .......................... Classes end/semester ends (10:00 p.m.)

Fall A Term 2016

May 23 .................................. Registration begins for Fall Term classes (8:00 a.m.)
August 8 ............................... Last day to apply online for admission for Fall 2016
August 11 ............................. Registration (tuition) fees due on or before 5:00 p.m.
August 12 ............................. State waiver registration
August 19 ............................. Last day for new registration and fee payment
August 22 .......................... CLASSES BEGIN
August 22-24 ...................... Schedule changes/drop with refund (online)
August 24 .......................... Last day to drop classes with refund/schedule changes online (Web closes 11:59 p.m.)
September 23 .................... Last day for payment of veterans' deferred fees
September 23 .................... Last day for student/instructor course withdrawal with "W" (11:59 p.m.)
October 12 ....................... Classes end (5:00 p.m.)

Fall B Term 2016

May 23 .................................. Registration begins for Fall Term classes (8:00 a.m.)
August 8 ....................... Last day to apply online for admission for Fall 2016
August 11 ....................... Registration (tuition) fees due on or before 5:00 p.m.
August 12 ....................... State waiver registration
October 14 ....................... Last day for new registration and fee payment
October 17 ....................... CLASSES BEGIN
October 17-19 .................... Schedule changes/drop with refund (manual)
October 19 ....................... Last day to drop classes with refund/schedule changes
 (manual withdrawal only - 5:00 p.m.)
November 18 .................... Last day for payment of veterans' deferred fees
November 23 .................... Last day for student/instructor course withdrawal with "W" (11:59 p.m.)
 (manual withdrawal only - 5:00 p.m.)
December 9 ....................... Classes end/semester ends (10:00 p.m.)

CRITICAL DATES AND DEADLINES

August 19 .......................... Faculty Convocation (THCC)- Academic Advising offices closed
August 19 .......................... Last day to submit residency affidavit for in-state tuition rate
September 5 .......................... Labor Day holiday - College closed
September 9 .......................... Last day to clear admissions for final official HS/GED transcript
September 30 .......................... Last day to clear “I” grades from previous semester
October 11 .......................... College closed: faculty and staff professional development
October 14 ....................... Fall A term final grades due (10:00 p.m.)
October 17 .......................... Students may view Fall A grades online
November 4 .......................... Last day to apply for degree conferral and participate in Commencement exercises
November 4 .......................... Last day to order cap/gown for Fall Graduation
November 11 ....................... Veterans Day holiday - College closed
November 23-26 .................. Thanksgiving holiday – (College closes Nov. 22 at 10:00 p.m.)
December 13 .................. Final grades due for Fall 2016 and Fall B 2016 (11:59 p.m.)
December 14 .................. Students may view grades online
December 15 .................. Professional Development Institute- Academic Advising offices closed
December 16 .................. College closed (12:00 p.m.)
December 19 ........................ Christmas holidays - College closed through January 2
SPRING TERM 2017

October 10.........Registration for Spring classes begins (8:00 a.m.)
December 12............Registration (tuition) fees due on or before 5:00 p.m.
December 13...........State waiver registration
December 13...........Last day to apply online for admission for Spring 2017 semester
January 3.................Staff, counselors and advisors report
January 5.................Faculty reports
January 6.................Last day for new registration and fee payment
January 9.................CLASSES BEGIN
January 9-13..............Schedule changes only/drop courses with refund
January 13..............Last day to drop courses with refund/schedule changes (Web closes at 11:59 p.m.)
March 10..................Last day for payment of veterans’ deferred fees
March 27..................Last day for student/instructor course withdrawal with “W” (11:59 p.m.)
April 22-28..............Final exams schedule
April 28..................Last day to apply for degree conferral
April 28..................Classes end/semester ends (10:00 p.m.)
May 5......................Spring Commencement (10:00 a.m.)

Spring A Term 2017
October 10...............Registration begins for Spring A Term classes (8:00 a.m.)
December 12..............Registration (tuition) fees due on or before 5:00 p.m.
December 13..............State waiver registration
December 13..............Last day to apply online for admission for Spring 2017
January 6...............Last day for new registration and fee payment
January 9...............CLASSES BEGIN
January 9-11..............Schedule changes only/drop courses with refund
January 11...............Last day to drop classes with refund/schedule changes (Web closes 11:59 p.m.)
February 10..............Last day for payment of veterans’ deferred fees
February 10..............Last day for student/instructor course withdrawal with “W” (11:59 p.m.)
March 1....................Classes end (5:00 p.m.)

Spring B Term 2017
October 10...............Registration begins for Spring Term classes (8:00 a.m.)
December 12..............Registration (tuition) fees due on or before 5:00 p.m.
December 13..............State waiver registration
December 13..............Last day to apply online for admission for Spring 2017
March 3....................Last day for new registration and fee payment (manual only)
March 6....................CLASSES BEGIN
March 6-8..................Schedule changes/drop with refund (manual only)
March 8....................Last day to drop classes with refund/schedule changes (manual only)
April 7....................Last day for payment of veterans’ deferred fees
April 12....................Last day for student/instructor course withdrawal with “W” (11:59 p.m.)
                             (manual withdrawal only - 5:00 p.m.)
April 28....................Classes end/semester ends (10:00 p.m.)

CRITICAL DATES AND DEADLINES
January 6................Last day to submit residency affidavit for in-state tuition rate
January 16..............Martin Luther King, Jr. Day holiday - College closed
January 30..............Last day to clear admission records
February 13..............Last day to clear “I” grades from previous semester
February 17..............College closed- faculty and staff professional development
February 28..............Spring A semester ends
March 3....................Grades due for Spring A semester
March 6....................Students may view grades online for Spring A semester
March 6....................Last day to apply for degree conferral and participate in the Spring Commencement ceremony
March 6....................Last day to order cap/gown for Spring Commencement
March 20-24..............Spring vacation - College closed
May 2......................Final grades due (11:59 p.m.) Spring and Spring B 2017 semesters
May 3......................Students may view grades online
May 5......................Last day for faculty
SUMMER TERM 2017

February 20................. Registration begins for summer classes (8:00 a.m.)
May 1................................. Last day to apply online for admission for summer term
May 1................................. Registration (tuition) fees due on or before 5:00 p.m.
May 2................................. State waiver registration
May 9................................. Last day to submit residency affidavit for in-state tuition rate
May 9................................. Last day for new registration and fee payment
May 10............................... Faculty reports
May 10................................. CLASSES BEGIN
May 10-16.......................... Schedule changes only
May 16................................. Last day to drop courses with refund/schedule changes (Web closes at 11:59 p.m.)
July 10............................... Last day for payment of veterans' deferred fees
July 16............................... Last day for student/instructor course withdrawal with "W" (11:59 p.m.)
August 10.................... Classes end/semester ends (10:00 p.m.)
August 11....................... Final grades due (11:59 p.m.)
August 11....................... Last day for faculty
August 15....................... Students may view grades online

Summer A Term 2017
February 20................. Registration begins for Summer A term classes (8:00 a.m.)
May 1................................. Last day to apply online for admission for Summer A term
May 1................................. Registration (tuition) fees due on or before 5:00 p.m.
May 2................................. State waiver registration
May 9................................. Last day to submit residency affidavit for in-state tuition rate
May 9................................. Last day for new registration and fee payment
May 10............................... Faculty reports
May 10................................. CLASSES BEGIN
May 10-12.......................... Schedule changes only
May 12................................. Last day to drop courses with refund/schedule changes (Web closes at 11:59 p.m.)
June 9................................. Last day for payment of veterans' deferred fees
June 12................................. Last day for student/instructor initiated course withdrawal with "W" (11:59 p.m.)
June 22............................... Classes end (10:00 p.m.)
June 23............................... Final grades due (11:59 p.m.)
June 23............................... Last day for faculty
June 27............................... Students may view grades online

Summer B Term 2017
February 20................. Registration begins for summer B term classes (8:00 a.m.)
May 17................................. Registration Summer B term eligible only (8:00 a.m.)
June 19............................... Last day to apply online for admission for summer B term
June 20................................. Registration (tuition) fees due on or before 5:00 p.m.
June 21................................. State waiver registration
June 26............................... Last day to submit residency affidavit for in-state tuition rate
June 26............................... Last day for new registration and fee payment
June 27............................... Faculty reports
June 27................................. CLASSES BEGIN
June 27-29.......................... Schedule changes only (manual only)
June 29............................... Last day to withdraw from courses with refund (11:59 p.m.)
July 28................................. Last day for payment of veterans' deferred fees
July 31................................. Last day for student/instructor initiated course withdrawal with "W" (11:59 p.m.)
August 10.................... Classes end/semester ends (10:00 p.m.)
August 11....................... Final grades due (11:59 p.m.)
August 11....................... Last day for faculty
August 15....................... Students may view grades online

CRITICAL DATES AND DEADLINES
February 20-May 9 ........... Registration for summer and summer A classes (8:00 a.m.)
February 20-June 27........ Registration for summer B classes (8:00 a.m.)
May 1................................. Last day to apply online for admission for summer and summer A terms
May 21................................. Memorial Day holiday - College closed
June 19............................... Last day to apply online for admission for summer B term
June 20............................... Last day to clear "I" grades from previous semester
June 21............................... Last day to clear admission records
June 23............................... Florida School of the Arts Graduation (7:00 p.m.)
July 4................................. Independence Day holiday observed - College closed
August 11....................... Last day to apply for degree conferral
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 the 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 PSAV 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 College's 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 1 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, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates, associate and baccalaureate degrees, and provides high-quality education, training, and cultural opportunities to encourage scholarly achievement. St. Johns River State College creates a supportive learning environment that includes services and resources to enable students to meet their educational goals.

COLLEGE VISION
To be a leader in student-centered education that inspires and transforms lives and communities.

COLLEGE VALUES
St. Johns River State College is committed to following shared values in fulfilling our mission and vision:
• Academic Excellence—The College promotes academic rigor and exceptional performance through an engaged learning environment; high expectations for students, faculty and staff; and a focus on continuous improvement and achievement.
• Student-focused—Students are at the core of the College’s mission as an educational institution. The College aligns its decisions, resources and environment to promote student learning, growth, and independence and empowers students to reach their educational goals.
• Integrity—The College promotes a culture of honesty, fairness, mutual respect and ethical conduct.
• Accountability—The College promotes a culture of personal and shared responsibility that allows for ownership, growth and leadership in the classroom, in the workplace and in the community.
• Diversity—The College fosters an inclusive learning community, which recognizes and respects the experience, values, and learning styles of all members of the College community.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

A student has 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 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 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 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 St. Johns River State College. Upon request, 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 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 Registrar’s Office is notified in writing.

SJR STATE COLLEGE NON-DISCRIMINATION STATEMENT

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Office, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.
SJR STATE COLLEGE DECLARACIÓN DE NO DISCRIMINACIÓN

St. Johns River State College no discrimina en contra de ninguna persona en sus programas, actividades, políticas o procedimientos por motivo de raza, etnia, color, origen nacional, estado civil, religión, edad, género, sexo, el embarazo, orientación sexual, identidad de género, información genética, discapacidad o estatus de ser veterano/a. Todas las preguntas o consultas sobre el cumplimiento de las leyes relacionadas con la política de no discriminación y las quejas relacionadas con la conducta sexual inapropiada o la discriminación, pueden dirigirse al Coordinador del Título IX / 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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status in its educational programs, activities, admissions policies and practices, or employment policies. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to:

Ginger C. Stokes
Director of Human Resources
Title IX Coordinator/Equity Officer
St. Johns River State College
5001 St. Johns Avenue
Palatka, Florida, 32177
(386) 312-4070

When an inquiry or complaint involves a student, the Title IX Coordinator/Equity Officer will work in conjunction with the Vice President for Student Affairs (office located in the Student Services building, Room V227, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127 to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202.

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 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.,F.S.
- 403b Contribution reports
- Group health, life and dental coverage enrollment
- Supplemental insurance and deduction reports
- Work study work assignments
- Background checks – necessary for accurate identification for screening through the Florida Department of Law Enforcement (FDLE)
- FICA Alternative Plan participation for part-time employees (Bencor)
- Special pay plan participation for qualified, full-time retiring employees (Bencor)

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

Students

Admissions

Federal legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student 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 (FAFSA) 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 which may use SSN as an identifier include:

Corrections
SJR State collects SSNs 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 SSNs 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 SSNs to verify eligibility of Law Enforcement students to sit for the state law enforcement exam through the 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.

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

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 SSNs 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.

Amended 4/18/12, 6th revision
### Appendix I

**State and Federal Statutes and Regulations that Mandate or Authorize the Use of Social Security Numbers**

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Amended 5/12/2015, 7th Revision
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 a library, the B.C. Pearce 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 allied health students with an environment designed to simulate a hospital. The facility also accommodates classrooms and laboratories for anatomy and physiology and microbiology. Furthermore, this is the first Green Globes certified building in the Florida College System. This facility is a model of energy efficiency and has been constructed using state-of-the-art sustainable methods and materials.

ST. AUGUSTINE CAMPUS

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

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

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

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

ST. JOHNS RIVER STATE COLLEGE FOUNDATION

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

Various scholarships are offered by the Foundation. Scholarship applications are accepted from January to April 1 of each year, and awards are made in the spring of each year. For more information about scholarships, contact the SJR State Foundation office at (386) 312-4100 or visit our website at: SJRstate.edu.

COLLEGE WEBSITE

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

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

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

CAMPUS LIBRARIES

The three College libraries offer a full complement of services and resources. Each campus library provides a comfortable atmosphere designed to serve the reading, reference, research and computing needs of its students and faculty. The libraries support all academic areas with diverse print and digital materials and online databases. Seven friendly, ALA-accredited librarians and a variety of support staff are always available to assist students, faculty, staff and community patrons.

The campus libraries house over 68,000 books, over 366 print journal subscriptions, and over 13,000 physical media including an extensive collection of DVDs and music. Physical circulating ma-
materials are accessible during library hours via an open stack system organized using the Library of Congress Classification System. A collection of instructor-provided reserve material is also available at each campus library. Digital collections of subscription content are available for free to current students and faculty 24/7. Subscription-based digital content includes online databases, specialty journal subscriptions, streaming videos, and eBooks.

Each campus library offers a variety of services to SJR State students, faculty, and staff, including reference and research assistance, information fluency instruction in-person and online, specialized workshops, individual instruction on library resources and basic software assistance, class-specific online research guides, intracampus, state, and national inter-library loan services, circulation of materials, and instructor reserve services. Each campus library has computers and printers available for student-only use, photocopiers, wireless scanners, and audio-visual equipment for viewing and listening to course or library material.

The library page in MySJRstate provides access to the libraries’ digital collections and the online catalog. The online catalog provides access to the holdings of the SJR State libraries as well as all Florida College System libraries. Through the online catalog students, faculty, and staff may request items from any SJR State campus or Florida college for delivery to a local SJR State campus library. Materials and services are provided to distance learners via internet, mail, fax, telephone, email, and chat.

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 provided by the Counseling and IT departments, as well as built-in accessibility options available in many digital products, all print and online materials are accessible to visually-impaired persons.

**COMPUTER LABS**

Computer labs located in the campus libraries are designated for scholarly activities related to student instruction and research. Access is limited to currently enrolled students and college personnel. A MySJRstate username and password are required to log in to all College computers.
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 race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

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

Bachelor of Science Degree
Bachelor of Applied Science Degree

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

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

Please see the specific baccalaureate program for exact admission requirements.

Associate in Arts Degree
Associate in Applied Science Degree

Non-Credit

Vocational Certificates (PSAV)
- Nursing Assistant
- Phlebotomy

Limited Access Programs:
- Florida Corrections Officer Academy
- Crossover Programs
- Florida Law Enforcement Academy

Adult Education
Child Care Training
Continuing Education

NON CREDIT

submit a completed application and fee:

- students shall be classified as residents or non-residents for the purpose of assessing tuition at St. Johns River State College based on the provisions of Florida Statute 1009.21 and State Board of Education rule 6A-10.044.
- provide copies of official ACT, SAT or a College Placement Test score. (If results are more than two years old, a retest is required); and
- provide proof of previous education:
  - a standard high school diploma with an official transcript; or
  - a high school diploma through any State Department of Education based on performance on the General Education Development (GED) test, provided the test was administered in English, with an official transcript; or
  - a home education program meeting the requirements of F.S. 1002.41.

Transfer Students -
*In addition to requirements that apply to the Associate in Arts Degree, A.S. Degree, A.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 from all post-secondary institutions attended and catalog course descriptions for all undergraduate courses attended from private or out of state colleges to the Registrar’s 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, A.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 to provide proof of financial support since the student is not eligible for federal student aid.)
SJR State requires that international students purchase health insurance and shall 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 admission requirements. Developmental education 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 an eligible 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 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. Student must have advance approval from their designated high school dual enrollment contact to participate in the program, to register for their desired course selection and load, and to make any scheduled changes, including course withdrawals. Any public school student so enrolled is exempt from the payment of registration, matriculation, books, laboratory fees, and testing fees.

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

For further information on dual enrollment admission, please see page 18.

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 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.

Collegiate High School (college credit)
The Collegiate High School program is very similar to the Early Admissions program. The difference between the two programs is that Collegiate High School students may take up to 30 credit hours during their senior year and participate in programs of study leading to an industry certification. Collegiate High School students must also sign a student performance contract each semester.

College Credit Certificates and Vocational or Non-Credit Certificates
All course creditable toward college credit certificates, select career (vocational or non-credit) certificates or Associate in Science degrees as outlined in the College catalog is an eligible course.

All admission requirements are the same as those 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 the Florida School of the Arts A.S. degree and certificate programs is based on an audition or a portfolio review and an interview. Candidates are asked to select one of four annual onsite audition/portfolio review dates as they complete the Florida School of the Arts application. If time or distance make the onsite dates impossible, a candidate may submit a digital portfolio or an audition video, and the interview may be handled via Skype, FaceTime, or other mutually agreeable means. Florida School of the Arts also accepts and interviews some performing arts students at offsite conferences.

The following paperwork must be submitted online:

- Application to Florida School of the Arts and St. Johns River State College (submitted from www.floarts.org or from the ARTS tab of the SJR State website at SJRstate.edu.)
- $30.00 Application Fee. (Note: Collection of this application fee will be postponed until a candidate has been accepted into a Florida School of the Arts A.S. degree or certificate program and actually registers for coursework.)

The following paperwork may be submitted by email to: kittyclarke@sjrstate.edu or by mail to: Florida School of the Arts, ATTN: Kitty Clarke, Admissions Coordinator, 5001 St. Johns Avenue, Palatka, FL, 32177:
- an arts resume;
- a statement of purpose;
- two letters of recommendation, and;
- current transcript.

Students must also be admitted to St. Johns River State College and are responsible for compliance with all College policies and procedures. SJR State will need a student’s test scores, Florida residency paperwork (if applicable), and, upon graduation from high school, the student must also send an official transcript in order to complete the admissions file.
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 developmental education courses; and
- completion of the eight 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 admission to the nursing program, a student must have completed all of the following:
- application process to SJR State;
- application to nursing program;
- successful completion of all nine required nursing prerequisite courses with a GPA of 3.0 or above by the end of the application period; or
- completion of the A2 HESI Assessment Exam by the end of the application period with an English composite score of 90% or better in essential mathematics.

Student selection is objective. Please see the nursing section of this catalog on page 92.

6. Paramedic
The Paramedic 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 paramedic program;
- must have a high school diploma or GED diploma;
- must be 18 years of age;
- must have a minimum overall high school or college GPA of 2.0 (which includes transfer work);
- must have completed MAT 1033 and ENC 1101 or be eligible to enroll in the courses based on placement exams. Priority selection will be given to individuals who have completed the coursework and based on the highest GPA of MAT 1033 and ENC 1101; and
- must be a Florida-certified Emergency Medical Technician or provide proof of successful completion of a Florida Emergency Medical Technician program. Priority selection will be given to current Florida-certified Emergency Medical Technicians.

7. 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 developmental education courses;
- successful completion of eight prerequisite courses prior to the program application deadline. (For these purposes, BSC 2085 and BSC 2085L together count as one prerequisite course; BSC 2086 and BSC 2086L together count as one prerequisite course); 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 113 for more information.

8. 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 developmental education courses; and
- completion of eight prerequisite courses by the end of the application period.

9. 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 Coordinator or Dean; and
- earned bachelor's 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 150 for more information.

10. LPN to RN Bridge
The LPN to RN Bridge program is a limited access program. To apply for admission to the nursing program, a student must have completed all of the following:
- application process to SJR State;
- application to the LPN Bridge program;
- proof of valid current unencumbered Florida licensure as a practical nurse;
- achieved satisfactory scores on college placement tests or have completed developmental education courses;
- LPNs admitted to the program will receive 10 credits as defined by the Florida State Articulation plan; and
- successful completion of all of the nine required nursing prerequisite courses with a GPA of 3.0 or above by the end of the
application period; or
- completion of the A2 HESI assessment exam prior to the
  application period with an English composite score of 90% or
  better with a score of 90% or better in reading comprehension
  and a score of 90% or better in essential mathematics.

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 certi-
ficate seeking student, an applicant must meet the following require-
ments:
- be at least 16 years of age; furnish proof if asked;
- complete the 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:
  a. Florida Law Enforcement Academy
  b. Florida Corrections Officer Academy

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

Please see the Criminal Justice section of this catalog beginning on
page 119 for more information.

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

Please see the Criminal Justice section of this catalog beginning on
page 119 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 92 for more information.

Adult Education
- Adult Basic Education (A.B.E.)
- Career Pathways
- Corrections
- General Educational Development (GED)

Adult Education classes are offered for students who wish to im-
prove 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 155 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’ knowl-
edge and competencies. Please see page 159 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 Registrar’s 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 appli-
cation for admission and attend Comprehensive Academic Orienta-
tion.

All new degree/college credit certificate seeking students, dual en-
rollment students entering as college students and transfer students
must schedule and attend both an orientation session and an advising
session in order to register. Orientation may be provided online or in
person. Advising sessions should be scheduled in advance. Group ad-
vising is the venue for meeting with an academic advisor and creating
the preliminary academic plan. Upon completion of the orientation
and group advising session, students will have mastered the learning
outcomes stated in the syllabus and understand their responsibility
for their academic success. Students are not permitted to register un-
til both orientation and academic advising are completed.

Orientation may be accessed online through Blackboard, and
limited in-person sessions may be scheduled with the Orientation
Coordinator in the Admissions Office on the Palatka campus. Group
advising sessions must be scheduled through the Academic Advising
Office on each campus. The academic advising secretary will assist
students in scheduling the appropriate times based upon a student’s
academic plan, assist the student with a small amount of required
paperwork, and schedule any necessary or desired assessment tests.

The Orientation Coordinator can also assist the student in obtain-
ing their user name and password. Students must have their user
name and password in order to access orientation online and must
have their user name and password to participate in group advising
sessions. It is not possible to participate in orientation or group ad-
vising sessions without a user name and password.

RETURNING STUDENTS

A returning student who has not been enrolled for one calendar
After registering for 15 or 30 credits, a “hold” will be applied to the student's record requiring them to schedule an appointment with an advisor to review their academic plan. Students pursuing limited access A.S. degrees will receive the 15 credit “hold”; students pursuing other A.S. degrees, an AA degree or certain college credit certificates will receive the 30 credit “hold.”

Students are encouraged to meet with an advisor 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 FloridaShines, a service of Florida Virtual Campus (FLVC) at FloridaShines.org.

**DUAL ENROLLMENT/EARLY ADMISSIONS/COLLEGIATE HIGH SCHOOL**

Dual Enrollment students must complete a Dual Enrollment Admissions 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) program; and
- be classified as a secondary student 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 copy of official student score report 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/PROGRAM STATUS**

Students may request a program of study change by meeting the requirements of the admissions status and by completing the change of program of study form. All Program of Study change requests must be made on or before the last day of add/drop of the upcoming/current semester or the change becomes effective in the next semester.
**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>
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<td>Course Approval Form or Transient Student Authorization</td>
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<td>Financial Statement</td>
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<td>International Students Proof of Health Insurance</td>
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</table>

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 declaration (affidavit) form and provide copies of documents providing legal residency. 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
SJR State offers placement testing for math, reading and English in order to help students identify the most appropriate level coursework. All students, including exempt students, who wish to test are invited and encouraged to do so. While there is no limit to the number of times a student may test, there is a $20 re-test fee. There is no charge for the first test. Students who have already satisfactorily completed initial placement coursework in English and mathematics are not required to test.

You are exempt if you:
• Entered Florida public high school or charter school during the 2003-2004 academic year or after;
• Graduated from a Florida public high school or charter school 2007 or after with a standard high school diploma; or
• Active duty military.

You are not exempt if you:
• Entered high school prior to 2003-2004;
• Graduated from the private sector;
• Graduated from home school;
• Earned high school degree out of state; or
• Earned a GED.

Non-Exempt students who test in to developmental education must complete or co-enroll in the required developmental coursework before taking general gateway courses (MAT 1033 & ENC 1101).

The following vocational certificate programs do not require placement testing:
• Florida Law Enforcement Academy
• Crossover program from Corrections to Law Enforcement
• Florida Corrections Officer Academy
• Crossover program from Law Enforcement to Corrections
• Nursing Assistant
• Phlebotomist

Students who are exempt from placement testing may still elect to test. Placement testing is recommended for exempt students who:
• are nervous about the course content,
• have been out of school for a length of time,
• want to make sure that they are taking the appropriate level course,
• are enrolling in a vocational certificate and plan to pursue an A.A. or A.S. degree.

If you require testing or elect to take a placement test, please contact the Testing Center at (386) 312-4228.

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 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 State College 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.

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 15.

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 prerequisites that may restrict registration.

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). Students may view their registration dates and time by logging onto the SJRState portal “MySJRstate” under the Student Tab under web services.

The schedule/course availability is available at the College’s website (SJRstate.edu). Students’ registration dates and times are determined by the number of earned college credits. New students must attend academic orientation. New students will register during orientation prior to registration. Students who have attained 30 credit hours must see an advisor prior to future registration. Students preparing for admission into limited access Associate in Science degree programs have a hold placed on their registration once 15 credit hours are earned and must attend a health program meeting prior to registration. Students may contact the Department of Workforce Services at (386) 312-4259.

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

Students registering for child care courses must be cleared by the Office of 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 purpose 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 student's program. However, students must earn a minimum of 25 percent 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 division credits (3000-4000 level courses) must be earned at St. Johns River State College. BSN students are allowed transfer of up to 9 (nine) credits of upper level BSN courses as long as a minimum requirement of completing 25% of total program hours at SJR State can be met. Students are required to take NUR 3169 and NUR 4949 at SJR State.

All students who have previously registered at any other postsecondary institution, regardless of the amount of time spent in attendance or credit earned, are classified as transfer student. These students 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 transcripts provided directly from the student must remain in the original 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 degree-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 SJR State. 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 the National Association of Credential Evaluation Services, Inc. (NACES). Each course will be individually assessed for transfer consideration. Credits will be awarded on a course-by-course basis.

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

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

CREDIT BY EXAM
St. Johns River State College 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.

PRIOR LEARNING
SJR State offers credit for prior learning within the A.A.S. in Applied Management degree. Students are able to obtain college credit in a variety of ways to demonstrate prior learning that is equivalent to college coursework. All students seeking credit through prior learning must apply and register with the college.

Students may choose to create a Prior Learning Portfolio that demonstrates course equivalent learning to qualify for college credit. The portfolio is a rigorous form of assessment that provides an opportunity for students who have already learned the outcomes of a specific course to submit a written portfolio for evaluation. Students must set up an initial intake meeting with the Dean/Director of Business to discuss the portfolio process.

A portfolio is required for each course the student is requesting credit. Please understand that submission of a portfolio does not guarantee awarding of credit.

A maximum of 24 credit hours transferable into this program.

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 not regionally accredited, include faculty credential information.
<table>
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<tr>
<th>Test &amp; Course Placement</th>
<th>PERT Range</th>
<th>CPT Range</th>
<th>ACT Range</th>
<th>SAT Range</th>
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* Retesting with the P.E.R.T. may be required if ACT or SAT scores are below college-level placement.
† Placement in ENC 1101, Composition I, may require college-level composition scores AND college-level reading placement scores.
1 March 2016 SAT scores may be presented as 3 digit or 2 digit scores.

Testing appointments are scheduled through the Academic Advising Office on your campus.
Consider your options carefully and choose the courses that best assure your academic success. Following your counselor’s or advisor’s recommendation may be your best course of action. Ultimately, you are responsible for the enrollment choices you make.
Course Sequence – Scores on assessment tests are among the determining factors for initial placement.

ENC 0017C
(4 developmental credits)

REA 0019
(4 development credits)
Compressed

REA 0056 (2 developmental credits)
Modularized or ENC 1101 Co-Requisite

REA 0055 (1 developmental credit)
Modularized or ENC 1101 Co-Requisite

COLLEGE LEVEL COURSES

REA 1105
College Reading & Study Skills

OR

REA 1505
College Vocabulary Study

REA 2205
Critical Reading & Thinking

College readiness in reading is required for ENC 1101 (Composition I).
College readiness in reading is required for ENC 1101 (Composition I).

### COLLEGE LEVEL COURSES

**ENC 1101**  
Composition I  
Gateway Course

- **ENC 1102**  
Composition II

- **Humanities**

**Course Credit Level**

- Developmental Education Credit
- General Education English/Humanities Credit

Revised 06/08/16
Course Sequence – Scores on assessment tests are among the determining factors for initial placement.

- MAT 0022 (4 developmental credits) Compressed
  OR
- MAT 0056 (2 developmental credits) Modularized or MAT 1033 Co-Requisite
  OR
- MAT 0055 (1 developmental credit) Modularized or MAT 1033 Co-Requisite

- MTB 1304 Using Graphing Calculator

- MAT 1033 Intermediate Algebra Gateway Course
  OR
- MAT 1033 Intermediate Algebra Gateway Course

- MGF 1106 Math for Liberal Arts I
- MGF 1107 Math for Liberal Arts II

- MAC 1105 College Algebra
- MAC 1147 Precalculus
- 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

- Developmental Education Credit
- General Education Elective Credit
- General Education Math Credit

06/08/16
STANDARD OF CONDUCT
An SJR State student is obligated to comply with all college regulations as stated in the College catalog and student handbook. Should a student fail this obligation, the student is subject to disciplinary action by the College. In the event of disciplinary action, college officials will act in accordance with due process procedures stated in the student handbook. The student handbook also lists actions for which students are subject to disciplinary action, penalties, appeals procedures, and a statement of student rights and responsibilities. Students receiving disciplinary probation may not officially represent the College.

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

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

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 SJR State username and password.

10. User may not trespass into or in any way alter anyone else's folders, documents or files.

11. User may not load or play games or occupy the lab for non-scholarly purposes.

12. User must maintain a scholarly atmosphere in the lab; disruptive behavior will not 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 College equipment are private.

15. User should ask their instructor about having the IT Department load any course software that is needed.

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 ve-
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, developmental education credit, or any combination of college and developmental education credit during the fall or spring terms, or six semester hours of credit during a mini summer session or 12 hours combined over all summer sessions.

**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. Students who are withdrawn from class due to attendance are not entitled to a refund of tuition and fees related to that class, nor will they be entitled to the financial aid related to their enrollment in that course.

**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 202 of this catalog for further information.

A student initiated withdrawal 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 items, 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 reported as a “no show” and administratively withdrawn from the course.

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 withdrawn 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 withdrawn 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. Developmental education courses do not count in the calculation of the grade point average or GPA.

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Semester Hours</th>
<th>X (Multiply)</th>
<th>Grade Value</th>
<th>= (Equals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>B</td>
<td>3</td>
<td>X</td>
<td>3</td>
<td>= 9</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>D</td>
<td>3</td>
<td>X</td>
<td>1</td>
<td>= 3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>A</td>
<td>3</td>
<td>X</td>
<td>4</td>
<td>= 12</td>
</tr>
<tr>
<td>AMH 2010</td>
<td>F</td>
<td>3</td>
<td>X</td>
<td>0</td>
<td>= 0</td>
</tr>
<tr>
<td>Totals</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 repeat a course in which he or she has earned a grade of “D”, “F”, or received no grade due to withdrawal. Any course in which a student has earned a grade of “D”, “F”, or received no grade due to withdrawal, may be repeated only twice. Upon third
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.

A student may attempt to complete a college credit course three times. If additional attempts to pass a required course to earn a degree is required, a student must petition the Vice President of Student Affairs/Assistant General Counsel in writing, which should include documentation for the reason a fourth attempt is required.

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.

**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. The student will be notified of the suspension by letter via student email and US Mail. In order to return after the one semester suspension, the student must participate in the Return after Suspension Curriculum. The details will be outlined in the letter. Once the Curriculum is completed, the suspension will be lifted and the student will be allowed to register. The student will remain on academic probation until the overall grade point average reaches 2.0 and must achieve a minimum grade point average of 2.0 each semester.

Should another suspension occur, the student will be on academic dismissal for three years. The student will be notified of the dismissal by letter via student email and US Mail. In order to return prior to the three year period, the student must participate in the Early Return after Dismissal Curriculum. The details will be outlined in the letter. Once the Early Return Curriculum is completed, the dismissal hold will be lifted and the student will be allowed to register. The student will remain on academic probation until the overall grade point average reaches 2.0 and must achieve a minimum grade point average of 2.0 each semester.

The Return after Suspension and Early Return after Dismissal Curriculum dates are outlined in the letters. The Curriculums are only available during the months of September, October, February, March, April and May.

**TRANSCRIPTS OF RECORDS**

St. Johns River State College has retained Credentials Inc. to accept transcript orders over the internet. Transcripts are sent upon accepted orders via the Web if all obligations have been met. Unofficial transcripts may be viewed on the student Web page at SJRstate.edu and FloridaShines.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 one calendar year, or three 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 with the advisor and be approved by the appropriate vice president.

DEGREE/CERTIFICATE CONFERAL

Associate 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, the Associate in Applied 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, the 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. BSN students are allowed transfer of up to 9 (nine) credits of upper level BSN courses as long as a minimum requirement of completing 25% of total program hours at SJR State can be met. Students are required to take NUR 3169 and NUR 4949 at SJR State.

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 years of the same high school foreign OR two semesters of college level foreign language OR documented proficiency of a foreign language. If you did not take two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to register for two semesters of college level foreign language in order to graduate.

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 CONFERAL

1. Review catalog, Degree Works evaluation, or contact an advisor 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 by the deadline in the college Academic Calendar.

GRADUATION HONORS

Students graduating with associate or bachelor’s 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 are welcome at SJR State and are encouraged to contact the Academic Advising Office 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 Academic Advising 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 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 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 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 State College 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.

FEE ADJUSTMENTS DUE TO SCHEDULE CHANGE

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

REFUND POLICY - WITHDRAWAL FROM COLLEGE AND REDUCTION OF CLASS LOAD

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

Students who are withdrawn from a class due to non-attendance are not eligible for a refund of tuition or fees related to that class, nor will they be entitled to the financial aid related to their enrollment in that class.

Financial aid may occasionally cause a student account to appear paid when in fact it is not. Accordingly, the automated drop process does not always drop every student who has not paid. Students who register and then decide not to attend classes should drop those classes online prior to the end of the drop period, even if payment has not been made. Students should not rely on the College to automatically drop the registration.

EXCEPTIONS

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

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

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

REFUNDS/REPAYMENTS

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

For official withdrawals, SJR State’s policy is to recalculate the amount of aid earned based on the date the student withdrew from all classes. For students who were officially withdrawn (by instructors), the calculation is based on the last date of attendance or final class participation date documented by the instructor(s). For unoffi-
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 MySJRstate account. Under the Student drop down box, choose “Optional Payment Plan,” and a new window will open; choose the term, click on the e-Cashier logo and follow the steps. Students needing additional information should contact the St. Johns River State College Business Office at 386-312-4117.

CREDIT CARD PAYMENTS

The college no longer accepts credit card payments in person. If you wish to pay your student account by credit card, you will need to utilize our online system, MySJRstate, which is available through the student portal (SJRstate.edu/mySJRstate.html).

Credit card payments will be assessed a convenience fee based upon the percentage charged by the bank for the transaction (currently 1.37%). The convenience fee is subject to change at any time at the sole discretion of St. Johns River State College. The current convenience fee is always disclosed to the student prior to processing the credit card transaction.

A student may avoid paying a convenience fee by utilizing one of the following payment options:

1. Online - payments can be made by e-check (ACH payments from a checking or savings account).
2. In person - we will continue to accept cash and checks at any of the campuses.
3. Mail - personal check payments or money orders can be mailed to:
   St. Johns River State College
   Attn: Business Office
   5001 St. Johns Avenue
   Palatka, Florida 32177

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 holds and 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 the 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 established legal residence in this state and must have maintained legal residence in this state for at least 12 consecutive months immediately prior to his or her initial enrollment in an institution of higher education.
2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
(b) However, with respect to a dependent child living with an adult relative other than the child’s parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 consecutive months immediately prior to the child’s initial enrollment in an institution of higher education, provided the child has resided continuously with such relative for the 5 years immediately prior to the child’s initial enrollment in an institution of higher education, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.
(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3)(a) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he or she has provided such evidence related to legal residence and its duration or, if that individual is a dependent child, evidence of his or her parent’s legal residence and its duration, as may be required by law and by officials of the institution of higher education from which he or she seeks the in-state tuition rate.
(b) Except as otherwise provided in this section, evidence of legal residence and its duration shall include clear and convincing documentation that residency in this state was for a minimum of 12 consecutive months prior to a student’s initial enrollment in an 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 outside this state.
   c. In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person’s spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
   (6)(a) Except as otherwise provided in this section, a person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent presents clear and convincing documentation that supports permanent legal residency in this state for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education, such as documentation of full-time permanent employment for the prior 12 months or the purchase of a home in this state and residence therein for the prior 12 months while not enrolled in an institution of higher education.
   (b) If a person who is a dependent child and his or her parent move to this state while such child is a high school student and the child graduates from a high school in this state, the child may become eligible for reclassification as a resident for tuition purposes when the parent submits evidence that the parent qualifies for permanent residency.
   (c) If a person who is a dependent child and his or her parent move to this state after such child graduates from high school, the child may become eligible for reclassification as a resident for tuition purposes after the parent submits evidence that he or she has established legal residence in the state and has maintained legal residence in the state for at least 12 consecutive months.
   (d) A person who is classified as a nonresident for tuition purposes and who marries a legal resident of the state or marries a person who becomes a legal resident of the state may, upon becoming a legal resident of the state, become eligible for reclassification as a resident for tuition purposes upon submitting evidence of his or her own legal residency in the state, evidence of his or her marriage to a person who is a legal resident of the state, and evidence of the spouse’s legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification.
(7) A person shall not lose his or her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his or her parent’s or parents’ serving, in the Armed Forces outside this state.
(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his or her resident tuition status because the person or, if he or she is a dependent child, the person’s parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.
(9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his or her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month duration requirement of this section if that person has reestablished his or her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.
(10) The following persons shall be classified as residents for tuition purposes:
   (a) Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses, and dependent children, and active drilling members of the Florida National Guard.
   (b) Active duty members of the Armed Services of the United States and their spouses and dependents attending a public community college or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
   (c) United States citizens living on the Isthmus of Panama,
who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

(d) Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children.

(e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.

(f) Southern Regional Education Board’s Academic Common Market graduate students attending Florida's state universities.

(g) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

(h) McKnight Doctoral Fellows and Finalists who are United States citizens.

(i) United States citizens living outside the United States who are teaching at a Department of Defense Dependents School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.

(j) Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where they are stationed.

(k) Active duty members of a foreign nation’s military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.

(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) The State Board of Education and the Board of Governors shall adopt rules to implement this section.


1Note.—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.
## TUITION/FEES*

*Tuition and Fees subject to change by the District Board of Trustees.

### ADVANCED AND PROFESSIONAL

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**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) ... Non-Refundable ......................... $40.00
Criminal Justice/Law Enforcement (Physical Abilities Test) (PAT) ... Non-Refundable ......................... $30.00
College Level Examination Program (CLEP) administration fee ... Non-Refundable ......................... $20.00*
Nursing Admissions Assessments (HESI) ... Non-Refundable ......................... $75.00 (on-campus)
ETS Praxis ParaPro ................................................................. Non-Refundable ......................... $75.00
Institutional Exams ................................................................. $25.00
Post Secondary Education Readiness Test (P.E.R.T.) ... Non-Refundable ......................... $10.00
Post Secondary Education Readiness Test Retest (P.E.R.T.) Fee ... Non-Refundable ......................... $20.00
Test of Adult Basic Education (TABE test) Non-students .............................................................. $20.00*

*This fee is in addition to the cost of specialized exams.

OTHER FEES
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 ....................................................................................... $15.00 (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

Unauthorized Removal of Library Notebook from Library Fine ................. $25.00
Late Return of Library Notebook or Peripheral Fine .................................. $25.00/hour

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

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

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

The SJR State Board of Trustees and the 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 19.

FINANCIAL AID ELIGIBILITY
Classes Required for Your Degree or Program:

In accordance with federal law, federal student aid funds can only be applied to classes that are recognized as being truly necessary for completion of a student’s declared degree. To that end, we must verify (on a term-by-term basis) whether or not all classes for which a student is enrolled are required or not. Those classes which are confirmed to be required will be covered by federal student aid (as long as all other relevant eligibility criteria have been met). Classes which are identified as not required for degree completion will be flagged as such, and these non-compliant courses will be excluded from financial aid coverage.

To be clear, any coursework that is not required will not be included when calculating eligibility for Title IV funds (Pell Grant, Direct Subsidized Loans, Direct Unsubsidized Loans, etc.). Students who qualify for aid which exceeds the actual cost of their compliant coursework may be able to apply that difference to non-compliant classes. If excess aid does not exist, the student who wishes to keep such classes on their schedule will need to pay for those classes out of pocket.

Remedial credits:

Federal aid is available for up to 30 remedial credit hours. Once a student attempts 30 remedial credit hours, federal aid will be awarded for college-level credits only.

Requirements met for graduation:

The Federal Financial Aid Handbook states that “students who complete the academic requirements for a program, but do not yet have the degree or certificate are not eligible for further additional FSA funds for that program.” Volume 1, Student Eligibility: 1-10

Students who have already taken and completed the coursework required to graduate from a specific degree or certificate program of study are no longer eligible to be considered for future financial aid as long as they remain in that specific program of study.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENTS RECEIVING FEDERAL FINANCIAL AID AND FLORIDA STUDENT ASSISTANCE GRANT (Amended 1/06/16)

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. As such, the Board of Trustees has established the following policy and procedures to measure satisfactory academic progress for students receiving federal financial aid. The financial aid standards 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 three 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 1 ½ 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 Bach-
1) Financial Aid Warning: This occurs at the end of the semester if this is all of the time needed to return the student to Satisfactory Academic Progress. Students seeking more than one semester to return to Satisfactory Academic Progress must complete a Satisfactory Progress Academic Plan which identifies how long the student will need to return to Satisfactory Academic Progress. This Satisfactory Progress Academic Plan must be completed in consultation with an Academic Advisor.

3) Financial Aid Continued Probation: Students who have been placed on Financial Aid Probation and have requested more than one semester to return to Satisfactory Academic Progress may be placed on Financial Aid Continued Probation as long as they successfully complete 100% of all courses attempted in the semester, but do not reach the 67% cumulative successful completion ratio or minimum GPA requirements as measured at the end of the semester during the time in which their academic plan is in force. Students in this status continue to receive financial aid without penalty, 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 150% of the published length of the program of study (90 attempted credit hours for most 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 Satisfactory Progress Academic Plan or Program Completion Plan under the Appeals process (see below). Eligibility for federal financial aid is terminated.

Students will be notified if they are placed on Financial Aid Warning, Financial Aid Suspension, Financial Aid Termination, or have reached Maximum Hours by an email sent to their campus email box.

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 Dean of Enrollment Management. The Dean informs the student 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 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 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 Dean of Enrollment Management (the Dean). The appeal will then be forwarded to the Finan-

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cial Aid Appeals Committee (the Committee) for their consideration.

2) Satisfactory Progress Academic Plan: As part of the appeal for students in Financial Aid Suspension who will need more than one semester to regain their Satisfactory Progress, students will be required to submit a Satisfactory Progress Academic Plan. The Satisfactory Progress Academic Plan will identify the specific courses in which the student plans to enroll as well as the semesters in which the enrollment will take place. The plan should allow for the mathematical possibility of regaining both GPA and completion rate percentages. If the appeal is granted, the student will only be allowed to enroll in the classes listed on the plan for financial aid, and if the student fails or withdraws from any of these courses, the student’s financial aid will be terminated.

3) 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 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.

4) Financial Aid Termination: By design, this status is final and cannot normally be appealed. An appeal may be considered for extreme mitigating circumstances involving the student, such as personal illness or accident. Documentation of individual circumstances must be submitted to the Dean for review and consideration. The Dean 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, Associate in Applied 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.

9. Students who are withdrawn from class due to attendance are not entitled to a refund of tuition and fees related to that 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.

VA SEMESTER HOUR EQUIVALENTS

Veterans enrolled in periods of enrollment lasting less than 15 weeks may use the chart below to determine the equivalent certification level for their VA benefits. As an example, if a veteran enrolls in an 8 week minimester course which carries a value of 3 credit hours, the VA will allow the student to be certified at an equivalent enrollment level of 6.7 hours (therefore greater than halftime). Please note that this equivalency is only valid for veterans’ benefits and does not apply to other forms of state or federal financial aid.

### VA SEMESTER HOUR EQUIVALENTS

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

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STUDENT SERVICES

ST. JOHNS RIVER STATE COLLEGE

ACADEMIC ADVISING SERVICES

Advising services are available on each campus for students and prospective students. 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 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 Academic Advising 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, the Florida School of the Arts presents a wide variety of cultural activities in the arts including dramas, dance and musical presentations, and art exhibits.

Thrasher-Horne Center for the Arts

Located on the Orange Park Campus, the Thrasher-Horne Center for the Arts hosts traveling art exhibits, theatrical shows and community events and serves as a meeting site for business conferences and events.
MISSION
The mission of the Department of Workforce Services is to connect and provide St. Johns River State College and the northeast Florida community with resources designed to maximize opportunities for access and advancement in career and technical education and occupations.

SERVICES
Workforce Services provides resources to assist students with meeting the requirements of Associate in Science degree (A.S.), Associate in Applied Science degree (A.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 with understanding the requirements for graduation.

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.

The first step for new and transfer students is to participate in College Orientation. Following that, Workforce Services Advisors, in partnership with Academic Advisors, will facilitate group advising. During group advising, workforce students confirm their programs of study, plan a sequence of courses, and register for their first semester of classes. Transfer students should schedule an appointment with a Workforce Advisor in place of group advising so that previous coursework can be reviewed and recommendations can be made regarding their remaining coursework.

When students in a business, computer science, or criminal justice program have earned 30 credit hours toward their degree, they will be required to speak with a Workforce Advisor in order for their registration hold to be removed. The Workforce Advisor will help determine if students are on track for completing their programs of study on time. Students are encouraged to visit with the Workforce Advisor again prior to registration for their final semester in order to ensure all graduation requirements will be met.

MANDATORY HEALTH PROGRAM MEETING
Students who have declared their program in one of the pre-health areas of Health Information Technology, Nursing, LPN-ASN Bridge, Radiologic Technology, or Respiratory Care will have a hold on registration after earning 15 credit hours toward their program of study.

15 Credit Hour HOLD - required. The 15 credit hour hold on registration is lifted when students have attended one health program meeting. The purpose of the meeting is to determine if the student is on track to apply for admission into a limited access program, complete the program of study, or if a change of program of study is required. This early check-point serves as a means to address specific issues related to program admission and if additional support systems need to be put into place to encourage student success. The meetings are jointly delivered by workforce advisors and program faculty and review the content from pre-health orientation and strategies for learning in healthcare programs.

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 post-secondary, 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**

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 144.

**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 55.

**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 60.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

This degree is for students planning to enter a career at the semi-professional level. It is a non-transferable degree.

**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 61.

**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 62.

**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 164.

**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 160.

**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 155.
GENERAL EDUCATION

ST. JOHNS RIVER STATE COLLEGE

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.

Students may fulfill the general education requirements using the identified courses or their honors equivalent. For example, a student can use either ENC 1101 Composition I or ENC 1101 Honors Composition I to fulfill their ENC 1101 general education requirement. A minimum grade of “C” is required in each communication, humanities, and mathematics course for general education credit.

ASSOCIATE IN ARTS GENERAL EDUCATION REQUIREMENTS

Specifically Associate in Arts 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 the methods, principles, and concepts of the natural sciences;
5. Demonstrate an understanding of humanities defining cultural trends throughout history by the study of art, literature, music, dance, theatre, philosophy, and religion;
6. Examine human behavior and institutions from political, economic, historical, psychological, or sociological perspectives;
7. Apply appropriate methods of mathematics to solve problems.

General education requirements for the Associate in Arts degree, as specified in the program of study, must total a minimum thirty-six (36) credit hours that include identified courses in the following academic areas: nine (9) credits in communications, six (6) credits in humanities, six (6) credits in mathematics, six (6) credits in social science, and eight (8) credits in science.

ASSOCIATE IN SCIENCE/ASSOCIATE IN APPLIED SCIENCE GENERAL EDUCATION REQUIREMENTS

Specifically Associate in Science and Associate in Applied 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. Examine human behavior and institutions from political, economic, historical, psychological, or sociological perspectives;
5. Demonstrate an understanding of humanities defining cultural trends throughout history by the study of art, literature, music, dance, theatre, philosophy, and religion;
6. Examine human behavior and institutions from political, economic, historical, psychological, or sociological perspectives;
7. Apply appropriate methods of mathematics to solve problems.

General education requirements for the Associate in Science and Associate in Applied Science degrees, 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.

BACCALAUREATE GENERAL EDUCATION REQUIREMENTS

General education requirements for the Baccalaureate degree mirror that of the Associate in Arts and must total a minimum thirty-six (36) credit hours that include identified courses in the following academic areas: nine (9) credits in communications, six (6) credits in humanities, six (6) credits in mathematics, six (6) credits in social science, and eight (8) credits in science. Please see the Associate in Arts program of study for the list of required general education courses.

GENERAL EDUCATION COURSES

Following are SJR State’s general education course offerings. Consult your specific program of study to determine which courses are required for your degree. A minimum grade of “C” is required in each communication, humanities, and mathematics course for general education credit.

COMMUNICATIONS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
</tr>
<tr>
<td>AML 2010</td>
<td>American Literature I</td>
</tr>
<tr>
<td>AML 2020</td>
<td>American Literature II</td>
</tr>
<tr>
<td>AML 2601</td>
<td>African-American Literature I</td>
</tr>
<tr>
<td>ENL 2012</td>
<td>English Literature I</td>
</tr>
<tr>
<td>ENL 2022</td>
<td>English Literature II</td>
</tr>
<tr>
<td>LIT 2182</td>
<td>Modern Irish Literature</td>
</tr>
</tbody>
</table>

HUMANITIES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 2020</td>
<td>Introduction to Humanities</td>
</tr>
<tr>
<td>ARH 1000</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ARH 2050</td>
<td>Art History I</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Art History II</td>
</tr>
<tr>
<td>DAN 2100</td>
<td>Survey of Dance</td>
</tr>
<tr>
<td>HUM 2220</td>
<td>Greek and Roman Humanities</td>
</tr>
<tr>
<td>HUM 2223</td>
<td>Late Roman &amp; Medieval Humanities</td>
</tr>
<tr>
<td>HUM 2232</td>
<td>Renaissance &amp; Baroque Humanities</td>
</tr>
<tr>
<td>HUM 2234</td>
<td>Enlightenment &amp; Romanticism Humanities</td>
</tr>
</tbody>
</table>
### GENERAL EDUCATION CONTINUED

**ST. JOHNS RIVER STATE COLLEGE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 2250</td>
<td>20th Century Humanities</td>
</tr>
<tr>
<td>HUM 2310</td>
<td>Mythology in Art, Lit, &amp; Music</td>
</tr>
<tr>
<td>HUM 2512</td>
<td>Architectural Reflection of Culture</td>
</tr>
<tr>
<td>LIT 2000</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>MUH 2112</td>
<td>Music History</td>
</tr>
<tr>
<td>MUL 1010</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>PHI 2010</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHI 2630</td>
<td>Contemporary Ethics</td>
</tr>
<tr>
<td>THE 1000</td>
<td>Theater Appreciation</td>
</tr>
<tr>
<td>THE 1020</td>
<td>Introduction to Theater History</td>
</tr>
</tbody>
</table>

**MATHEMATICS:**
- MAC 1105 College Algebra
- MAC 2311 Analytic Geometry & Calculus I
- MGF 1106 Mathematics for Liberal Arts I
- MGF 1107 Mathematics for Liberal Arts II
- STA 2023 Elementary Statistics

*Or any mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite.*

**SOCIAL SCIENCE:**
- ECO 2013 Macroeconomics
- POS 1041 United States Federal Government
- AMH 2020 United States History since 1877
- ANT 2000 General Anthropology
- PSY 2012 General Psychology
- SYG 1000 Introduction to Sociology

**SCIENCE:**
- AST 1002 & AST 1002L Introduction to Astronomy & Lab
- BSC 1005* & BSC 1005L General Biology & Lab
- BSC 2010* & BSC 2010L Principles of Biology I & Lab
- BSC 2085** & BSC 2085L Human Anatomy and Physiology I & Lab
- CHM 1020 & CHM 1020L Introduction to Chemistry & Lab
- CHM 1045 & CHM 1045L General Chemistry I & Lab
- ESC 1000 & ESC 1000L Earth and Space Science & Lab
- EVR 1001 & EVR 1011L Introduction to Environmental Science & Lab
- PHY 1020 & PHY 1020L Introduction to Physics & Lab
- PHY 1053 & PHY 1053L General Physics I & Lab
- PHY 2048 & PHY2048L Physics I with Calculus & Lab
- BOT 2010 & BOT 2010L Botany & Lab
- BSC 1020** & BSC 1020L Human Biology & Lab
- BSC 2011 & BSC 2011L Principles of Biology II & Lab
- BSC 2086 & BSC 2086L Human Anatomy and Physiology II & Lab

**GENERAL EDUCATION ELECTIVE:**
- ECO 1931 Financial Literacy
- 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.*

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

**Choice of either BSC 1020/1020L or BSC 2085/2085L.
HONORS PROGRAM
ST. JOHNS RIVER STATE COLLEGE

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.

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 developmental education 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/Collegiate High School 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 REQUIREMENTS
To complete the honors program and receive graduation and transcript recognition, the student must complete the 3 credit course IDS 1110 Honors Explorations in addition to 9 other credit hours of honors coursework and perform 40 hours of community service which should involve general community service and service to the College community.

HONORS COURSEWORK
IDS 1110 Honors Explorations is a required course and is taken as an honor student’s first course in the Honors Program. Students may take IDS 1110 simultaneously with other honors courses during the same term.

IDS 1110 Honors Explorations: This course teaches the nature of knowledge acquisition throughout the general education curriculum. The course is taught by honors faculty and draws its interdisciplinary 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. Enrollment requires acceptance into the Honors Program.

In addition to IDS 1110 Honors Explorations, students will choose a minimum of 9 other credit hours of honors coursework from the list below:

- AMH 2010  Honors United States History to 1877
- AMH 2020  Honors United States History since 1877
- ARH 2050  Honors Art History I
- ARH 2051  Honors Art History II
- BSC 2010  Honors Principles of Biology I
- BSC 2010L Honors Laboratory for Principles for Biology I
- BSC 2011  Honors Principles of Biology II
- BSC 2011L Honors Laboratory for Principles for Biology II
- BSC 2085  Honors Human Anatomy and Physiology I
- BSC 2085L Honors Lab for Human Anatomy and Physiology I
- BSC 2086  Honors Human Anatomy and Physiology II
- BSC 2086L Honors Lab for Human Anatomy and Physiology II
- CHM 1045  Honors General Chemistry I
- CHM 1045L Honors Lab for General Chemistry I
- DEP 2004  Honors Human Growth and Development
- ECO 2013  Honors Macroeconomics
- ECO 2023  Honors Microeconomics
- ENC 1101  Honors Composition I
- ENC 1102  Honors Composition II
- HUM 2020  Honors Introduction to Humanities
MAC 1105  Honors College Algebra
MAC 1147  Honors Precalculus
MCB 2010  Honors Microbiology
MCB 2010L Honors Laboratory for Microbiology
PHI 2630  Honors Contemporary Ethics
POS 1041  Honors United States Federal Government
PSY 2012  Honors General Psychology
STA 2023  Honors Elementary Statistics
SYG 1000  Honors Introduction to Sociology
WOH 1012  Honors World Civilization to 1600
WOH 1022  Honors World Civilization since 1600

COMMUNITY SERVICE
For successful completion of the Honors Program, students are required to complete 40 hours of community service. This can be done as part of the IDS course, although students may need to fulfill additional hours beyond what is completed during the IDS course. Students may choose community service based upon their career goals or interest areas, or as part of club participation while attending SJR State. Documentation for community service hours needs to be turned in to the Arts & Sciences Office and can be forwarded to the office by the IDS 1110 instructor, the club sponsor if appropriate, or the student.

CONTINUOUS ENROLLMENT IN HONORS PROGRAM
Students will need to maintain a 3.5 or above GPA to remain in the Honors Program. Students will need to reapply for the Honors Program if their GPA drops below 3.5 or if they have a break in enrollment of two years or more.

For more information about SJR State's Honors Program, please visit the Honors website at SJRstate.edu/honors.html or contact the office of Arts and Sciences at 386-312-4067
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The Associate in Arts is the legally recognized transfer degree for the Florida College System and is specifically designed for a student who wishes to transfer into the State University System of Florida as a university junior.
ASSOCIATE IN ARTS (0001)
ST. JOHNS RIVER STATE COLLEGE

The Associate in Arts degree is the legally recognized transfer degree for the Florida College System and is specifically designed for the student who wishes to transfer into the State University System of Florida 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. Talk with your SJR State advisor about common prerequisites, and check the baccalaureate program website at the specific institution where you plan to transfer for additional important information about required prerequisite courses for your intended major.

ARTICULATION AGREEMENT AND ADMISSION TO THE STATE UNIVERSITY SYSTEM

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

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

1. The degree holder will be granted admission to one of the state universities.
2. The graduate will be awarded at least 60 credit hours toward the baccalaureate degree.
3. Once a student has completed the general education requirement and it is noted on his transcript (regardless of whether an Associate in Arts degree is awarded), no state university or state college to which the student may transfer can require additional courses to the general education core.

4. When transferring among institutions participating in the Statewide Course Numbering System, an institution must accept all courses taken at the transfer institution, if the same course with the same course number is offered at the receiving institution.
5. Credits earned through acceleration mechanisms (CLEP, dual enrollment, etc.) within the Associate in Arts degree will be transferable to the State University System.

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

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

ADMISSION TO A PROGRAM WITHIN A STATE UNIVERSITY

The university determines the courses and prerequisites that must be taken in order to earn a baccalaureate degree for a specific program. Although all credit earned toward an Associate in Arts degree will transfer to a university, not all credit may satisfy the program prerequisites or the course requirements for a specific baccalaureate degree. Therefore, it is important to know the program requirements and to meet program prerequisites while completing the Associate in Arts degree. Talk with your SJR State advisor about common prerequisites, and check the baccalaureate program website at the specific institution where you plan to transfer for additional important information about required prerequisite courses for your intended major.

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.

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.

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 or prior to entry into upper division of a public university. For the purpose of this rule, a grade of “C” or better shall be considered successful completion for all courses that meet Gordon Rule Requirements.

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

**FOREIGN LANGUAGE REQUIREMENT**

The Foreign Language Competency Requirement can be met by 2 years of the same high school foreign language OR 2 semesters of the same college level foreign language OR documented proficiency of a foreign language. If you did not take 2 years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to register for 2 semesters of college level foreign language in order to graduate. These foreign language credits will count towards your required general education elective and/or baccalaureate transfer program prerequisites/elective credit hours. Please check with your Academic Advisor if you are unsure whether you already meet this requirement.

Native speakers of languages other than English may petition to waive the foreign language coursework requirement.

Native speakers who are able to demonstrate they completed part of their education in a non-English educational system should complete and submit the foreign language coursework waiver petition with proof of enrollment in a foreign language school in which the language of instruction was not English for a specific, prolonged period of concurrent academic years, generally to include at a minimum the completion of at least three years of formal schooling. Additional documentation may be requested at the discretion of the Vice President for Academic Affairs.

Native speakers without proof of foreign education have the following options:

- If the language is currently offered by St. Johns River State College, the student may petition to complete a campus-based proficiency examination by a qualified SJR State foreign language faculty member.
- If the language is not currently offered by St. Johns River State College and there are therefore no faculty on staff who can evaluate that language, students have several options:
  - submit proof of proficiency in the language through a recognized, standardized test such as CLEP;
  - provide alternative documentation concerning their language proficiency to be approved at the discretion of the Vice President for Academic Affairs, or
  - complete the foreign language requirement in another language.

For more information or a copy of the foreign language coursework waiver petition, please see your academic advisor.

**GRADUATION REQUIREMENTS**

In order to be awarded an Associate in Arts degree, students must meet the following requirements:

1. earn a minimum overall grade point average of 2.0 as of the last day of the term applied;
2. complete the required courses set forth in the college catalog;
3. complete all general education requirements, choosing baccalaureate transfer program prerequisite courses, earning a grade of “C” or higher for all courses meeting the area requirements in communications, humanities, and mathematics;
4. complete a minimum of 25% of all credit hours required for graduation through SJR State;
5. pay all fees and discharge all other obligations to the College;
6. file an application for degree conferral by the date specified in the academic calendar.

This program is designed for students who wish to transfer to a university to earn a baccalaureate 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 of Florida as a university junior. Although there are no “majors” in the Associate in Arts degree, with proper planning of course work, students can complete the A.A. degree and transfer specific courses necessary for admission to a variety of degree programs within the State University System. For more information, see your SJR State Advisor.
ASSOCIATE IN ARTS (0001)

ASSOCIATE IN ARTS DEGREE

COMMUNICATIONS (9 CREDIT HOURS):

ENC 1101 Composition I
ENC 1102 Composition II

And choose one of the following courses:
AML 2010 American Literature I
AML 2020 American Literature II
AML 2601 African-American Literature I
ENL 2012 English Literature I
ENL 2022 English Literature II
LIT 2182 Modern Irish Literature

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

HUMANITIES (6 CREDIT HOURS):

HUM 2020 Introduction to Humanities

And choose one of the following courses:
ARH 1000 Art Appreciation
ARH 2050 Art History I
ARH 2051 Art History II
DAN 2100 Survey of Dance
HUM 2220 Greek and Roman Humanities
HUM 2223 Late Roman & Medieval Humanities
HUM 2232 Renaissance & Baroque Humanities
HUM 2234 Enlightenment & Romanticism Humanities
HUM 2250 20th Century Humanities
HUM 2310 Mythology in Art, Lit, & Music
HUM 2512 Architectural Reflection of Culture
LIT 2000 Introduction to Literature
MUH 2112 Music History
MUL 1010 Music Appreciation
PHI 2010 Introduction to Philosophy
PHI 2630 Contemporary Ethics
THE 1000 Theater Appreciation
THE 1020 Introduction to Theater History

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

MATHEMATICS (6 CREDIT HOURS):

Course selection should be transfer specific. Choose any two of the following mathematics courses:
MAC 1105 College Algebra
MAC 2311 Analytic Geometry & Calculus I
MGF 1106 Mathematics for Liberal Arts I
MGF 1107 Mathematics for Liberal Arts II
STA 2623 Elementary Statistics

Any student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed one of the two mathematics courses. A minimum grade of “C” in each mathematics course is required for general education credit.

SOCIAL SCIENCE (6 CREDIT HOURS):

Course selection should be transfer specific. Choose two courses, each from a different social science area:

Economics/Political Science
ECO 2013 Macroeconomics
POS 1041 U.S. Federal Government

History/Anthropology
AMH 2020 U.S. History since 1877
ANT 2000 General Anthropology

Behavioral Sciences
PSY 2012 General Psychology
SYG 1000 Introduction to Sociology
ASSOCIATE IN ARTS DEGREE

ASSOCIATE IN ARTS (0001)

SCIENCE (8 CREDIT HOURS):  ........................................................................................................................................................................................................8

Course selection should be transfer specific. Choose one science course and its corequisite laboratory from the following list (with certain exceptions indicated with * or **):

- AST 1002 & AST 1002L  Introduction to Astronomy & Lab
- BSC 1005* & BSC 1005L  General Biology & Lab
- BSC 2010* & BSC 2010L  Principles of Biology I & Lab
- BSC 2085** & BSC 2085L  Human Anatomy and Physiology I & Lab
- CHM 1020 & CHM 1020L  Introduction to Chemistry & Lab
- CHM 1045 & CHM 1045L  General Chemistry I & Lab
- ESC 1000 & ESC 1000L  Earth and Space Science & Lab
- EVR 1001 & EVR 1001L  Introduction to Environmental Science & Lab
- PHY 1020 & PHY 1020L  Introduction to Physics & Lab
- PHY 1053 & PHY 1053L  General Physics I & Lab
- PHY 2048 & PHY 2048L  Physics I with Calculus & Lab

Choose a second science course and its corequisite laboratory from the above list or any science course and its corequisite laboratory from the following list (with certain exceptions indicated with * or **):

- BOT 2010 & BOT 2010L  Botany & Lab
- BSC 2011 & BSC 2011L  Principles of Biology II & Lab
- BSC 2086 & BSC 2086L  Human Anatomy and Physiology II & Lab
- BSC 2362 & BSC 2362L  Tropical Ecology & Lab
- CHM 1032 & CHM 1032L  Principles of General Chemistry & Lab
- CHM 1046 & CHM 1046L  General Chemistry II & Lab
- MCB 2010 & MCB 2010L  Microbiology & Lab
- OCB 1000 & OCB 1000L  Marine Biology & Lab
- PHY 1054 & PHY 1054L  General Physics II & Lab
- PHY 2049 & PHY 2049L  Physics II with Calculus & Lab
- PSC 1341 & PSC 1341L  Physical Science & Lab
- ZOO 2010 & ZOO 2010L  Zoology & Lab

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

GENERAL EDUCATION ELECTIVE:  .....................................................................................................................................................................1

Choose one of the following courses:

- ECO 1931  Financial Literacy
- 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.

BACCALAUREATE TRANSFER PROGRAM PREREQUISITES:  ....................................................................................................................... 24

Choose 24 credit hours of baccalaureate transfer program prerequisites from the courses marked with “◆” in the course description section of this Catalog. Choose your transfer-specific courses carefully, using these credit hours to satisfy the program prerequisites or course requirements for the specific baccalaureate degree into which you plan to articulate. Talk with your SJR State advisor about common prerequisites, and check the baccalaureate program website at the specific institution where you plan to transfer for additional important information about required prerequisite courses for your intended major.

TOTAL CREDIT HOURS:  ......................................................................................................................................................................................60
ASSOCIATE IN SCIENCE AND ASSOCIATE IN APPLIED 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 Information Technology
- Computer Network Engineering Technology
- Computer Programming and Analysis
- Computer Related Crime Investigation
- Criminal Justice Technology
  - Corrections Track
  - Law Enforcement Track
- Dance Studies/Dance Performance
- Emergency Medical Services
- Graphic Design/New Media
- Health Information Technology
- Health Services Management
- Internet Services Technology
- Musical Theater
- Nursing
- Nursing: LPN Bridge to ASN
- Office Administration - Medical Office
- 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.

ASSOCIATE IN APPLIED SCIENCE DEGREE

- Applied Management

GRADUATION REQUIREMENTS

In order to be awarded the A.S. or A.A.S. degree, students must meet the following requirements:

1. *earn a minimum overall grade point average of 2.0;
2. *complete the required courses as set forth in the college catalog or as approved by the program director;
3. *complete a minimum of 25% of all credit hours required for graduation through SJR State;
4. pay all fees and discharge all other obligations to the College;
5. file an application for degree 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.
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 Technology Management
- Accounting Technology Operations
- Accounting Technology Specialist
- Business Management
- Business Operations
- Business Specialist
- Computer Programmer
- Computer Programming Specialist
- Criminal Justice Technology Specialist
- Digital Forensics
- Emergency Medical Technician
- Geographic Information Systems
- Health Care Services
- Help Desk Support Technician
- Information Technology Administration
- Information Technology Support Specialist
- Logistics and Transportation Specialist
- Medical Office Specialist
- Medical Office Support
- Network Enterprise Administration
- Network Infrastructure - CISCO
- Network Security
- Office Management
- Office Management - Medical Office
- Paramedic
- Robotics and Simulation Technician
- 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, the current catalog, or the same catalog as their A.S. degree. 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.
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:

Correctional Officer
- Cross-Over Training to Florida Law Enforcement Academy
- Florida Corrections Officer Academy
- Florida Law Enforcement Academy
- Law Enforcement Officer
- Cross-Over Training to Florida CMS Correctional Basic Recruit Training Program
- Nursing Assistant
- Phlebotomist
- Private Security Officer

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
ST. JOHNS RIVER STATE COLLEGE

Accounting Technology
Accounting Technology Management
Accounting Technology Operations
Accounting Technology Specialist
Applied Management
Business Administration
Business Management
Business Operations
Business Specialist
Logistics and Transportation Specialist
Office Management

PROGRAM MISSION STATEMENT
The mission of St. Johns River State College business programs is to produce graduates with the knowledge and skills essential for success in the workplace and to encourage the pursuit of lifelong learning and personal growth through our strong partnerships with local businesses and high quality, innovative, and effective instruction that meets the needs of the diverse communities we serve.
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 an advisor, please send an email to BCCInfo@SJRstate.edu.

### GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>+* ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>+ ECO 2013</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>+* MAC 1105</td>
<td>General Education Humanities</td>
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### DEGREE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ 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>+ 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>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 2104</td>
<td>Computer Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>+ ECO 2023</td>
<td>Microeconomics</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>
</tr>
<tr>
<td>+ GEB 2930</td>
<td>Special Topics Capstone</td>
<td>3</td>
</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>
<td>3</td>
</tr>
<tr>
<td>+* STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>+ TAX 2002</td>
<td>Small Business and Individual Taxes</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS:** 60

*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 an advisor, 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
+ **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
+ **TAX 2002** | Small Business and Individual Taxes | 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 an advisor, 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
CGS 1100 Microcomputer Applications Software.................................................................. 3
+ CGS 2104 Computer Accounting Applications ................................................................. 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 an advisor, 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 is designed to provide opportunities for students who have experiential learning that they would like us to assess for college credit. 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 an advisor, please send an email to BCCInfo@sjrstate.edu.

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>3</td>
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<tr>
<td>ENC 1102</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>3</td>
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</table>

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

**PRIOR LEARNING ASSESSMENT**

Please see our Prior Learning Assessment section to find out how you may receive credit for various types of prior learning you have received.

**PROFESSIONAL ELECTIVES APPRENTICESHIP OPTION**

Approved Apprenticeship Program 4+ Years ................................................................. 24

or

Approved Apprenticeship Program 3 Years ................................................................. 18

and Applied Management Electives (see below) ......................................................... 6

**PROFESSIONAL ELECTIVES-APPROVED TECHNICAL CENTER PROGRAMS OPTION**

Articulated Credit Industrial Program (1500 or more training hours) ....................... 24

or

Articulated Credit Industrial Program (900 to 1499 training hours) ......................... 21

and Applied Management Elective (see below) ......................................................... 3

or

Articulated Credit Industrial Program (600 to 899 training hours) ......................... 18

and Applied Management Electives (see below) ......................................................... 6

**APPROVED APPLIED MANAGEMENT ELECTIVES**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>APA</td>
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<td>RMI</td>
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<td>TAX</td>
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<td>TRA</td>
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</tbody>
</table>

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

*Prerequisite course required. See course descriptions in catalog.

Maximum of 24 credits allowed for prior learning. Please note that this degree does not articulate to our Bachelor of Applied Science degree.

Additional Applied Management Elective credit may be awarded for current industry certification based on the Florida Department of Education approved statewide Career and Technical Education articulation agreements. The complete list of approved agreements is located at http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certifications.stml
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>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
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</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
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</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>____</td>
<td>General Education Humanities</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>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>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>ECO 2013</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 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>
</tr>
<tr>
<td>GEB 2930</td>
<td>Special Topics Capstone</td>
<td>3</td>
</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>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.
# Business Administration (0202) Continued

**BANKING SPECIALIZATION:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 1004</td>
<td>Principles of Banking/Credit Union Operations</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2240</td>
<td>Consumer Lending</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2231</td>
<td>Money, Banking, and International Finance</td>
<td>3</td>
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**MARKETING SPECIALIZATION:**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKA 2021</td>
<td>Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2102</td>
<td>Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2511</td>
<td>Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

**INSURANCE SPECIALIZATION:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RMI 2212</td>
<td>Personal and Business Property Insurance</td>
<td>3</td>
</tr>
<tr>
<td>RMI 2110</td>
<td>Personal Insurance Planning</td>
<td>3</td>
</tr>
<tr>
<td>RMI 2662</td>
<td>Introduction to Risk Management and Insurance</td>
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**INTERNATIONAL BUSINESS SPECIALIZATION:**

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<thead>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FIN 2231</td>
<td>Money, Banking and International Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2350</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2141</td>
<td>International Marketing</td>
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</tbody>
</table>

**HUMAN RESOURCES SPECIALIZATION:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MAN 2300</td>
<td>Introduction to Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2320</td>
<td>Human Resource Recruitment, Selection and Staffing</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2325</td>
<td>Human Resource Compensation and Benefits</td>
<td>3</td>
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</table>

**E-BUSINESS SPECIALIZATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2554</td>
<td>Introduction to Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
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</tbody>
</table>

**BUSINESS ADMINISTRATION SPECIALIZATION:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN ———</td>
<td>——</td>
<td>3-9</td>
</tr>
<tr>
<td>BUL ———</td>
<td>——</td>
<td>3-9</td>
</tr>
<tr>
<td>ECO ———</td>
<td>——</td>
<td>3-9</td>
</tr>
<tr>
<td>FIN ———</td>
<td>——</td>
<td>3-9</td>
</tr>
<tr>
<td>GEB ———</td>
<td>——</td>
<td>3-9</td>
</tr>
<tr>
<td>MAN ———</td>
<td>——</td>
<td>3-9</td>
</tr>
<tr>
<td>MKA ———</td>
<td>——</td>
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<td>3-9</td>
</tr>
<tr>
<td>RMI ———</td>
<td>——</td>
<td>3-9</td>
</tr>
<tr>
<td>TRA ———</td>
<td>——</td>
<td>3-9</td>
</tr>
<tr>
<td>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<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.
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 an advisor, please send an email to BCCInfo@SJRstate.edu.**

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>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>
</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>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**

24

+Prerequisite course required. See course descriptions in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/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 an advisor, 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>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
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<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>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>
</tr>
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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 an advisor, 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>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>
</tr>
</tbody>
</table>

REQUITED TOTAL CREDIT HOURS: 12

+Prerequisite course required. See course descriptions in catalog.
LOGISTICS AND TRANSPORTATION SPECIALIST (4225)

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 an advisor, 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>MAN 2043</td>
<td>Principles of Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2500</td>
<td>Operations Management</td>
<td>3</td>
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<tr>
<td>TRA 2010</td>
<td>Transportation and Distribution</td>
<td>3</td>
</tr>
<tr>
<td>TRA 2131</td>
<td>Purchasing and Inventory Management</td>
<td>3</td>
</tr>
<tr>
<td>TRA 2154</td>
<td>Introduction to Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>TRA 2230</td>
<td>Warehouse Management</td>
<td>3</td>
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</tbody>
</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 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 an advisor, please send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

CGS 1100 Microcomputer Applications Software
CGS 1515 Spreadsheet Concepts for Business
CGS 1581 Microsoft Word for Windows
GEB 1011 Introduction to Business
GEB 2214 Business Communications
OST 1145 Keyboarding
OST 1355 Electronic Records Management
OST 1581 Professional Development in the Work Environment
OST 2850 Microsoft Office Professional

+ Prerequisite course required. See course description in catalog.

REQUIRED TOTAL CREDIT HOURS 27

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/geprograms.html.
THE MISSION OF ST. JOHNS RIVER STATE COLLEGE'S 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 SCIENCE & INFORMATION TECHNOLOGY

- Computer Information Technology
- Computer Network Engineering Technology
- Computer Programming and Analysis
- Computer Programmer
- Computer Programming Specialist
- Digital Forensics
- Geographic Information Systems
- Help Desk Support Technician
- Information Technology Administration
- Information Technology Support Specialist
- Internet Services Technology
- Network Enterprise Administration
- Network Infrastructure - CISCO
- Network Security
- Robotics and Simulation Technician
- Web Development Specialist

PROGRAM MISSION STATEMENT

The mission of St. Johns River State College's 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.
**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 and manage and support information technology users. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJState.edu.

### GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>Composition I</td>
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<tr>
<td>ENC</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>General Education Mathematics</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>General Education Social Science</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>General Education Humanities</td>
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</tbody>
</table>

### DEGREE 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 Application Software ............................................ 3
- CGS 1560C Microcomputer Operating Systems ................................................ 3
- CGS 2545 Database Concepts for Business .................................................... 3
- CIS 2321 Information Systems .......................................................................... 3
- COP 1000 Introduction to Computer Programming ........................................... 3
- COP 2822 Web Page Authoring ........................................................................... 3
- CTS 2155 Customer Support Operations ........................................................... 3
- CNT 2500 Network/Data Communications .......................................................... 3
- CNT 1600C Network Fundamentals ...................................................................... 3
- CET 1178C Computer Hardware Support Essentials ........................................ 3
- CET 2179C Computer Software Support Essentials ........................................ 3
- CGS 1060 Introduction to Computer Concepts ............................................... 3
- CGS 1100 Microcomputer Application Software ............................................ 3
- CGS 1560C Microcomputer Operating Systems ................................................ 3
- CGS 2545 Database Concepts for Business .................................................... 3
- CIS 2321 Information Systems .......................................................................... 3
- COP 1000 Introduction to Computer Programming ........................................... 3
- COP 2822 Web Page Authoring ........................................................................... 3
- CTS 2155 Customer Support Operations ........................................................... 3
- CNT 2500 Network/Data Communications .......................................................... 3
- CNT 1600C Network Fundamentals ...................................................................... 3

### ELECTIVES (CHOOSE 12 CREDIT HOURS):

<table>
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<th>Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>CAP</td>
<td>Database Security ............................................</td>
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</tr>
<tr>
<td>CET</td>
<td>Network Security Essentials ..................................</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Introduction to Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Web Page Design and Publishing</td>
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</tr>
<tr>
<td>CGS</td>
<td>Multimedia</td>
<td>3</td>
</tr>
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<td>CGS</td>
<td>Computer Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>CTS</td>
<td>Linux Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>ETS</td>
<td>Digital Imaging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>GIS</td>
<td>(Any GIS course)</td>
<td>3-9</td>
</tr>
<tr>
<td>MAN</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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

*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.

**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.
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 network system administrators. This program also provides supplemental training for persons previously or currently employed in these occupations.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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 1100</td>
<td>Microcomputer Application Software</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545</td>
<td>Database Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2811C</td>
<td>Disaster Recovery Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2820</td>
<td>Web Page Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2930</td>
<td>Special Topics in Computer Studies</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2949</td>
<td>Computer Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COP 2321</td>
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<tr>
<td>CTS 2111C</td>
<td>Linux Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>GIS 1060</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**: 60

*Prerequisite course required. See course descriptions in catalog.

NOTE: The CISCO Lab is located on the Orange Park campus. The following courses are only taught in the CISCO Lab: CET 1600C, CET 2610C, CET 2620C, and CET 2615C. Most of the courses requiring 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.

Courses are listed alphabetically. This is not the order in which courses should be taken. Please see the program plan/course rotation to see the order in which courses should be taken.
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.

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

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th></th>
</tr>
</thead>
<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>+ General Education Math</td>
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<tr>
<td>+ General Education Social Science</td>
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<tr>
<td>+ General Education Humanities</td>
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<table>
<thead>
<tr>
<th>DEGREE SPECIFIC COURSES</th>
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<tbody>
<tr>
<td>CGS 1060 Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2949 Computer Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321 Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CAP 2047 User Interface Design</td>
<td>3</td>
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<tr>
<td>COP 1000 Introduction to Computer Programming</td>
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<tr>
<td>COP 2224 Programming in C++</td>
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<tr>
<th>PROGRAMMING SPECIFIC ELECTIVES (CHOOSE 21 CREDIT HOURS)</th>
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<tbody>
<tr>
<td>+ CAP 2023 Introduction to Game Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ CAP 2030 3D Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>+ CAP 2762 Introduction to Data Mining</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 2930 Special Topics in Computer Studies</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2220 Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2360 Programming in C#</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2657 Introduction to Mobile App Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2700 Introduction to SQL</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2701 Advanced Database Concepts in Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2800 Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2801 Programming in JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2822 Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2830 Web Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2837 Introduction to Programming with Visual Basic.NET</td>
<td>3</td>
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<td>+ COP (Any COP Course)</td>
<td>3</td>
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<tr>
<td>ETS 1542 Programmable Logic Controllers 1</td>
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<tr>
<td>ETS 1603C Fundamentals of Robotics</td>
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<tr>
<th>GENERAL ELECTIVES (CHOOSE 6 CREDIT HOURS)</th>
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<td>+ CAP 2134 Database Security</td>
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<tr>
<td>+ CGS 1100 Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1515 Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1560C Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1580 Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 2545 Database Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 2820 Web Page Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 2871 Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>+ CNT 2500 Network/Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>+ DIG 1109 Digital Imaging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>+ ETS 2544C Programmable Logic Controllers II</td>
<td>3</td>
</tr>
<tr>
<td>+ ETS 2604C Robotic Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233 Survey of Calculus</td>
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<tr>
<td>SPC 1608 Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>STA 2023 Elementary Statistics</td>
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</table>

**REQUIRED TOTAL CREDIT HOURS**: 60

*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.

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

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

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.
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.

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

CERTIFICATE SPECIFIC COURSES:

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

REQUIRED TOTAL CREDIT HOURS: 18

+Prerequisite course required. See course descriptions in catalog.

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

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

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.
This program prepares students for entry-level employment in the field of computer security with an emphasis on digital forensics and computer crime investigation. This program will also enhance the knowledge of those previously or currently employed in the field.

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

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

DEGREE SPECIFIC COURSES:
+ CAP 2140 Data Forensics I ....................................................................................................................3
+ CAP 2141 Data Forensics II ..................................................................................................................3
+ CET 2660C Network Security Essentials .................................................................................................3
+ CET 2883C Attack Prevention and Detection .........................................................................................3
CGS 1060 Introduction to Computer Concepts ..........................................................................................3
+ COP 1000 Introduction to Computer Programming ..................................................................................3
+ CTS 2111C Linux Server Administration ..............................................................................................3
+ CNT 2500 Network/Data Telecommunications
or
CET 1600C Network Fundamentals .........................................................................................................3

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

+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.

NOTE: 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.
This college credit certificate is designed to prepare students for employment in the Geographic Information System area. Individuals in this area use special technology to input data from various sources, create digital maps, and cross-reference the geographical data.

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

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

**CERTIFICATE SPECIFIC COURSES:**

- CGS 1060 Introduction to Computer Concepts ................................................................. 3
- CGS 1100 Microcomputer Application Software ............................................................... 3
- COP 1000 Introduction to Computer Programming ............................................................ 3
- **COP 2700 Introduction to SQL** .................................................................................. 3
- GIS 1040 Introduction to Geographic Information Systems I ........................................... 3
- **GIS 1042 Introduction to Geographic Information Systems II** ..................................... 3
- **GIS 1047 Applications of Geographic Information 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.

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.
HELP DESK SUPPORT TECHNICIAN (4108)

This college credit certificate is designed to prepare students for employment with companies that have a continuing need for trained customer support specialists to answer customer problem calls and provide assistance in solving technical problems.

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

If you need additional information after seeing an advisor, 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 Application Software ............................................................... 3
  + CNT 2500  Network/Data Communications ................................................................. 3
  + CTS 2155  Customer Support Operations ................................................................. 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.

NOTE: The CISCO lab is located on the Orange Park Campus. The following courses are only taught in the CISCO Lab: CET 1600C, CET 2610C, CET 2620C, CET 2615C. 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.
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.

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

**CERTIFICATE SPECIFIC COURSES:**

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>CGS 1060</td>
<td>Computer Concepts</td>
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<tr>
<td>CGS 2554</td>
<td>Introduction to Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>+ CNT 2500</td>
<td>Network/Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>DIG 1109</td>
<td>Digital Imaging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>+ DIG 2561</td>
<td>Managing Technical Projects</td>
<td>3</td>
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**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.

NOTE: 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.
This college credit certificate is designed to prepare students for employment as technical support specialists with an IT department. Individuals in this area help IT staff analyze, troubleshoot, and evaluate computer and network problems.

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

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

**CERTIFICATE SPECIFIC COURSES:**

+ CET 2179C Computer Software Support Essentials ................................................................................. 3  
CGS 1060 Introduction to Computer Concepts .......................................................................................... 3  
CGS 1100 Microcomputer Application Software ..................................................................................... 3  
+ CGS 1560C Microcomputer Operating Systems ..................................................................................... 3  
+ CIS 2321 Information Systems ............................................................................................................. 3  
+ CNT 2500 Network/Data Communications .......................................................................................... 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.

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.
This program prepares students seeking employment in areas including Web administration, webmaster, Web coordinator, internet developer, intranet/extranet developer, internet manager, and Web designer. The program will also enhance knowledge of persons currently employed in the field.

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

**GENERAL EDUCATION COURSES:**
- ENC 1101 Composition I .................................................................................................................. 3
- ENC 1102 Composition II ............................................................................................................... 3
- * ___ __ General Education Mathematics .................................................................................. 3
- __ ___ General Education Social Science ................................................................................. 3
- * ___ ___ General Education Humanities .................................................................................. 3

**DEGREE SPECIFIC COURSES:**
- CGS 1060 Computer Concepts ........................................................................................................ 3
- CGS 2554 Introduction to Electronic Commerce ........................................................................ 3
- CGS 2871 Multimedia .................................................................................................................. 3
- CGS 2820 Web Page Design & Publishing .................................................................................. 3
- CNT 2500 Network/Data Communications
- or
- CET 1600C Network Fundamentals ............................................................................................. 3
- COP 1000 Introduction to Computer Programming ....................................................................... 3
- COP 2657 Mobile Programming .................................................................................................. 3
- COP 2700 Introduction to SQL ....................................................................................................... 3
- COP 2800 Java Programming ......................................................................................................... 3
- COP 2801 Programming in JavaScript ............................................................................................ 3
- COP 2822 Web Page Authoring ...................................................................................................... 3
- COP 2830 Web Programming Languages ....................................................................................... 3
- DIG 1109 Digital Imaging Fundamentals ........................................................................................ 3
- DIG 2101 Advanced Web Design .................................................................................................. 3
- DIG 2561 Managing Technical Projects ........................................................................................ 3
- COP/CGS (any Computer Science course) .................................................................................... 3

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

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

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

NOTE: 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.
This certificate is a college credit program that prepares students for jobs as trained network technicians capable of building, managing, securing, and solving intricate and dynamic technical problems of networks, especially those composed of CISCO routers and switches.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
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</tr>
<tr>
<td>CET 2610C</td>
<td>Routing Protocols and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CET 2565C</td>
<td>Introduction to Server Operating Systems</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 2615C</td>
<td>LAN Switches and Wireless</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>CTS 2111C</td>
<td>Linux Server Administration</td>
<td>3</td>
</tr>
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</table>

**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.

**NOTE:** The CISCO lab is located on the Orange Park campus. The following courses are only taught in the CISCO lab: CET 1600C, CET 2610C, CET 2620C and CET 2615C.

**NOTE:** 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.
This college credit certificate program prepares students for jobs as trained network support technicians capable of managing, securing, and solving technical problems of networks, especially those composed of CISCO routers and switches. The curriculum covers networking fundamentals, WAN technologies, basic security and wireless concepts. In addition, completion of this certificate will prepare students for the opportunity to earn CISCO industry certifications.

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

**CERTIFICATE SPECIFIC COURSES:**
- CGS 1060 Introduction to Computer Concepts ................................................................. 3
- CET 1600C Network Fundamentals .................................................................................. 3
- CET 2610C Routing Protocols and Concepts ................................................................. 3
- CET 2620C Accessing the WAN ..................................................................................... 3
- CET 2660C Network Security Essentials ..................................................................... 3
- CET 2615C LAN Switches and Wireless ..................................................................... 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.

**NOTE:** The CISCO lab is located on the Orange Park campus. The following courses are only taught in the CISCO lab: CET 1600C, CET 2610C, CET 2620C and CET 2615C.
This certificate is a college credit program that prepares students for entry level positions in the field of network security. Students will learn and demonstrate proficiency in the following areas: operating systems, virtual machines, network design, operations, securing network infrastructure and protecting data, penetration testing, ethical hacking, cyber security incidents, basic forensic analysis, and employability skills.

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

**CERTIFICATE SPECIFIC COURSES:**

+ CET 1600C Network Fundamentals ....................................................................................................... 3
+ CET 2565C Introduction to Server Operating Systems ............................................................................ 3
+ CET 2660C Network Security Essentials .................................................................................................. 3
+ CET 2883C Attack Prevention and Detection ......................................................................................... 3
+ CGS 1060 Introduction to Computer Concepts .................................................................................. 3
+ COP 1000 Introduction to Programming ............................................................................................... 3
+ CTS 2111C Linux Server Administration ......................................................................................... 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.

NOTE: 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.
ROBOTICS AND SIMULATION TECHNICIAN (4128)

This program prepares students for employment as entry level robotics technicians in the areas of electronics and manufacturing or to provide supplemental training for persons previously or currently employed in these occupations. The content prepares individuals in the areas of robotic applications, modeling and simulation, and virtual reality environments. Upon completion of this technical program, the student will be able to install, maintain and troubleshoot general robot systems and simulators.

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

DEGREE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ETS 1603C</td>
<td>Fundamentals of Robotics</td>
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<tr>
<td>ETS 1542</td>
<td>Programmable Logic Controllers I</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2544C</td>
<td>Programmable Logic Controllers II</td>
<td>3</td>
</tr>
<tr>
<td>ETS 2604</td>
<td>Robotics Application</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS: 12

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.
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.

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

**DEGREE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1060</td>
<td>Computer Concepts</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>+ CNT 2500</td>
<td>Network/Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 1000</td>
<td>Introduction to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>+ COP 2700</td>
<td>Introduction to SQL</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>DIG 1109</td>
<td>Digital Imaging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>+ DIG 2101</td>
<td>Advanced Web Design</td>
<td>3</td>
</tr>
<tr>
<td>+ DIG 2561</td>
<td>Managing Technical Projects</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.

NOTE: 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.
NURSING AND ALLIED HEALTH

Emergency Medical Services
Emergency Medical Technician
Health Information Technology
Health Services Management
Health Care Services
Nursing
Nursing Assistant
Paramedic
Office Administration - Medical Office
Office Management - Medical Office
Office Specialist - Medical Office
Office Support - Medical Office
Phlebotomist
Radiologic Technology
Respiratory Care
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) 808-7465.

**GENERAL EDUCATION COURSES:**
- ENC 1101 Composition I ......................................................... 3
- ENC 1102 Composition II ......................................................... 3
- General Education Mathematics ............................................. 3
- General Education Humanities ............................................. 3
- General Education Social Science ........................................ 3

**DEGREE SPECIFIC COURSES:**
- Paramedic Certificate ............................................................ 42
- Electives ............................................................................. 16

**ELECTIVES - CHOOSE FROM THE FOLLOWING:**
- BSC 2085 Human Anatomy and Physiology ....................... 4
- BSC 2085L Human Anatomy and Physiology Lab ................. 3
- CGS 1100 Microcomputer Applications Software ............... 3
- DSC 1005 Understanding Terrorism ........................................ 3
- DSC 1006 Introduction to Homeland Security ...................... 3
- FIN 1100 Personal Finance .................................................. 3
- GEB 1011 Introduction to Business ....................................... 3
- MAN 2021 Principles of Management .................................. 3
- MAN 2300 Introduction to Human Resource Management .... 3
- POS 1112 State and Local Government ................................ 3
- SPC 1608 Fundamentals of Speech ....................................... 3
- EMT Certificate ................................................................. 12

**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
EMERGENCY MEDICAL TECHNICIAN (4085)

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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1119</td>
<td>Emergency Medical Technician</td>
<td>6</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: 12
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.

The HIT program is accredited through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students are eligible to sit for the national certification credentialing exam to become a Registered Health Information Technician (RHIT) after completion of the program or during their last semester with approval of the Director for early testing. The RHIT exam is a national certification offered through the American Health Information Management Association (AHIMA).

PROGRAM MISSION STATEMENT
The mission of the Health Information Technology program is to improve health care delivery system through the education and training to make sure students are competent in the management of health information systems, healthcare reimbursement, clinical coding, and legal aspects of healthcare to provide service to the HIM industry. It provides graduates with the knowledge and skills necessary to become self-directed learners who possess critical thinking skills, problem-solving, communication, and interpersonal skills. The program is designed to prepare graduates to work as Registered Health Information Technicians and manage health-related information in a variety of settings.

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

The Health Information Technology core courses are offered as hybrid (both online and on-campus components) or distance education courses. Classes will be held on the St. Augustine campus for class meetings for hybrid courses during evening hours. 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.

(Note that students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid).

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 seven 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 1531 .............. Medical Terminology
   °'.......................... General Education Mathematics
   °+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. New 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 = 164)

1. 92 POSSIBLE POINTS – Completion of general education and Health Information Technology-related courses. Total of 23 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
   A = 4 points  B = 3 points  C = 2 points
   Ex. Student achieves a letter grade of “C” in HSC 1000 (3 cr. hrs.)
   A “C” grade = 2 points x 3 cr. hr. class = 6 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. 16 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2085</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>+*</td>
<td>General Education Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>+*</td>
<td>General Education Humanities</td>
<td>3</td>
</tr>
<tr>
<td>+*</td>
<td>General Education Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

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### HEALTH INFORMATION TECHNOLOGY RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2086</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2086L</td>
<td>Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Healthcare Delivery System</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1000</td>
<td>Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2432</td>
<td>Concepts of Disease</td>
<td>3</td>
</tr>
</tbody>
</table>

### DEGREE SPECIFIC COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM 1110</td>
<td>Standard Healthcare Practices</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1211C</td>
<td>Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1282C</td>
<td>Basic ICD Diagnostic Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1442</td>
<td>Pharmacology for Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td>HIM 2012</td>
<td>Health Care Law</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2214</td>
<td>Healthcare Statistics &amp; Research</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2255C</td>
<td>CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2512</td>
<td>Supervision, Organization, and Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2723C</td>
<td>ICD Procedure Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2729C</td>
<td>Advanced Coding and Healthcare Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2800</td>
<td>Professional Practice Experience I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2820</td>
<td>Professional Practice Experience II</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

**NOTE**: Students who complete the following courses will be eligible to attain the Medical Information/Coder Certificate (4169): BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, CGS 1100, HSC 1531, HIM 1000, HIM 2432, HIM 1282C, HIM 1442, HIM 2234C, HIM 2255C, HIM 2729C, HIM 2800.

Accreditation: The Health Information Technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>General Education Humanities</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>General Education Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>General Education Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**DEGREE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1000</td>
<td>Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1500</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2432</td>
<td>Concepts of Disease</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2252</td>
<td>Health Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care Delivery System</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1004</td>
<td>Professions of Caring</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1641</td>
<td>Legal and Ethical Issues for Healthcare Providers</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2930</td>
<td>Special Topics – Capstone</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>
</tbody>
</table>

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

*Prerequisite courses required. See course descriptions in catalog.

* Refer to A.A. degree general education requirements.
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>
<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>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>+ GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>+ HIM 1000</td>
<td>Introduction to Health Information Management</td>
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</tr>
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<td>+ HIM 1500</td>
<td>Quality Management</td>
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<td>Concepts of Disease</td>
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<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1641</td>
<td>Legal and Ethical Issues for Healthcare Providers</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: 33

+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.acenursing.org, 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/ROLE SPECIFIC COMPETENCIES
1. Provide competent nursing care at the entry level to diverse populations
2. Establish ethical relationships in order to act within the context of the Nurse Practice Act
3. Provide nursing care which promotes individuals, families, and communities self-care agency
4. Deliver culturally competent care that reflects sensitivity to racial, ethnic and cultural diversity
5. Employ evidence based research to guide the delivery of nursing care
6. Participate in coordinated care by practicing shared decision-making, delegating aspects of care, and working intercollaboratively with teams
7. Deliver nursing care that is cost-effective and optimizes allocation of health care resources
8. Utilize multiple sources of information, which include computer-based data, to critique and improve clinical decisions

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.

(Note that students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid).

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 the nursing program;
3. successful completion of all nine nursing prerequisite courses with a GPA of 3.0 or above by the end of 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
   HUN 1201..................... Human Nutrition
   MCB 2010 & 2010L ...... Microbiology* and Microbiology Lab*
   PSY 2012..................... General Psychology
   MAC 1105..................... College Algebra
   *A&P courses more than 7 years old must be repeated with a grade of “C” or better

   OR
   * Complete the A2 HESI Assessment Exam by the end of the application period with an English Language composite score of 90% or better with a score of 90% or better in reading comprehension and a score of 90% or better in essential mathematics.
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 Associate in Science degree in Nursing program does not accept the transfer of NUR core courses.

POST ADMISSION REQUIREMENTS:
Following acceptance into the program, ASN students must complete/attend the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

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

GENERAL EDUCATION COURSES:
- DEP 2004 Human Growth & Development ................................................................. 3
- ENC 1101 Composition I .......................................................................................... 3
+* General Education Humanities............................................................................... 3
+ MCB 2010 Microbiology ....................................................................................... 4
+ MCB 2010L Microbiology Lab
+ PSY 2012 General Psychology ................................................................................ 3
+ MAC 1105 College Algebra .................................................................................... 3

NURSING RELATED 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
- HUN 1201 Human Nutrition .................................................................................. 3

NURSING CORE COURSES:
+ NUR 1020 Foundations of Nursing Practice ......................................................... 4
+ NUR 1020L Foundations of Nursing Practice Lab ................................................. 5
+ NUR 1140 Clinical Pharmacology ......................................................................... 3
+ NUR 1210C Adult Health Nursing I ................................................................. 4
+ NUR 1212C Adult Health Nursing II .................................................................. 5
+ NUR 1521C Mental Health Nursing ..................................................................... 3
+ NUR 2244C Adult Health Nursing III ................................................................. 5
+ NUR 2460C Parent Child Nursing ........................................................................ 5
+ NUR 2251C Adult Health Nursing IV ................................................................. 4
+ NUR 2943C Transitional Nursing........................................................................... 4

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.

*A&P courses more than 7 years old must be repeated with a grade of “C” or better.
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.acenursing.org, 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 to take 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/ROLE SPECIFIC COMPETENCIES
1. Provide competent nursing care at the entry level to diverse populations
2. Establish ethical relationships in order to act within the context of the Nurse Practice Act
3. Provide nursing care which promotes individuals, families, and communities self-care agency
4. Deliver culturally competent care that reflects sensitivity to racial, ethnic and cultural diversity
5. Employ evidence based research to guide the delivery of nursing care
6. Participate in coordinated care by practicing shared decision-making, delegating aspects of care, and working intercollaboratively with teams
7. Deliver nursing care that is cost-effective and optimizes allocation of health care resources
8. Utilize multiple sources of information, which include computer-based data, to critique and improve clinical decisions

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.

(Note that students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid).

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

APPLICANTS MAY APPLY:  August enrollment (Fall) June 1 - June 30

The nursing 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 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 LPN Bridge program;
3. proof of valid current unencumbered Florida licensure as a practical nurse;
4. LPNs admitted to the program will receive 10 credits as defined by the Florida State Articulation Plan.

STUDENT SELECTION
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.

St. Johns River State College’s Associate in Science degree in Nursing program does not accept the transfer of NUR core courses.
Admission Criteria:

- Successful completion of all required nursing requisite courses with a GPA of 3.0 or above by the end of 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
  - General Education Humanities
  - HUN 1201 Human Nutrition
  - MCB 2010 & 2010L Microbiology* and Microbiology Lab*
  - PSY 2012 General Psychology
  - MAC 1105 College Algebra

  OR

- Complete the A2 HESI Assessment Exam, by the end of the application period, with an English Language composite score (comprised of: Reading Comprehension, Grammar, Vocabulary and General Knowledge) of 90% or better with a score of 90% or better in reading comprehensive and a score of 90% or better in essential mathematics.

*A&P courses more than 7 years old must be repeated with a grade of “C” or better.

POST ADMISSION REQUIREMENTS:

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. Administrative 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 of $1,000,000 per incident and $3,000,000 per aggregate. (Payment included with lab fees during registration)

GENERAL EDUCATION COURSES:

- DEP 2004 Human Growth & Development .........................................................................................3
- ENC 1101 Composition I .....................................................................................................................3
- General Education Humanities ...........................................................................................................3
- MCB 2010 Microbiology .....................................................................................................................4
- MCB 2010L Microbiology Lab .............................................................................................................3
- PSY 2012 General Psychology ...........................................................................................................3
- MAC 1105 College Algebra .................................................................................................................3

NURSING RELATED 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
- HUN 1201 Human Nutrition ..............................................................................................................3
NURSING: LPN BRIDGE TO ASN (0208) CONTINUED

ASSOCIATE IN SCIENCE DEGREE

NURSING CORE COURSES:
+ NUR 1005 LPN Transition..................................................................................................................... 3
+ NUR 1140 Clinical Pharmacology........................................................................................................... 3
+ NUR 1212C Adult Health Nursing II........................................................................................................ 5
+ NUR 1521C Mental Health Nursing ........................................................................................................ 3
+ NUR 2244C Adult Health Nursing III...................................................................................................... 5
+ NUR 2460C Parent Child Nursing ........................................................................................................... 5
+ NUR 2251C Adult Health Nursing IV..................................................................................................... 4
+ NUR 2943C Transitional Nursing............................................................................................................. 4

CREDITS AWARDED FOR LPN CERTIFICATION ..................................................................................................................... 10
REQUIRED TOTAL CREDIT HOURS .............................................................................................................................. 72

*Refer to A.A. degree general education requirements. +Prerequisite course required. See course description in catalog.
**A&P courses more than 7 years old must be repeated with a grade of “C” or better.

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):**

- HCP 0120C Nursing Assistant .................................................................................................................. 120

**TOTAL CONTACT HOURS............................................................................................................................................................................................................120**

**ARTICULATED (0207):**

- HCP 0001 Health Careers Core ..................................................................................................................90
- HCP 0121 Nurse Aide and Orderly .............................................................................................................75

**TOTAL CONTACT HOURS............................................................................................................................................................................................................165**

**POST ADMISSION REQUIREMENT:** All students are asked to sign a consent and waiver for SJR State to perform a criminal background check and drug screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen.
The entry level Paramedic program prepares students for careers in the Emergency Medical Services field. This is also the intermediate step to obtain an Associate in Science degree in Emergency Medical Services. This program prepares students for certification as a paramedic and complies with the national EMS Educational Standards - Paramedic Instructional Guidelines. The limited access program consists of three consecutive semesters consisting of didactic, lab, clinical and field experiences. Students will be trained in advanced skills required for emergency pre-hospital care. In addition to performing EMT Skills, they will be trained in IV fluids, medications, advanced life support, airway management, burns, trauma, adult and pediatric medical emergencies. Graduates are qualified to work as advanced care providers on ambulances, hospital emergency rooms, intensive care units and transport teams.

ADMISSION REQUIREMENTS
The Paramedic program is a limited access program. To apply for admission to the Paramedic program, a student must have completed the following:
1. Application process to St. Johns River State College;
2. Application to the Paramedic program;
3. Must be 18 years of age;
4. Must have a high school diploma or GED diploma;
5. Must have a minimum overall high school or college GPA of 2.0 (which includes transfer work);
6. Must have completed MAT 1033 and ENC 1101 or be eligible to enroll in the courses based on placement exams. Priority selection will be given to individuals who have completed the coursework and based on the highest GPA of MAT 1033 and ENC 1101;
7. Must be a Florida-certified Emergency Medical Technician or provide proof of successful completion of a Florida Emergency Technician program. Priority selection will be given to current Florida-certified Emergency Medical Technicians.

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

POST-ADMISSION REQUIREMENTS
Following acceptance into the program, Paramedic students must complete/attend the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the Paramedic 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 a Paramedic student orientation on the specified date.
3. Have an annual physical examination verifying acceptable health status and completing all the requirements for the Paramedic program. Requirements for the physical are included on the form provided to each student after admission to the Paramedic program.
4. Have liability/malpractice insurance of $1,000,000 per incident and $3,000,000 per aggregate. (Payment included with lab fees during registration).
5. Student must obtain Florida EMT certification before the start of the second semester in the Paramedic program.
6. Attend an interview with the Paramedic program director prior to the start of classes.
### Paramedic Core Classes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 2010</td>
<td>EMS Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2603</td>
<td>Paramedic I</td>
<td>6</td>
</tr>
<tr>
<td>EMS 2603L</td>
<td>Paramedic I Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2666</td>
<td>Paramedic I Clinical Experience</td>
<td>4</td>
</tr>
<tr>
<td>+ EMS 2604</td>
<td>Paramedic II</td>
<td>8</td>
</tr>
<tr>
<td>+ EMS 2604L</td>
<td>Paramedic II Lab</td>
<td>2</td>
</tr>
<tr>
<td>+ EMS 2667</td>
<td>Paramedic II Clinical Experience</td>
<td>4</td>
</tr>
<tr>
<td>+ EMS 2605</td>
<td>Paramedic III</td>
<td>5</td>
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<tr>
<td>+ EMS 2605L</td>
<td>Paramedic III Lab</td>
<td>1</td>
</tr>
<tr>
<td>+ EMS 2659</td>
<td>Field/Clinical Internship</td>
<td>5</td>
</tr>
<tr>
<td>+ EMS 2920</td>
<td>Paramedic Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

**Required Total Credit Hours**: 42

*Prerequisite course required. See course description in catalog.

A student must earn a grade of “C” or above in all courses required in the program.

**Note:** Any person having been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statutes, Chapter 64J, regarding emergency medical services licensure. For further information, contact the Department of Health, Division of Medical Quality Assurance, Florida Bureau of Emergency Medical Services, EMT-Paramedic Certification, 4052 Bald Cypress Way, BIN C-45, Tallahassee, FL 32399-3285.
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>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC</td>
<td>1102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>General Education Humanities</td>
<td>3</td>
</tr>
<tr>
<td>+*</td>
<td>General Education Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>General Education Social Science</td>
<td>3</td>
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</table>

**DEGREE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG</td>
<td>2021C Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>1100 Microcomputer Application Software</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>CGS 1515 Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>FIN</td>
<td>1100 Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB</td>
<td>1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>GEB 2214 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>HIM</td>
<td>1000 Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HSA</td>
<td>1255 Office Management in Health Sciences Professions</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>HSA 2252 Health Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>HSC</td>
<td>1000 Introduction to Health Care Delivery System</td>
<td>3</td>
</tr>
<tr>
<td>+</td>
<td>HSC 1531 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HSC</td>
<td>2930 Special Topics - Capstone</td>
<td>3</td>
</tr>
<tr>
<td>HSC</td>
<td>1641 Legal and Ethical Issues for Healthcare Providers</td>
<td>3</td>
</tr>
<tr>
<td>MAN</td>
<td>2021 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN</td>
<td>2300 Introduction to Human Resource Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS** 60

*Prerequisite course required. See course descriptions in catalog.

*Refer to A.A. degree general education requirements.
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>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+ GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>+ HSA 1255</td>
<td>Office Management in Health Sciences Professions</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care Delivery System</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1641</td>
<td>Legal and Ethical Issues for Healthcare Providers</td>
<td>3</td>
</tr>
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**ELECTIVES (CHOOSE 7 CREDIT HOURS):**

<table>
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<tr>
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<th>Course Title</th>
<th>Credit Hours</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>+ HIM 2432</td>
<td>Concepts of Disease</td>
<td>3</td>
</tr>
<tr>
<td>+ HSC 2930</td>
<td>Special Topics-Capstone</td>
<td>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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
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<tr>
<td>CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<td>GEB 2214</td>
<td>Business Communications</td>
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<td>HSA 1255</td>
<td>Office Management in Health Sciences Professions</td>
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</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
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</tr>
</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS: 18

+Prerequisite course required. See course description in catalog.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
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<tr>
<td>+CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED TOTAL CREDIT HOURS**: 12

*Prerequisite course required. See course description in catalog.*
This program is designed to prepare students for employment as phlebotomists or 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:

- **HCP 0001 Health Careers Core**...........................................................................................................90
- **HCP 0750C Phlebotomist**......................................................................................................................75

**TOTAL CONTACT HOURS**............................................................................................................................................................................................................165

**POST ADMISSION REQUIREMENT:** All students are asked to sign a consent and waiver for SJR State to perform a criminal background check and drug screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen.
The Associate in Science degree in Radiologic Technology 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. Florida 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 5 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.

(Appnote that students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid).

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:
   BSC 2085 Human Anatomy and Physiology I ................................................................. 3
   BSC 2085L Human Anatomy and Physiology I Lab .................................................. 1
   + BSC 2086 Human Anatomy and Physiology II ...................................................... 3
   BSC 2086L Human Anatomy and Physiology II Lab ................................................. 1
   CGS 1100 Microcomputer Applications ........................................................................ 3
   ENC 1101 Composition I .............................................................................................. 3
   HSC 1531 Medical Terminology .................................................................................. 3
   +* _____ _____ General Education Humanities ......................................................... 3
   * _____ _____ General Education Mathematics .......................................................... 3
   * _____ _____ General Education Social Science ...................................................... 3

*Refer to A.A. degree general education requirements
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 26 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 B.A./B.S degree; 15 points will be awarded if applicant has a M.A./M.S 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 and time 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 valid through expected graduation date. 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. 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
- General Education Humanities ................................................................................................................. 3
- General Education Mathematics ............................................................................................................. 3
- General Education Social Science ......................................................................................................... 3

RADIOLOGIC TECHNOLOGY RELATED COURSES:
- CGS 1100 Microcomputer Applications Software .................................................................................. 3
## RADIOLOGIC TECHNOLOGY (2155) CONTINUED

**HSC 1531**  
Medical Terminology .......................................................................................................................... 3

**RADIOLOGIC TECHNOLOGY CORE COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RTE 1000C</td>
<td>Introduction to Patient Care in Radiologic Sciences</td>
<td>3</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>
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<td>RTE 1503C</td>
<td>Radiographic Positioning I</td>
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<td>+ RTE 1513C</td>
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<td>+ RTE 1804</td>
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<td>+ RTE 1814</td>
<td>Clinical Education II</td>
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<td>+ RTE 1824</td>
<td>Clinical Education III</td>
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<td>+ RTE 2061</td>
<td>Radiologic Science Seminar</td>
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<td>+ RTE 2573C</td>
<td>Special Imaging Modalities</td>
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<td>+ RTE 2613</td>
<td>Radiologic Physics</td>
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<tr>
<td>+ RTE 2782C</td>
<td>Radiographic Pathology</td>
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<td>+ RTE 2844</td>
<td>Clinical Education IV</td>
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<tr>
<td>+ RTE 2854</td>
<td>Clinical Education V</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED CREDITS........................................................................................................................................................................................................ 77**

+ 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.
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 provide an educational experience which will allow individuals the opportunity to obtain the knowledge, skills, and attitudes necessary to function at the entry and advanced levels of Respiratory Care.

PROGRAM GOAL
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.

(Note that students who are only taking prerequisites for admission into the program and who are not pursuing other degree programs are not considered regular, admitted students and are therefore not eligible for either federal or state forms of financial aid).

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:

   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
   ................................................. General Education Mathematics
   MCB 2010 & 2010L ......................... Microbiology and Lab
   ................................................. General Education Social Science
   ................................................. General Education Humanities

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:
      (Letter grade value X credits = points assigned) Calculation example: student achieves a letter grade (B) in ENC 1101 X (3 credits) = 9 points; A=4 points; B=3 points; C=2 points
2. **15 POINTS AWARDED** - Residence in Clay, Putnam, or St. Johns counties, Florida
3. **15 POSSIBLE POINTS AWARDED** - 5 points will be awarded if applicant has an A.A./A.S. degree; 10 points will be awarded if applicant has a BA/BS degree; 15 points will be awarded if applicant has a MA/MS degree.
4. **16 POSSIBLE POINTS AWARDED** - 2 points will be awarded for each prerequisite course (Maximum 10 points) and other required general education courses (Maximum 6 points) taken at St. Johns River State College. Note: lab courses are not included in this point total.
5. **6 POSSIBLE POINTS AWARDED** - Completion of HSC 1004 with a grade of “C” or better. Points will be awarded according to the following scale: A=6, B=4, C=2

**POST ADMISSION REQUIREMENTS:**
Following acceptance into the Respiratory Care program students must complete/attend the following. Failure to comply with these requirements may result in administrative withdrawal from the respiratory care program.

1. All students are asked to sign a consent and waiver form for SJR State to perform a criminal background check and drug screen. Failure to provide this consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
2. Have a physical examination verifying acceptable health status and completing all of the requirements for the respiratory care program. The medical requirements for the physical exam are documented on the form provided to each student after admission to the respiratory care program.
3. Attend respiratory care orientation on the specified date.

**GENERAL EDUCATION COURSES:**

+ 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
* ____ ____ General Education Social Science ......................................................................................... 3
* ____ ____ General Education Humanities ................................................................................................ 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

**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
RESPIRATORY CARE (2125) CONTINUED

ASSOCIATE IN SCIENCE DEGREE

+ 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

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 A.S. degree Respiratory Care program at St. Johns River State College, located in St. Augustine, FL, program number 200539, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 70602-4244
(817) 283-2835

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

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
ST. JOHNS RIVER STATE COLLEGE

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 in 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.
This program prepares students for careers in corporate computer security investigation, or similar careers in law enforcement and crime laboratories as a computer related crime investigator, computer forensics specialist, security consultant or security auditor. The program is designed to provide municipal, county, state, federal and corporate investigators trained in the latest techniques of modern computer crime investigation. This program also provides supplemental training for persons previously or currently employed in these occupations.

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.

GENERAL EDUCATION COURSES:
- ENC 1101 Composition I ......................................................................................................................3
- ENC 1102 Composition II .....................................................................................................................3
- General Education Mathematics ..............................................................................................3
- General Education Humanities ................................................................................................3
- General Education Social Science .........................................................................................3

DEGREE SPECIFIC COURSES:
- CAP 2140 Data Forensics I ....................................................................................................................3
- CAP 2141 Data Forensics II ..................................................................................................................3
- CCJ 1020 Introduction to Criminal Justice ...........................................................................................3
- CET 2660C Network Security Essentials ............................................................................................3
- CET 2883C Attack Prevention and Detection ......................................................................................3
- CGS 1060 Introduction to Computer Concepts ..................................................................................3
- CJL 1062 Constitutional Law ...........................................................................................................3
- CJL 1100 Criminal Law ....................................................................................................................3
- CJL 1102 Criminal Evidence and Court Procedure .............................................................................3
- CJE 1000 Introduction to Policing .......................................................................................................3
- CJE 2600 Fundamentals of Criminal Investigations ..........................................................................3
- CJE 2640 Introduction to Criminalistics ..........................................................................................3
- COP 1000 Introduction to Computer Programming ...........................................................................3
- CTS 2111C Linux Network Administration .....................................................................................3
- CNT 2500C Network Telecommunications ......................................................................................3
- CET 1600C Network Fundamentals ................................................................................................3
- Electives ........................................................................................................................................3

ELECTIVES:
- CCJ 2647 Organized Crime ..............................................................................................................3
- DSC 1006 Introduction to Homeland Security ..................................................................................3
- DSC 1005 Understanding Terrorism ................................................................................................3

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

Students have the opportunity to sit for the following industry certification exams: Network+, Security+, Linux+, and the ACE Forensic Examiner from Access Data. Students should check with the Director of Computers or the Dean of Criminal Justice for further information.

+Prerequisite courses required. See course descriptions in catalog.
*Refer to A. A. degree general education requirements.
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 or by visiting SJRstate.edu/correct.html.

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 124.

FLORIDA CORRECTIONS OFFICER ACADEMY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
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<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>
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<tr>
<td>CJK 0051</td>
<td>CMS Criminal Justice Defensive Tactics</td>
<td>80</td>
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<tr>
<td>CJK 0300</td>
<td>Introduction to Corrections</td>
<td>32</td>
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<tr>
<td>CJK 0305</td>
<td>Communications</td>
<td>40</td>
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<td>CJK 0310</td>
<td>Officer Safety</td>
<td>16</td>
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<tr>
<td>CJK 0315</td>
<td>Facility and Equipment</td>
<td>8</td>
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<tr>
<td>CJK 0320</td>
<td>Intake and Release</td>
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<tr>
<td>CJK 0325</td>
<td>Supervision 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>
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</tr>
<tr>
<td>CJK 0340</td>
<td>Officer Wellness and Physical Abilities</td>
<td>30</td>
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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 Florida Law Enforcement Academy program.

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 or by visiting SJRstate.edu/correct.html.

LAW ENFORCEMENT OFFICER CROSS-OVER TRAING TO FLORIDA CMS CORRECTIONAL BASIC RECRUIT TRAINING PROGRAM (0545)

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<td>CJK 0300</td>
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<td>Communications</td>
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<tr>
<td>CJK 0393</td>
<td>Cross-Over Program Updates</td>
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</tr>
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TOTAL PROGRAM CONTACT HOURS ................................................................................................................................................................................... 198
**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 - 6 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 121 and 122. FOR MORE INFORMATION, CALL (904) 808-7490.

**GENERAL EDUCATION COURSES:**

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<td>* ____ ____</td>
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<tr>
<td>* ____ ____</td>
<td>General Education Social Science</td>
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**DEGREE SPECIFIC COURSES:**

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<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1000</td>
<td>Introduction to Policing</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2400</td>
<td>Police Community Relations</td>
<td>3</td>
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<tr>
<td>CJE 2640</td>
<td>Introduction to Forensics (Crime Scene)</td>
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</tr>
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<td>Fundamentals of Criminal Investigation</td>
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<td>DSC 1005</td>
<td>Understanding Terrorism</td>
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<td>Corrections Basic Recruit (CJC 1000 and CCJ 2500 Juvenile Delinquency)</td>
<td>6</td>
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Electives .................................................................................................................... 9

**ELECTIVES - CHOOSE FROM THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2647</td>
<td>Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2112</td>
<td>Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1006</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>PAD 1002</td>
<td>Introduction to Public Administration</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>MAT 1033</td>
<td>Intermediate Algebra</td>
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<tr>
<td>POS 1041</td>
<td>United States Federal Government</td>
<td>3</td>
</tr>
<tr>
<td>+ STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

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

*Prerequisite courses required. See course descriptions in catalog.
*Refer to A. A. degree general education requirements.
◆The following courses CJC 1000 and CCJ 2500 will be satisfied by the completion of the Corrections Basic Recruit Certificate. These courses can not be taken as part of the degree specific courses.
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:

Florida Law Enforcement Academy - 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 121 and 122.

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

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
</tr>
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<tbody>
<tr>
<td>ENC 1101 Composition I .......................................................................................... 3</td>
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<tr>
<td>+ ENC 1102 Composition II ...................................................................................... 3</td>
</tr>
<tr>
<td>* __ __ General Education Humanities ....................................................................... 3</td>
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<tr>
<td>* __ __ General Education Mathematics ....................................................................... 3</td>
</tr>
<tr>
<td>* __ __ General Education Social Science .................................................................. 3</td>
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<table>
<thead>
<tr>
<th>DEGREE SPECIFIC COURSES:</th>
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<tbody>
<tr>
<td>CCJ 1020 Introduction to Criminal Justice ................................................................. 3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications Software .......................................................... 3</td>
</tr>
<tr>
<td>CJC 1000 Introduction to Corrections ............................................................................ 3</td>
</tr>
<tr>
<td>CJE 2640 Introduction to Forensics (Crime Scene) ......................................................... 3</td>
</tr>
<tr>
<td>CJI 1062 Constitutional Law .......................................................................................... 3</td>
</tr>
<tr>
<td>CJI 1102 Courts and Criminal Evidence ....................................................................... 3</td>
</tr>
<tr>
<td>DSC 1005 Understanding Terrorism ................................................................................ 3</td>
</tr>
<tr>
<td>* FL LE Academy Credits (CCJ 2500, CJE 2400, CJE 2600, CJI 1100) ..... 15</td>
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</tbody>
</table>

Electives .................................................................................................................. 9

<table>
<thead>
<tr>
<th>ELECTIVES - CHOOSE FROM THE FOLLOWING:</th>
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<tbody>
<tr>
<td>CCJ 2647 Organized Crime ................................................................. 3</td>
</tr>
<tr>
<td>CJE 2112 Police Administration ............................................................... 3</td>
</tr>
<tr>
<td>DSC 1006 Introduction to Homeland Security ......................................................... 3</td>
</tr>
<tr>
<td>PAD 1002 Introduction to Public Administration .................................................... 3</td>
</tr>
<tr>
<td>MAN 2021 Principles of Management ........................................................................ 3</td>
</tr>
<tr>
<td>MAN 2300 Introduction to Human Resource Management .......................................... 3</td>
</tr>
<tr>
<td>MAT 1033 Intermediate Algebra ............................................................................... 3</td>
</tr>
<tr>
<td>POS 1041 United States Federal Government .......................................................... 3</td>
</tr>
<tr>
<td>+ STA 2023 Elementary Statistics ............................................................................. 3</td>
</tr>
</tbody>
</table>

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

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

★★The following courses CCJ 2500, CJE 1000, CJE 2400, CJE 2600, and CJI 1100 will be satisfied by the completion of the Law Enforcement Basic Recruit certificate. These courses can not be taken as part of the degree specific courses.
CRIMINAL JUSTICE TECHNOLOGY (0080)

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 in Science 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
+* __ ____ General Education Mathematics ...........................................3
+* __ ____ General Education Humanities ............................................3
* __ ____ General Education Social Science .......................................3

DEGREE SPECIFIC COURSES:
CCJ 1020 Introduction to Criminal Justice ........................................3
CCJ 2500 Juvenile Delinquency .........................................................3
CGS 1100 Microcomputer Applications Software .............................3
CJC 1000 Introduction to Corrections ................................................3
CJE 1000 Introduction to Policing ......................................................3
CJE 2400 Police Community Relations .............................................3
CJE 2600 Fundamentals of Criminal Investigation ..........................3
CJE 2640 Introduction to Forensics-Crime Scene .............................3
CJL 1062 Constitutional Law ............................................................3
CJL 1100 Criminal Law .................................................................3
CJL 1102 Courts and Criminal Evidence .........................................3
DSC 1005 Understanding Terrorism ...............................................3
Electives .....................................................................................9

ELECTIVES: (CHOOSE 9 CREDIT HOURS)
CCJ 2647 Organized Crime ............................................................3
CJE 2112 Police Administration .....................................................3
DSC 1006 Introduction to Homeland Security ...............................3
MAN 2021 Principles of Management .............................................3
MAN 2300 Introduction to Human Resource Management ............3
MAT 1033 Intermediate Algebra ......................................................3
PAD 1002 Introduction to Public Administration ..........................3
POS 1041 United States Federal Government .................................3
+ STA 2023 Elementary Statistics ....................................................3

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

*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 Associate in Science degree in Criminal Justice Technology.

**CERTIFICATE SPECIFIC COURSES:**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ</td>
<td>1020 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJC</td>
<td>1000 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCJ</td>
<td>2500 Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CJE</td>
<td>1000 Introduction to Policing</td>
<td>3</td>
</tr>
<tr>
<td>CJE</td>
<td>2400 Police Community Relations</td>
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<tr>
<td>CJE</td>
<td>2600 Fundamentals of Criminal Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJL</td>
<td>1100 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJL</td>
<td>1102 Courts and Criminal Evidence</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.
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 or by visiting SJRstate.edu/correct.html.

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 124 for additional information.

FLORIDA LAW ENFORCEMENT OFFICER ACADEMY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0001</td>
<td>Introduction to Law Enforcement</td>
<td>10</td>
</tr>
<tr>
<td>CJK 0012</td>
<td>Legal</td>
<td>62</td>
</tr>
<tr>
<td>CJK 0013</td>
<td>Interactions in a Diverse Community</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0014</td>
<td>Interviewing and Report Writing</td>
<td>56</td>
</tr>
<tr>
<td>CJK 0020</td>
<td>CMS Law Enforcement Vehicle Operations</td>
<td>48</td>
</tr>
<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 0064</td>
<td>Fundamentals of Patrol</td>
<td>35</td>
</tr>
<tr>
<td>CJK 0065</td>
<td>Calls for Service</td>
<td>36</td>
</tr>
<tr>
<td>CJK 0077</td>
<td>Criminal Investigations</td>
<td>50</td>
</tr>
<tr>
<td>CJK 0078</td>
<td>Crime Scene to Courtroom</td>
<td>35</td>
</tr>
<tr>
<td>CJK 0084</td>
<td>DUI Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0087</td>
<td>Traffic Stops</td>
<td>30</td>
</tr>
<tr>
<td>CJK 0088</td>
<td>Traffic Crash Investigations</td>
<td>32</td>
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<tr>
<td>CJK 0092</td>
<td>Critical Incidents</td>
<td>44</td>
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<tr>
<td>CJK 0096</td>
<td>Criminal Justice Officer Physical Fitness Training</td>
<td>60</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>Dart Firing Stun Gun</td>
<td>8</td>
</tr>
</tbody>
</table>

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 Florida Corrections Academy program.

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 or by visiting SJRstate.edu/correct.html.

**CORRECTIONAL OFFICER CROSS-OVER TRAINING TO FLORIDA LAW ENFORCEMENT ACADEMY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0001</td>
<td>Introduction to Law Enforcement</td>
<td>10</td>
</tr>
<tr>
<td>CJK 0012</td>
<td>Legal</td>
<td>62</td>
</tr>
<tr>
<td>CJK 0013</td>
<td>Interactions with a Diverse Community</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0014</td>
<td>Interviewing and Report Writing</td>
<td>56</td>
</tr>
<tr>
<td>CJK 0020</td>
<td>CMS Law Enforcement Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK 0064</td>
<td>Fundamentals of Patrol</td>
<td>35</td>
</tr>
<tr>
<td>CJK 0065</td>
<td>Calls for Service</td>
<td>36</td>
</tr>
<tr>
<td>CJK 0077</td>
<td>Criminal Investigations</td>
<td>50</td>
</tr>
<tr>
<td>CJK 0078</td>
<td>Crime Scene to Courtroom</td>
<td>35</td>
</tr>
<tr>
<td>CJK 0084</td>
<td>DUI Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0087</td>
<td>Traffic Stops</td>
<td>30</td>
</tr>
<tr>
<td>CJK 0088</td>
<td>Traffic Crash Investigations</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0092</td>
<td>Critical Incidents</td>
<td>44</td>
</tr>
<tr>
<td>CJK 0393</td>
<td>Cross-Over Program Updates</td>
<td>8</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>Dart-Firing Stun Gun</td>
<td>8</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CONTACT HOURS** 518

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at SJRstate.edu/workforce/0544employ.html.
This program provides job-related training to prepare students for entry-level employment as security and armed security officers. Upon completion of this training program, the students will be eligible to apply for licensure with the Florida Department of Agriculture for Security Officer Class D, and Armed Security Officer Class G licenses.

**PRIVATE SECURITY OFFICER PROGRAM**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Contact Hours</th>
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<tbody>
<tr>
<td>CJK 0132</td>
<td>Private Security Officer Course A</td>
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</tr>
<tr>
<td>CJK 0134</td>
<td>Armed Private Security Officer</td>
<td>28</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CONTACT HOURS**

68

NOTE: St. Johns River State College offers the annual firearms requalification (including shotgun) 8 hour course. Contact (904) 808-7490 for further information.
FLORIDA SCHOOL OF THE ARTS

ST. JOHNS RIVER STATE COLLEGE

PERFORMING ARTS
   Dance Studies/Dance Performance
   Acting
   Musical Theater

PRODUCTION DESIGN
   Costume Design and Technology
   Scenic/Lighting Design and Technology
   Stage Management

VISUAL ARTS
   Graphic Design/New Media
      Graphic Design
      New Media Photography
      Studio Art
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 suitable to the student’s talent, enabling each student to acquire the knowledge, skills, and appreciation of the chosen arts discipline required for employment in the arts profession. Students receive professional art instruction and rigorous 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 recommended during each of the three terms.

Admission

Admission to Florida School of the Arts is by audition or portfolio review only. Separate application paperwork and procedures are also required by St. Johns River State College because all 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.

The application for Florida School of the Arts is available for submission from the website at www.floarts.org. The application fee of $30 is deferred until an applicant is accepted into a Florida School of the Arts program and registers for classes. As part of completing the application, a potential student will select an audition or portfolio review date. The following additional paperwork for Florida School of the Arts will then be due before the selected date: an arts resume, a statement of purpose, two letters of recommendation and high school and/or college transcripts current at the time of the scheduled audition or portfolio review. We will accept paperwork by mail to Florida School of the Arts, Attention: Admissions Coordinator, 5001 St. Johns Avenue, Palatka FL 32177 or email to kittyclarke@sjrstate.edu.

Specific audition and portfolio requirements differ by discipline. They are available online at www.floarts.org, or by mail or email by request. For the performing arts programs (Acting, Musical Theater, and Dance Performance), applicants are required to schedule an audition on one of the designated dates. For the technical theater programs (Costume Design, Scenic/Lighting Design and Stage Management), applicants are required to schedule a portfolio review on one of the designated dates or call (386) 312-4300 or (386) 312-4304 to make other arrangements. For the visual arts programs (Studio Art, Graphic Design and New Media Photography), applicants may choose to review in person on one of the designated dates or they may submit a digital visual portfolio in the form of a DVD or CD furnished with all application materials listed above.

Admission requirements and procedures for St. Johns River State College may be found at SJRstate.edu.

Financial Aid

College students admitted into Florida School of the Arts programs are eligible for all college financial aid programs. Among these are FloArts Talent Scholarships, 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

Students are responsible for securing their own housing. The office maintains a contact list to assist those students seeking roommates for each fall term.

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.
SPECIALIZATION AREAS

FLORIDA SCHOOL OF THE ARTS

VISUAL ART PROGRAMS

STUDIO ART

Social and technological changes have transformed the way artists work. The studio art program emphasizes fundamental principles through practical exercises while exploring the contemporary discourse that surrounds art and art communities. Studio art students are expected to explore relevant concepts while experimenting with cross-disciplinary practices which include painting, drawing, photography, printmaking, and installation art. Students in the program learn professional gallery display techniques and have the opportunity to show their works in scheduled exhibitions throughout the year.

GRAPHIC DESIGN/NEW MEDIA

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 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/DESIGN PROGRAMS

COSTUME DESIGN AND TECHNOLOGY

The costume design curriculum at Florida School of the Arts begins with an examination of the fundamental techniques utilized in design and construction through a series of historical and problem-oriented projects. Emphasis is placed on research, imagination, problem-solving and presentation of work. Students in the costume program also have the unique opportunity to create work 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 and construction at the university level.

SCENIC/LIGHTING DESIGN AND TECHNOLOGY

The scenic and lighting design curriculum at Florida School of the Arts is unique in that it provides students instantaneous, practical stage experience balanced with classroom and laboratory instruction. There is a strong emphasis in script analysis, creative problem solving, and artistic collaboration, as well as strong foundational development of knowledge in the equipment, materials, and skills practices of the theatre production industry. The program requires students to develop and present major projects in scenic design, lighting design, and accompanying technologies as well as other contributing areas, including scene painting, sound, CAD for theatre, and stage properties. These projects ultimately contribute to a well-developed and versatile portfolio. Upon successful completion of the degree, students are prepared to continue their education in scenic design, lighting design, technical direction, or any other design/production practice or to seek employment in professional theatre houses, touring companies or professional scenic or lighting shops.

STAGE MANAGEMENT

The stage management curriculum at Florida School of the Arts focuses on building strong communication, organizational and problem-solving skills in all phases of the production process. Practical hands-on experience is gained through participation as stage managers or assistant stage managers for the school’s heavy production schedule. Upon completion of the stage management program, students have received the skills and training necessary to either begin their career or seek advanced level training.

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, musical theater 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 receive practical, creative and insightful 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 theatrical styles from the classics to contemporary comedy, drama and musicals. In Acting for the Camera, students adapt those skills for the specific demands of television and film. Students also gain valuable instruction in all phases of theatre.
production, including stage construction, lighting, sound, costume
design/construction, make-up and stage movement. Upon comple-
tion of the program, acting students are prepared for entry-level posi-
tions 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 pro-
essional 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 pro-
duction, including stage design/construction, lighting, sound, cos-
tume 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 PERFORMANCE**

This progressive dance program consists of intensive technical train-
ing in the areas of ballet and contemporary dance. Students also
study various stylized forms of dance including jazz, musical theater,
tap and ethnic forms. As part of the students’ creative development,
course work is required in improvisation and choreography. Students
also have the option to choose from a variety of dance electives to
develop their craft and explore practical applications in the field of
dance through course work in dance history, dance ensemble perform-
ance work and a conditioning class. Upon graduation, the student
is prepared for current career choices in professional dance compa-
nies, the entertainment industry or to continue on to a conservatory
or four-year bachelor of fine arts institution.
The Associate in Science Degree: Each Florida School of the Arts student must complete a planned A.S. degree program that combines foundational and specialized coursework in the student’s artistic discipline with prescribed general education requirements for English composition, humanities, social science, mathematics and science.

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

The Associate in Science + Associate in Arts Degree Option: Any Florida School of the Arts student may complete a dual degree pathway by fulfilling the additional general education requirements for the A.A. degree over and above those already required as part of the A.S. degree. These requirements will include an additional three credits in each of the following areas: humanities, social science, mathematics, literature, and an additional science class with a lab. If a student did not have two years of a foreign language in high school, they will also need to take 6 credits of a foreign language in college in order to earn the A.A. degree.

**The College Credit Certificate in Theater Technology:** The Stage Technology certificate is generally earned by students who are pursuing the A.S. in Production/Design with a specialization in scenic and Lighting Design and Technology. It marks successful completion of 17 credit hours of coursework in that area. It does not require any General Education courses. Often, students in our Scenic and Lighting Design program earn this certificate during their first year of that two-year program. Stage Management students who have completed the specified 17 credit hours may also be awarded this certificate.

**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 Studio Art, new media design and photography majors in the last year of residence.

- Acting - The main stage and studio theater productions shall serve as the proficiency exam for students in the acting program. Students who do not perform on main stage or in the studio theatre 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 - Students are required to perform in at least one main stage production per year, as well as perform a solo for a final performance review.

- 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 Design and Technology students are required to present their portfolio and resumes at the end of every fall and spring semester.

- Stage Management - Exit Exam: Each student is required to serve as the stage manager or assistant stage manager for a main stage production during their final year.

**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 pursuing their future as an artist.

### GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2050</td>
<td>Art History I</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 2020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>* ___ ___</td>
<td>Science and Lab</td>
<td>4</td>
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### FOUNDATION:

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ARH 2051</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>+ ART 1301C</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>+ ART 2203C</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>DIG 1000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1800</td>
<td>Photographic Techniques</td>
<td>3</td>
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### SPECIALIZATION:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ARH 1006</td>
<td>Visual Ideas: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ART 2500C</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2701C</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1400C</td>
<td>Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>+ ART 2955</td>
<td>Portfolio Presentation: Capstone Seminar</td>
<td>1</td>
</tr>
<tr>
<td>GRA 1413</td>
<td>Professional Development: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>DIG 2580</td>
<td>Digital Portfolio: Portfolio Seminar</td>
<td>1</td>
</tr>
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</table>

### 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: 3 credits in communications, 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.
**VISUAL ART**

An interdisciplinary approach to the use of digital and emerging technologies based on creative convergence of art, science, and technology for human expression, social communication, and interaction.

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</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>+ HUM 2020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2050</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Science &amp; Lab</td>
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**FOUNDATION:**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARH 2051</td>
<td>Art History II</td>
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<tr>
<td>ART 1201C</td>
<td>Two Dimensional Design</td>
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<tr>
<td>ART 1300C</td>
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<td>3</td>
</tr>
<tr>
<td>+ ART 1301C</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>+ ART 2203C</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>DIG 1000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1800</td>
<td>Photographic Techniques</td>
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**SPECIALIZATION (SELECT ONE):**

**GRAPHIC DESIGN:**

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ARH 1006</td>
<td>Visual Ideas: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>+ DIG 1115C</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>+ GRA 1206C</td>
<td>Typography: Expressive &amp; Experimental</td>
<td>3</td>
</tr>
<tr>
<td>+ ART 2955</td>
<td>Portfolio Presentation: Capstone Seminar</td>
<td>1</td>
</tr>
<tr>
<td>GRA 1413</td>
<td>Professional Development: Portfolio Seminar</td>
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</tr>
<tr>
<td>DIG 2580</td>
<td>Digital Portfolio: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>+ DIG 2282C</td>
<td>Time Based Media</td>
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**NEW MEDIA PHOTOGRAPHY:**

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ARH 1006</td>
<td>Visual Ideas: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>+ DIG 1115C</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>+ PGY 1201C</td>
<td>Media Lighting Techniques</td>
<td>3</td>
</tr>
<tr>
<td>+ ART 2955</td>
<td>Portfolio Presentation: Capstone Seminar</td>
<td>1</td>
</tr>
<tr>
<td>GRA 1413</td>
<td>Professional Development: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>DIG 2580</td>
<td>Digital Portfolio: Portfolio Seminar</td>
<td>1</td>
</tr>
<tr>
<td>+ PGY 2220C</td>
<td>Commercial Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

**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: 3 credits in communications, 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.
THEATER AND ENTERTAINMENT TECHNOLOGY

This intensive training, consisting of the development of the voice, body, gesture, and creative imagination, enables the actor to work in many forms of theater—from the classics to the contemporary comedy, drama, and musicals. Upon graduation the student will be prepared for careers in the theater and entertainment industries.

GENERAL EDUCATION COURSES: 25

ENC 1101 Composition I .............................................................. 3
+ ENC 1102 Composition II ........................................................... 3
* ___ ___ Mathematics ............................................................... 3
* ___ ___ Social Science ............................................................ 3
+ HUM 2020 Introduction to Humanities ..................................... 3
* ___ ___ Science & Lab ............................................................ 4

FOUNDATION: 25

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
** THE 1020 Introduction to Theatre History ......................... 3

or

THE 2300 Dramatic Literature ................................................... 3
THE 1925 Play Production ........................................................ 1
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: 19

+ TPP 2118 Acting III .............................................................. 3
+ TPP 2119 Acting IV .............................................................. 3
TPP 2300 Play Directing .......................................................... 3
        or
TPP 2141 Acting in Shakespeare .............................................. 3
+ TPP 1811 Stage Speech II ..................................................... 3
+ TPP 2812 Stage Speech III ................................................... 3
+ TPP 2260 Acting for the Camera ............................................ 3
TPA 2290L Theatre Production Lab (Technical) ....................... 1
+ TPP 2220 Audition Techniques ............................................. 3

ELECTIVES: 1

Any course with the prefix of MUT, MVV, MVK, THE, TPA, DAA, 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 THE 1020 to meet 3 general education humanities credits and must additionally take the following 13 credits of college-level general education courses: 3 credits in communications, 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.
### DANCE STUDIES/DANCE PERFORMANCE (2513)

**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:**

<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>
</tr>
<tr>
<td>*</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>DAN 2100</td>
<td>Survey of Dance</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Science + Lab</td>
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**FOUNDATION:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</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 1104</td>
<td>Contemporary Dance I</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 1105</td>
<td>Contemporary Dance II</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2106</td>
<td>Contemporary Dance III</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2107</td>
<td>Contemporary Dance IV</td>
<td>2</td>
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<tr>
<td>* DAA 1680</td>
<td>Dance Ensemble I (Repeat for Credit)</td>
<td>1 (2)</td>
</tr>
<tr>
<td>* DAA 1681</td>
<td>Dance Ensemble II (Repeat for Credit)</td>
<td>1 (2)</td>
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<tr>
<td>DAN 2600</td>
<td>Music for Dance</td>
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**SPECIALIZATION:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>DAA 2504</td>
<td>Jazz Dance I</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2505</td>
<td>Jazz Dance II</td>
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<tr>
<td>DAA 2250</td>
<td>Partnering</td>
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<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>
</tr>
<tr>
<td>DAA 2750</td>
<td>Dance Conditioning</td>
<td>2</td>
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**DANCE ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DAA 2220</td>
<td>Point or Men's Technique</td>
<td>2</td>
</tr>
<tr>
<td>+ DAA 2393C</td>
<td>World Dance</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 2544</td>
<td>Musical Theatre Dance Styles</td>
<td>1</td>
</tr>
<tr>
<td>DAA 2570</td>
<td>Musical Theatre Jazz</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 2743</td>
<td>Pilates Body Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2933</td>
<td>Special Topics</td>
<td>1-3</td>
</tr>
<tr>
<td>TPA 1200</td>
<td>Introduction to Production Design</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 13 credits of college-level general education courses: 3 credits in communications, 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
THEATER AND ENTERTAINMENT TECHNOLOGY

Musical theater students receive professional training in three core areas: music/singing, dancing and acting. Upon completion of this intense curriculum, the student can pursue a career in musical theater or the entertainment industry.

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>+ ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Mathematics</td>
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<tr>
<td>*</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>+* HUM 2020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
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<td>__</td>
<td>Science and Lab</td>
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MUSIC:

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MVK</td>
<td>Piano: 2 credits from MVK 1111, +MVK 1871, MVK 2872 based on placement test</td>
<td>2</td>
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<tr>
<td>MUT 1001</td>
<td>Fundamentals of Music Theory</td>
<td>2</td>
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<tr>
<td>+ MUT 1111</td>
<td>Music Theory I</td>
<td>3</td>
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<tr>
<td>+ MUT 1221</td>
<td>Sight Singing I</td>
<td>1</td>
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<tr>
<td>MUN 1641</td>
<td>Musical Theater Vocal Company (repeat for credit)</td>
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VOICE:

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MVV</td>
<td>Voice: 5 credits from MVV 1111, MVV 2121, + MVV 1871 based on placement test</td>
<td>5</td>
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<tr>
<td>+ MVV 2872</td>
<td>Intermediate Voice</td>
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<tr>
<td>+ MVV 2872</td>
<td>Intermediate Voice</td>
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THEATER:

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<tbody>
<tr>
<td>TPP 2110</td>
<td>Acting I</td>
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</tr>
<tr>
<td>+ TPP 2111</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>+ TPP 2220</td>
<td>Audition Techniques</td>
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<tr>
<td>TPA 1200</td>
<td>Introduction to Production/Design</td>
<td>3</td>
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<tr>
<td>TPA 1248</td>
<td>Stage Make-Up</td>
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<td>+ TPA 2290L</td>
<td>Theater Production Lab</td>
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DANCE:

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DAA 1201</td>
<td>Fundamentals of Ballet II</td>
<td>2</td>
</tr>
<tr>
<td>DAA 1501</td>
<td>Fundamentals of Jazz II</td>
<td>2</td>
</tr>
<tr>
<td>DAA 1521</td>
<td>Fundamentals of Tap II</td>
<td>2</td>
</tr>
<tr>
<td>DAA 2544</td>
<td>Musical Theater Dance Styles</td>
<td>1</td>
</tr>
<tr>
<td>DAA 2562</td>
<td>Musical Theater Tap</td>
<td>1</td>
</tr>
<tr>
<td>+ DAA 2570</td>
<td>Musical Theater Jazz</td>
<td>1</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 16 credits of college-level general education courses: 3 credits in communications, 3 credits in math, 3 credits in social science, 3 credits in humanities, and 4 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 AND ENTERTAINMENT TECHNOLOGY

Upon completion of the Theater Technology 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:

<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>
</tr>
<tr>
<td>*</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>+ HUM 2020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Science &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>THE 1020</td>
<td>Introduction to Theatre History</td>
<td>3</td>
</tr>
</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>TPF 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>
<td>3</td>
</tr>
<tr>
<td>ARH 2050</td>
<td>Art History I</td>
<td>3</td>
</tr>
</tbody>
</table>

SPECIALIZATION (SELECT DISCIPLINE):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCENIC/LIGHTING DESIGN AND TECHNOLOGY:</td>
<td></td>
<td></td>
</tr>
<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>2</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>
</tbody>
</table>

COSTUME DESIGN AND TECHNOLOGY:

<table>
<thead>
<tr>
<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 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: 3 credits in communications, 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.
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 and Technology.

CERTIFICATE SPECIFIC COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1202</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2290L</td>
<td>Theater 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.
# Stage Management (2510)

## Associate in Science

### Theater and Entertainment Technology

Upon completion of the Stage Management program, the stage management student will be prepared for employment as a production assistant or assistant stage manager in a professional company.

### General Education Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>__ 9</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>__ Social Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HUM 2020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>__ 14</td>
<td>Science &amp; Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

### Foundation:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 Theater History</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THE 2300</td>
<td>Dramatic Literature</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>
</tr>
<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>Theater 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>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TPP 2110</td>
<td>Acting I (by audition only)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Specialization:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUT 1001</td>
<td>Fundamentals of Music Theory</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>2</td>
</tr>
<tr>
<td>+ TPA 1603</td>
<td>Stage Management Preparation and Practice (repeat for credit)</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>
</tr>
<tr>
<td>+ TPA 2343</td>
<td>CAD for Theater</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electives:

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

### Required Total Credit Hours:

64 credits

**Students who wish to complete the A.S. to A.A. degree pathway and earn dual degrees should take THE 1020 to meet 3 general education humanities credits and must additionally take the following 13 credits of college-level general education courses: 3 credits in communications, 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.
ST. JOHNS RIVER STATE COLLEGE

BACHELOR’S DEGREES

Early Childhood Education

Nursing: RN to BSN

Organizational Management
  Computer Information Systems
  Emergency Management/Public Service
  Health Care Administration
  Supervision and Management
BACHELOR'S DEGREES

ST. JOHNS RIVER STATE COLLEGE

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

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

BACHELOR OF 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 120 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 in 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
• Maintain an active, current, valid, and 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 – Emergency Management/Public Service
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. The College may recommend additional coursework for those students who could be admitted on a case-by-case basis.

Emergency Management/Public Service
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 and Emergency Medical Services. 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 Information Technology, Internet Services Technology, Computer Network Engineering 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.

FOREIGN LANGUAGE REQUIREMENT
The foreign language competency requirement can be met by 2 years of the same high school foreign language OR 2 semesters of the same college level foreign language OR documented proficiency of a foreign language. If you did not take 2 years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to register for 2 semesters of college level foreign language in order to graduate. These foreign language credits will count towards your required general education elective and/or baccalaureate transfer program prerequisites/elective credit hours. Please check with your Academic Advisor if you are unsure whether you already meet this requirement.

Native speakers of languages other than English may petition to waive the foreign language coursework requirement.
- Native speakers who are able to demonstrate they completed part of their education in a non-English educational system should complete and submit the foreign language coursework waiver petition with proof of enrollment in a foreign language school in which the language of instruction was not English for a specific, prolonged period of concurrent academic years, generally to include at least three years of formal schooling. Additional documentation may be requested at the discretion of the Vice President for Academic Affairs.
- Native speakers without proof of foreign education have the following options:
  - If the language is currently offered by St. Johns River State College, the student may petition to complete a campus-based proficiency examination by a qualified SJR State foreign language faculty member.
  - If the language is not currently offered by St. Johns River State College and there are therefore no faculty on staff who can evaluate that language, students have several options:
    - submit proof of proficiency in the language through a recognized, standardized test such as CLEP;
    - provide alternative documentation concerning their language proficiency to be approved at the discretion of the Vice President for Academic Affairs, or
  - complete the foreign language requirement in another language.

For more information or a copy of the foreign language coursework waiver petition, please see your academic advisor.

Graduation Requirements
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. In order to be awarded a baccalaureate degree, students must meet the following requirements:

1. 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 degrees 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. SJR State Bachelor of Science in Nursing adheres to the overall minimum requirement of completing 25% of the total program hours at SJR State. SJR State will allow transfer of 9 (nine) credits of upper level BSN courses as long as the transfer of credit meets the College's transfer of credit requirements and adheres to the overall minimum requirement of completing 25% of total program hours at SJR State. Students are required to take NUR 3169 and NUR 4949 at SJR State.
2. 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 years of the same high school foreign language OR two semesters of college level foreign language OR documented proficiency of a foreign language. If you did not take two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to register for two semesters of college level foreign language in order to graduate.
4. Pay all fees and discharge all other obligations to the College.
5. File an application for degree and meet all degree requirements by the date indicated in the academic calendar.
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 the foundations of education, ESOL, reading education, and early childhood education, in addition to multiple opportunities for student field experience in Pre-K-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 visit our website at SJRstate.edu or call the Teacher Education Office at (386) 312-4242.

ADMISSION REQUIREMENTS
1. Admission to SJR State
2. Submission of a completed application to the baccalaureate program
3. Submission of official transcript(s) indicating the course work taken and the degree(s) awarded
4. An earned Associate in Arts degree to include 36 general education credits and 24 elective credits
5. A minimum 2.5 grade point average on a 4.0 scale
6. A grade of “C” or higher for all general education credits fulfilling English, mathematics, and humanities requirements
7. Demonstrated mastery of general knowledge by passing the General Knowledge Test of the Florida Teacher Certification Examination pursuant to the rules of the State Board of Education
8. 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)

POST ADMISSION REQUIREMENTS
1. To be eligible for field experience placement, students must be fingerprinted and pass a criminal and professional background check.
2. Completion of all field experience requirements.
3. A minimum grade point average of 2.5 is required for internship.
4. The maintenance of a minimum overall GPA of 2.5, in order to progress toward a Bachelor of Arts in Education degree.
5. Students must take all required Florida Teachers Certification Exams (FTCE), including the Subject Area Exam and the Professional Education Test, at least one time before beginning their final internship.
6. Students must pass all Florida Teacher Certification Exams (FTCE), including the Subject Area Exam and the Professional Education Test, to receive a passing grade for EEC 4930 Student Internship. Students who do not pass all required FTCE exams, will be given an “I” as their final course grade in their internship.
7. Students receiving an “I” grade must pass all required Florida Teacher Certification Exams within one calendar year from the end of the term of their internship. If all exams are passed a grade change form will be completed by the internship instructor reflecting the grade earned in the internship and submitted to student services. The student will be eligible for graduation after the grade is recorded. If the required exams are not passed within the calendar year the “I” will convert to an “F”.
### 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
BACHELOR OF SCIENCE DEGREE

NURSING: RN TO BSN (8700)

The nursing education program for the Bachelor of Science in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE Suite 850, Atlanta, GA 30326 (404) 975-5000, www.acenursing.org

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.

DEPARTMENT OF NURSING BSN PROGRAM MISSION STATEMENT

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.

PROGRAM OUTCOMES / ROLE SPECIFIC COMPETENCIES

At the completion of the Bachelor of Science in Nursing degree program, the BSN student should be able to:
1. Expand the use of the nursing process to construct safe and effective care in the restoration of self-care agency of individuals, families, and communities. (Clinical Competency)
2. Make clinical or management decisions in a variety of situations using ethical and legal principles. (Ethics/Legal)
3. Relate human flourishing throughout the lifespan to the optimization of self-care agency for individuals, families, communities, and populations. (Health of Populations)
4. Integrate knowledge from nursing and other disciplines to provide culturally competent care to diverse global populations. (Culture)
5. Appraise evidence based research to improve nursing practice and healthcare outcomes. (Inquiry)
6. Create open communication, mutual respect, and shared decision making to achieve desired healthcare outcomes. (Collaboration)
7. Maximize the use of healthcare resources in the delivery of patient care in a variety of settings. (Resource Utilization)
8. Assimilate into professional clinical and managerial nursing practices the principles of information literacy, information management, and care technology systems. (Informatics)

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 120 credit hours of general education and nursing-related core courses.

ADMISSION REQUIREMENTS

The BSN program is an open access program for students who meet the following 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 an active, current, valid, and 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. To be eligible for practicum experiences, the semester prior to NUR 3655 (Community, Diversity, and Population-Based Care) and NUR 4949 (Capstone), 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 practicums in the program. Continued progression in 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. A student must report any changes in their criminal background record immediately to the Dean or Associate Dean of the department. Students who fail to submit criminal background record changes will jeopardize his/her access to clinical sites and completion of the program. A student may be required to provide an additional background check to the College at their own expense.
2. Attend the 4-hour BSN Student Orientation
3. Prior to the first day of NUR 3655 and NUR 4949 classes, 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 absent 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/malpractice insurance of $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)
7. Maintain an active, current, valid, and unencumbered licensure as a Registered Nurse in Florida

The Florida Department of Education requires common prerequisite courses. SJR State recommends the following courses or equivalents as listed in the FDOE Common Prerequisite Manual:
- BSC 2085/2085L Human Anatomy and Physiology I and Lab
- BSC 2086/2086L Human Anatomy and Physiology II and Lab
- Any CHM XXXX, BSC XXXX, BCH XXXX, PCB XXXX, PHY XXXX with a minimum of 4 credit hours**
- DEP 2004 Human Growth and Development
- MCB 2010/2010L Microbiology and Lab
- HUN 1201 Human Nutrition
- PSY 2012 General Psychology
- STA 2023 Statistics **

These courses may be taken prior to admission.

**May be taken concurrently with upper level courses

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

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

UPPER LEVEL BSN COURSES:
+ NUR 3065 Health Assessment ................................................................................................................. 3
+ NUR 3125 Pathophysiology .................................................................................................................... 3
+ NUR 3164 Informatics & Evidenced-Based Practice ................................................................................. 3
+ NUR 3169 Applied Evidence-Based Practice in Professional Nursing Practice ........................................ 3
+ NUR 3655 Community, Diversity, and Population Based Care .............................................................. 3
+ NUR 3805 Professional Roles & Dimensions of Professional Nursing Practice ........................................ 3
+ NUR 3826 Legal and Ethical Issues in Nursing ....................................................................................... 3
+ NUR 3837 Introduction to Nursing Management Systems ..................................................................... 3
+ NUR 4894 Teaching & Learning in Nursing Practice .............................................................................. 3
+ NUR 4949 Nursing Capstone ................................................................................................................. 3

REQUIRED TOTAL CREDIT HOURS .......................................................................................................................................................... 120

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 3113** Entrepreneurship ......................................................................................................... 3
- **ISM 4011** Information Systems Management ................................................................................ 3
- **MAN 4162** Customer Relations for Managers ................................................................................. 3
- **MAN 4504** Operational Decision Making ..................................................................................... 3
- **MAN 4900** Capstone – Supervision and Management ..................................................................... 3

### REQUIRED TOTAL CREDIT HOURS

120

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*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 2021C Principles of Financial Accounting, ACG 2071 Principles of Managerial 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.

### PROGRAMS OF STUDY

**BACHELOR'S DEGREES**

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<tbody>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
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<td>BAN 1004</td>
<td>Principles of Banking/Credit Union Operations</td>
<td>MAR 2141</td>
<td>International Marketing</td>
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<td>BAN 2240</td>
<td>Consumer Lending</td>
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<td>Personal Selling</td>
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<td>Business Law I</td>
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<td>Advertising</td>
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<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
<td>MNA 2320</td>
<td>Human Resource Recruitment and Staffing</td>
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<td>Spreadsheet Concepts for Business</td>
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<td>Compensation and Benefit Administration</td>
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<td>ECO 2013</td>
<td>Macroeconomics</td>
<td>RMI 2110</td>
<td>Personal Insurance Planning</td>
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<td>ECO 2023</td>
<td>Microeconomics</td>
<td>RMI 2212</td>
<td>Personal and Business Property Insurance</td>
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<td>FIN 1100</td>
<td>Personal Finance</td>
<td>RMI 2662</td>
<td>Introduction to Risk Management and Insurance</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>SPC 1608</td>
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<td>GEB 2214</td>
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<td>GEB 2350</td>
<td>Introduction to International Business</td>
<td>TRA 2010</td>
<td>Transportation and Distribution</td>
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<td>MAC 2233</td>
<td>Survey of Calculus</td>
<td>TRA 2131</td>
<td>Purchasing/Inventory Management</td>
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<td>MAN 2021</td>
<td>Principles of Management</td>
<td>TRA 2154</td>
<td>Intro to Supply Chain Management</td>
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<td>MAN 2043</td>
<td>Principles of Quality Management</td>
<td>TRA 2230</td>
<td>Warehouse Management</td>
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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:

BUL 3130 Legal, Ethical, and Social Aspects of Business .............................................................. 3
GEB 3213 Advanced Business Communications ............................................................................. 3
MAN 3240 Organizational Behavior .............................................................................................. 3
MAN 3353 Management Theory and Practices ............................................................................ 3
MAN 4120 Leadership and Group Dynamics ............................................................................. 3
MAN 4301 Human Resource Management ................................................................................. 3

MAJOR CONCENTRATION COURSES:

HSA 3110 Health Administration ................................................................................................. 3
HSA 3113 U.S. Health Care Systems ........................................................................................... 3
HSA 3150 Health Care Policy ....................................................................................................... 3
HSA 3191 Health Care Informatics .......................................................................................... 3
+ HSA 4170 Health Care Finance .............................................................................................. 3
HSA 4383 Continuous Quality Improvement/Risk Management Systems ......................... 3
+ HSA 4430 Health Care Economics ......................................................................................... 3
HSA 4850 Internship/Capstone Course ..................................................................................... 3

REQUIRED TOTAL CREDIT HOURS ..........................................................................................................................120

BACHELOR OF APPLIED SCIENCE DEGREE

PROGRAMS OF STUDY  BACHELOR’S DEGREES
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 .......................................................................................................................................................................................... 36
(Refer to Associate in Arts general education requirements)

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

ORGANIZATIONAL MANAGEMENT CORE COURSES:

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- + GEB 3213 Advanced Business Communications ................................................................................................................................. 3
- MAN 3240 Organizational Behavior ............................................................................................................................................................. 3
- MAN 3353 Management Theory and Practices ............................................................................................................................................ 3
- MAN 4120 Leadership and Group Dynamics ............................................................................................................................................. 3
- MAN 4301 Human Resource Management ................................................................................................................................................ 3

MAJOR CONCENTRATION COURSES:

- + DSC 3038 Preparation and Response for Terrorism ........................................................................................................................................ 3
- + DSC 3079 Foundation of Public Safety ......................................................................................................................................................... 3
- DSC 3554 Critical Infrastructure ........................................................................................................................................................................ 3
- DSC 3564 Homeland Security Threat Strategy ............................................................................................................................................. 3
- DSC 4016 Public Safety Policy and Law ......................................................................................................................................................... 3
- DSC 4710 Emergency Management Capstone ................................................................................................................................................ 3
- PAD 3223 Public Sector Budgeting ................................................................................................................................................................. 3
- PAD 4232 Grant Administration and Resource Development ................................................................................................................................. 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 CCJ 1020 Introduction to Criminal Justice or PAD 1002 Introduction to Public Administration, CGS 1100 Microcomputer Applications Software, DSC 1005 Understanding Terrorism, DSC 1006 Introduction to Homeland Security, MAN 2021 Principles of Management, and STA 2023 Elementary Statistics. Additional lower-level specialized courses may be approved by the Director of Organizational 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 or an Associate in Arts (A.A.) degree.

For additional information, call (386) 312-4183.

GENERAL EDUCATION COURSES
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<td>ISM 3212</td>
<td>Database Management for Information Management Professionals</td>
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<td>ISM 3052</td>
<td>Web Programming for Information Management Professionals</td>
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<td>ISM 3314</td>
<td>Project Management for Information Management Professionals</td>
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<td>ISM 4011</td>
<td>Information Systems Management</td>
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<td>ISM 4220</td>
<td>Networking Technology for Information Management Professionals</td>
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MAJOR CONCENTRATION COURSES:

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<td>+ ISM 3113</td>
<td>Systems Analysis and Design for Information Management Professionals</td>
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REQUIRED TOTAL CREDIT HOURS 120

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<td>CET 1600C</td>
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<td>CET 2179C</td>
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<td>CET 2565C</td>
<td>Introduction to Server Operating Systems</td>
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<td>CET 2610C</td>
<td>Routing Protocols and Concepts</td>
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<td>CET 2615C</td>
<td>LAN Switching and Wireless</td>
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<td>CET 2620C</td>
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<td>Database Concepts for Business</td>
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<td>CGS 2554</td>
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<td>Web Page Design &amp; Publishing</td>
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<td>COP 2701</td>
<td>Advanced Database Concepts in Programming</td>
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<td>Advanced JAVA Programming</td>
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<td>COP 2822</td>
<td>Web Page Authoring</td>
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<td>COP 2837</td>
<td>Introduction to Programming with Visual BASIC.NET</td>
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<td>ECO 2013</td>
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<td>Fundamentals of Speech</td>
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<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
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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. Students must be 16 years of age or older and not currently enrolled in a public school system. Programs offered include:

- Adult Basic Education (ABE)
- General Educational Development (GED)
- Corrections
- Career Pathways
- Continuing Education

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, the Correctional program is offered at off-campus locations. 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.
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 three 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 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’s 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 are typically completed in as little as 12 months. All 21 credits are offered each semester (fall, spring, and summer) online. 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:

• Receive a passing score on the General Knowledge Exam and Subject Area Exam

• Submit to finger printing for background check

• Possess the disposition 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 coordinator or dean prior to acceptance into the program.

Enrollment in the Educator Preparation Institute alternative teacher certification program is limited. 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.
St. Johns River State College offers online recertification courses designed to meet state requirements for teachers seeking renewal of their Professional Teaching Certificate. Students must work with the Teacher Education Office, in conjunction with the Florida Department of Education (FDOE) and their school district’s personnel, to ensure that they have selected the appropriate courses for each certification specialization.

The following online courses were designed specifically for teachers in need of recertification and are offered every term:

- EDG 4419: Building Classroom Management and Discipline
- EDF 4444: Assessment of Learning and Behavior
- EDG 4343: Instructional Strategies
- EEX 4034: Exceptional Learners in the Inclusive Classroom

Students must submit a copy of either their Professional or Temporary Teaching Certificate or Statement of Status of Eligibility from the Florida Department of Education to the Teacher Education Office. The deadline to apply is approximately three weeks prior to the start of each semester.

For additional information, please call the SJR State Teacher Education office at 386-312-4242 or visit our website: SJRstate.edu/teachercertification.html.
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 Credit 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 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: Child Care Facility Rules and Regulations (FACR); Health, Safety, and Nutrition (HSAN); Identifying and Reporting Child Abuse (CAAN); Child Growth and Development (CGAD); Behavioral Observation and Screening (BOSR); Understanding Developmental Appropriate Practices (UDAP); and one 5 hour elective from either Infant and Toddler, Pre-School, School-Age or Special Needs Appropriate Practices (ITAP, PSAP, SAAP, SNP). 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 Child Care website at www.myflfamilies.com/childcare).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWF 0016</td>
<td>Childcare Facility Rules and Regulations (FACR)</td>
<td>6 hours</td>
</tr>
<tr>
<td>CWF 0014</td>
<td>Health, Safety, and Nutrition (HSAN)</td>
<td>8 hours</td>
</tr>
<tr>
<td>CWF 0015</td>
<td>Identifying and Reporting Child Abuse and Neglect (CAAN)</td>
<td>4 hours</td>
</tr>
<tr>
<td>CWF 0012</td>
<td>Child Growth and Development (CGAD)</td>
<td>6 hours</td>
</tr>
<tr>
<td>CWF 0013</td>
<td>Behavioral Observation and Screening (BOSR)</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

Literacy Requirement (met through completion of mandatory online literacy course offered by DCF) ............... 5 hours

All child care employees are required to complete the 5 hour UDAP class:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWF 0021</td>
<td>Understanding Developmental Appropriate Practices (UDAP)</td>
<td>5 hours</td>
</tr>
</tbody>
</table>

In addition to one (1) 5-clock-hour training from one (1) of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWF 0018</td>
<td>School Age Appropriate Behavior (SAAP)</td>
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</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CWF 0019</td>
<td>Pre-School Appropriate Behavior (PSAP)</td>
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</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CWF 0020</td>
<td>Infant and Toddler Appropriate Behavior (ITAP)</td>
<td>5 hours</td>
</tr>
</tbody>
</table>

**FAMILY CHILD CARE HOME TRAINING**

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 personnel are required to complete the following 30-clock-hours which are divided into five training courses: 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 Child Care website at www.myflfamilies.com/childcare).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWF 0017</td>
<td>Family Child Care Home Rules and Regulations (FCHR)</td>
<td>6 hours</td>
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<tr>
<td>CWF 0014</td>
<td>Health, Safety, and Nutrition (HSAN)</td>
<td>8 hours</td>
</tr>
<tr>
<td>CWF 0015</td>
<td>Identifying and Reporting Child Abuse and Neglect (CAAN)</td>
<td>4 hours</td>
</tr>
<tr>
<td>CWF 0012</td>
<td>Child Growth and Development (CGAD)</td>
<td>6 hours</td>
</tr>
<tr>
<td>CWF 0013</td>
<td>Behavioral Observation and Screening (BOSR)</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

Literacy Requirement (met through completion of mandatory online literacy course offered by DCF) ............... 5 hours

**Total Contact Hours ............................................. 45 hours**
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 consists of credit and non-credit courses specifically tailored to meet the needs of the organization and its staff and may include a series of topics or may focus on one set of special skills. Contract customized training courses may be held on one of SJR State’s campuses or conducted at a facility of the client’s choice.

2. Non-credit on campus community education recreation and leisure courses. Numerous non-credit recreation and leisure courses are offered regularly for the residents of Clay, Putnam, and St. Johns counties. Some of the regularly offered community education courses include Introduction to Computers, Spanish for Travelers, Yoga, Navigating the Internet, Word for Windows, Conversational Spanish, Dog Training and more. To view the courses being offered during a particular semester, please see the SJR State course schedule.

3. Non-credit on campus job enhancement courses. The job enhancement division of the continuing education program provides training opportunities for individuals wanting to upgrade job skills or explore new career fields. To view the relevant courses being offered during a particular semester, please see the SJR State course schedule.

4. Non-credit online job enhancement, recreation, and leisure courses. Instructor-facilitated online continuing education courses are informative, fun, convenient, and highly interactive. Online continuing education classes are designed to provide training opportunities for individuals who want to upgrade their job skills, explore new career fields, or experience personal enrichment. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. All courses run for six weeks with a two-week grace period at the end. SJR State’s online continuing education courses are offered through a partnership with Ed2Go. For a list of courses, detailed course descriptions, and information about registering for online continuing education courses, go to www.ed2go.com/sjrcc.

Non-credit continuing and community education classes cannot be used to satisfy requirements of a degree program. There are no requirements or prerequisites for non-credit continuing and community education courses.

Fees are not refundable after classes begin.

For more information about continuing and community education at SJR State, please call (386) 312-4211 or 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
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. a computer with a modem, DSL, or cable modem connection)
- SJR State student email account and portal
- Web browsers - suggested browsers:
  - IE 11/Edge or later
  - Chrome: Version 46 or later
  - Firefox: Version 43 or later
- Preferred Operating Systems:
  - Windows 7 or later (preferably not Vista)
  - Mac OSX 10.9 or later
- Virus checking software
- MS Word
- Web cam
- Some courses may require additional software.
  For details about specific course requirements, refer to the information found online at SJRstate.edu/distance.html

Use of a desktop or laptop computer is recommended. Please note that if you use mobile technology (smart phones, tablets, or net books) you might not be able to use all features of the Learning Management System.

Some Distance Learning Courses require proctored exams. These exams are proctored through the Office of Testing and Student Support Services. These exams require a government issue photo ID or College photo ID for admission and the following items are expressly prohibited during testing sessions unless otherwise stated in examination instructions:

- Firearms and weapons
- Bags, purses, backpacks (subject to inspection)
- Electronics (e.g. phones, iPods, tablets, laptops, earbuds, head phones, watches, gaming devices, etc.)
- Calculators
- Food and drink
- Outerwear: subject to inspections (e.g. coats, jackets, hoodies, scarves)
- Headwear: subject to inspection (e.g. hats, bandanas, headbands)
- Other items as identified at time of sign-in by the Test Administrator

For more information about distance learning at SJR State, please call (386) 312-4077 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. Early Admissions and Collegiate High School are forms of dual enrollment. 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, or possibly earn their college degree in a shorter amount of 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 secondary student and have demonstrated academic, social, and emotional maturity to ensure success in college-level study. Eligible secondary student 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's designated dual enrollment contact to determine if they qualify for the program. From their high school’s designated dual enrollment contact, students can obtain a dual enrollment admissions form that will need to be completed. In addition, students need to submit test scores (ACT, SAT, or PERT) with the dual enrollment admissions form or mark set-up CPT/PERT on the admissions form. The final step is meeting with the designated high school contact to discuss appropriate course load and selection.

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 partners with the Florida Virtual Campus to make available our distance learning courses through the Florida Shines website. In addition to the colleges and universities listed on this page which SJR State has collaborated, after completing their associate’s 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 participating Florida colleges and universities, go to: www.floridashines.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.

Emby-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 many of Embry-Riddle’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 Academic Advising Office.

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 Academic Advising Office.

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 Academic Advising Office.

Emby-Riddle Aeronautical University

Bachelor of Science in Aeronautical Science
Bachelor of Science in Air Traffic Management
Bachelor of Science in Applied Meteorology
Bachelor of Science in Aviation Maintenance Science
Bachelor of Science in Business Administration
Bachelor of Science in Civil Engineering
Bachelor of Science in Communications
Bachelor of Science in Homeland Security
Bachelor of Science in Space Physics

Flagler College

Bachelor of Science in Public Administration

Florida State University

Bachelor of Science in Computer Science
Bachelor of Science in Information Science
Bachelor of Science in Interdisciplinary Social Science
Bachelor of Science in Nursing (RN to BSN)

Master of Science in Criminology & Criminal Justice
Master of Science in Educational Leadership
Master of Science in Information Studies
Master of Science in Instructional Systems
Master of Science in Math Education
Master of Science in Mechanical Engineering
Master of Science in Risk Management/Insurance
Master of Science in Social Work

Jacksonville University

Bachelor of Science in Nursing (RN to BSN)
KAPLAN UNIVERSITY
Bachelor of Science in Accounting
Bachelor of Science in Business Administration
Bachelor of Science in Communications
Bachelor of Science in Criminal Justice
Bachelor of Science in Criminal Justice Administration
and Management
Bachelor of Science in Environmental Policy and Management
Bachelor of Science in Fire and Emergency Management
Bachelor of Science in Fire Science
Bachelor of Science in Health and Wellness
Bachelor of Science in Health Care Administration
Bachelor of Science in Health Science
Bachelor of Science in Human Services
Bachelor of Science in Information Technology
Bachelor of Science 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 Accounting
Bachelor of Arts in Business Administration
Bachelor of Arts in Criminal Justice
Bachelor of Arts in Elementary Education
Bachelor of Arts in Middle Grades Education
Bachelor of Arts in Psychology
Bachelor of Science in Computer Information Systems
Bachelor of Science Health Care Management
Bachelor of Science Human Services

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
Programs not listed have not been in existence long enough to produce graduates.

<table>
<thead>
<tr>
<th>Program</th>
<th>Award</th>
<th>2012 %</th>
<th>2013 %</th>
<th>2014 %</th>
</tr>
</thead>
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<td><strong>Allied Health Education</strong></td>
<td></td>
<td></td>
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</tr>
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<td>Emergency Medical Technician</td>
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<td>75</td>
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<tr>
<td>Emergency Medical Services</td>
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<tr>
<td>Respiratory Care</td>
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<tr>
<td><strong>Business, Computer and Construction Technology Education</strong></td>
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<td>100</td>
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<tr>
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<td>100</td>
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<tr>
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<td>100</td>
<td>100</td>
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<tr>
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<td>100</td>
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<tr>
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<td>100</td>
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<td>Business Specialist</td>
<td>C.C.C.</td>
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<td>100</td>
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<tr>
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<tr>
<td>Network Infrastructure (CISCO)</td>
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<td>Computer Programming and Analysis</td>
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<td>Internet Services Technology</td>
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<tr>
<td>Information Technology Administration</td>
<td>C.C.C.</td>
<td>NA</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Web Development Specialist</td>
<td>C.C.C.</td>
<td>NA</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Office Administration</td>
<td>A.S.</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Office Management</td>
<td>C.C.C.</td>
<td>100</td>
<td>NA</td>
<td>100</td>
</tr>
<tr>
<td>Office Specialist</td>
<td>C.C.C.</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Office Support</td>
<td>C.C.C.</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Criminal Justice and Public Safety Education</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Related Crime Investigation</td>
<td>A.S.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrections Officer</td>
<td>V.C.</td>
<td>89</td>
<td>80</td>
<td>67</td>
</tr>
<tr>
<td>Correctional Officer Crossover from Law Enforcement</td>
<td>V.C.</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Criminal Justice Technology</td>
<td>A.S.</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Criminal Justice Technology Specialist</td>
<td>C.C.C.</td>
<td>NA</td>
<td>NA</td>
<td>100</td>
</tr>
<tr>
<td>Law Enforcement Officer</td>
<td>V.C.</td>
<td>89</td>
<td>82</td>
<td>93</td>
</tr>
<tr>
<td>Law Enforcement Crossover from Corrections</td>
<td>V.C.</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Florida School of the Arts</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Design Technology</td>
<td>A.S.</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Theater and Entertainment Technology</td>
<td>A.S.</td>
<td>100</td>
<td>100</td>
<td>83</td>
</tr>
<tr>
<td>Stage Technology</td>
<td>C.C.C.</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Nursing Education</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td>A.S.</td>
<td>100</td>
<td>97</td>
<td>91</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>V.C.</td>
<td>77</td>
<td>88</td>
<td>86</td>
</tr>
<tr>
<td>Phlebotomist</td>
<td>V.C.</td>
<td>100</td>
<td>92</td>
<td>71</td>
</tr>
</tbody>
</table>

Placement information is provided by Florida Education and Training Placement Information Program. Placement is defined as employment, continuing education, or active military. NA = Not applicable due to no graduates or no match could be made.

**KEY:**
- A.S. - Associate in Science Degree
- A.A.S. - Associate in Applied Science Degree
- C.C.C. - College Credit Certificate
- V.C. - Vocational Certificate
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 by 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 84 different public and nonpublic 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 transfers as 2.67 semester hours.

THE COURSE PREFIX

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth 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>No laboratory component in this course</td>
</tr>
<tr>
<td>English Composition</td>
<td>Lower (Freshman)</td>
<td>Level at this institution</td>
<td>Freshman Composition Skills</td>
<td>Freshman Composition Skills I</td>
<td></td>
</tr>
</tbody>
</table>
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. Applied academics for adult education 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 homepage (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 Assessment, Research and Technology in the B Building, Room B14 on the Palatka Campus or to 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 alphanumerical 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 transferable 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 209.

- 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 social, legal, political, and ethical responsibilities to both external and internal groups in business. Topics include corporate social responsibility, legal, political, and ethical aspects of business, state and federal laws, contracts, intellectual property, employment law, product liability, safety issues, and environmental regulation.

**CGS 4362**  
Organization and Information Technology Systems  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. Prerequisite: CGS 1100 with a grade of "C" or better. This course provides students with an understanding of the use of electronic information systems, including organizational management of such systems. Topics 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/Risk  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. Prerequisite: DSC 1005 or DSC 1006 with a grade of "C" or better. This course will explore the increased awareness of terrorism around the globe, including domestic terrorism. In addition this course will introduce students to the impact of natural disasters in the emergency management system. 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. Prerequisite: CCJ 1020 or PAD 1002 with a grade of "C" or better. 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 3554**  
Critical Infrastructure  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. This course introduces participants to the Critical Infrastructure Protection (CIP) process to secure the effective protection of the people, physical entities, and cyber system that are critical. The CIP course will guide leaders in the systematic protection of critical infrastructures. More basically, the course will introduce decision sequence that assist leaders and future leaders in ultimately determining exactly what really needs protection as well as when. The course will introduce time-efficient and resource-restrained practice that ensures the protection of only those infrastructures upon which survivability, continuity or operations, and mission success depend.

**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.

**DSC 4016**  
Public Safety Policy and Law  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. This course will include an overview of Homeland Security laws and regulations, public safety requirements and policies, privacy rights in the context of security concerns, human resource issues, organizational structure, and management priorities. Students will explore FEMA's role in the policy, law and management of man-made disasters, local and regional perspectives pertinent to criminal justice agencies will be examined.

**DSC 4710**  
Emergency Management Capstone  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. This course provides a complete overview of Homeland Security and Emergency Management. During this course students will draw upon all of their complete classes and will be able to utilize the techniques, practices and skill sets.

**FIN 3400**  
Financial Management  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. Prerequisite: ACG 2021C, ACG 2071, and ECO 2013 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 3113**  
Entrepreneurship  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. The purpose of this course is to provide an overview of the range of skills and practical knowledge needed to plan and execute an entrepreneurial venture. Topics for discussion include creativity and innovation, desirable entrepreneurial attributes, business planning, small busi-
ness strategy, accounting and financial tools, and global entrepreneurship.

GEB 3213
Advanced Business Communications
(3 Credits - 3 Hours)
Prequisite: ENC 1102 and CGS 1100 with a grade of “C” or higher. This course is required the first semester of the program. 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)
Prequisite or corequisite: GEB 3213. Prequisite: 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
Health Administration
(3 Credits - 3 Hours)
Prequisite 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 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)
Prequisite 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 3150
Health Care Policy
(3 Credits - 3 Hours)
Prequisite or corequisite: GEB 3213. This course provides students with an overview of health care policy in the United States. The course includes major health care legislation with special emphasis on the critical role of health care managers in the policy making arena.

HSA 3191
Health Care Informatics
(3 Credits - 3 Hours)
Prequisite 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)
Prequisite: ACG 2021C Principles of Financial Accounting. 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)
Prequisite 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)
Prequisite: ECO 2013 or ECO 2023. Prequisite 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)
Prequisite or corequisite: GEB 3213. Prequisites: Senior standing or permission of the Dean. Designed to give the student direct experience in various health care settings. The experiential component allows the student an opportunity to apply newly acquired skills in an actual working situation. The areas from which students may choose are: hospitals, federal government, long-term care facilities, community health care centers, public health agencies, group practices, medical programs, volunteer agencies, mental health facilities, and others. There will be a comprehensive assessment to determine if individual students have met each of the articulated core student learning objectives.

ISM 3052
Web Programming for Information Management Professionals
(3 Credits - 3 Hours)
Prequisite or corequisite: GEB 3213. This is a course in Web application development. Students will learn how to develop Web-based applications 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)
Prequisite 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)
Prequisite: CGS 2545 and CGS 1060 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 3314  
Project Management for Information Management Professionals  
(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 4011  
Information Systems Management  
(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 4220  
Networking Technology for Information Management Professionals  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. Prerequisite or corequisite: CET 1600 (Networking Fundamentals) with a grade of “C” or higher. This course provides the student with an understanding of the various networking technologies as they relate to managing the business environment. Students will learn the technical issues involved in data communications, communication protocols, transmission standards and media access control methods, along with the human aspects of its management.

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 3353  
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 including 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 4504  
Operational Decision Making  
(3 Credits - 3 Hours)  
Prerequisite or corequisite: GEB 3213. This course focuses on operational decision-making techniques to improve the process and productivity in organizations. Discussion of quality and outcomes, efficiency, forecasting, work-flow processes, inventory control, design of goods and services, waiting lines and critical path. Managing 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, PPBS budgeting. Special emphasis is placed on the role of the budget in shaping the program, performance and policy direction of public organizations. In addition, the analytical skills and administrative techniques employed by public budget analysis will be examined, focusing on the process of generating and using information.

PAD 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.

BACHELOR OF SCIENCE IN EARLY CHILDHOOD EDUCATION

NOTE: Students 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 the 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 the 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,
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.

EDF 3604 Social and Historical Foundations of Education
(3 Credits - 3 Hours)
This course is for Recertification/Certification purposes. Students must submit a copy of their Temporary/Professional Teaching Certificate or valid Statement of Eligibility. Please contact the Teacher Education Department before registering for this course at 386-312-4242. A historical study of the educative effects of our social foundation, the social values and issues involved in appraising these effects, and the resulting social demands upon the schools.

EDF 4444 Assessment of Learning and Behavior
(3 Credits - 3 Hours)
This course is for Recertification/Certification purposes. Students must submit a copy of their Temporary/Professional Teaching Certificate or valid Statement of Eligibility. Please contact the Teacher Education Department before registering for this course at 386-312-4242. This course is designed to help teachers develop high quality assessment instruments for use in the classroom. Teachers will attain a knowledge of planning for assessment, testing validity and reliability, as well as distinguish the difference between norm referenced and criterion-referenced testing. Students will also learn to interpret student assessment data to identify gaps in student learning and measure student learning gains. The course will assist teachers in gaining the concepts and skills related to planning, development, administering, and interpreting assessments.

EDF 4490 Research in Educational Studies
(4 Credits - 4 Hours)
Prerequisite: Admission to the Educational Studies Bachelor's Program. This course is designed to provide an introduction to research design and to the process of reviewing, evaluating, conducting and disseminating education research.

EDF 4632 Sociology of Education
(3 Credits - 3 Hours)
Prerequisite: Admission to the Educational Studies Bachelor's Program. This course provides a sociological approach to education, from several theoretical viewpoints and their application to present educational issues, to the structure and processes that make education systems work. This course focuses on the role of school in society.

EDF 4781 Education Issues for the 21st Century
(4 Credits - 4 Hours)
Prerequisite: Admission to the Educational Studies Bachelor's Program. This course is a compendium of four concepts to enhance specific professional skills that are necessary for success as an educator: Educational Law, Principles of Professional Conduct of the Education Profession in Florida as outlined in the Code of Ethics, character education and teacher resiliency.

EDF 4810 Comparative and International Education
(3 Credits - 3 Hours)
Prerequisite: Admission to the Educational Studies Bachelor's Program. Although the right to education is a fundamental human right according to the Universal Declaration of Human Rights of the United Nations Educational, Scientific and Cultural Organization, it is denied to many across the world, particularly women. This course will examine and compare educational systems in their natural contexts around the world with emphasis placed on historical, philosophical, political, cultural, and sociological perspectives on a variety of topics in global education.
Prerequisite: Senior Status. Corequisite: EEC 4930 and RED 4940. This course is 8 Credits - 8 Hours

EEC 4930
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 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.
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.

NUR 3125
Pathophysiology
(3 Credits – 45 Hours)
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 Evidence-Based Practice
(3 Credits – 45 Hours)
Prerequisite: NUR 3065. 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 evidence-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 3169
Applied Evidence-Based Practice in Professional Nursing Practice
(3 Credits - 45 Hours)
Prerequisites: STA 2023, NUR 3164. This course focuses on the application of evidence-based clinical and management practices to improve the delivery and outcomes of patient care in a variety of settings. Emphasized is the use of contemporary research to inform nursing management and clinical decisions. Establishment of individual evidence-based nursing management and clinical practices and career development are examined. The student will use evidence-based practice to solve current healthcare management and clinical problems.

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)
Prerequisite: Admission to the Bachelor of Science in Nursing. 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 3826
Legal and Ethical Issues in Nursing
(3 credits - 45 Hours) Online - 45 Hours
Prerequisites: NUR 3805, NUR 3125, NUR 3065, NUR 3164. This course explores theories, models, and principles of legal and ethical decision making in clinical and in management health care delivery situations in a variety of health care settings. Clinical and nursing management decision-making dilemmas are iden-
Emphasis is placed on comprehension of accounting principles and concepts in corporate capital structure, retained earnings and financial statement analysis. Cash flow statement; current assets, inventory, long-term assets and liabilities; posting, preparing a trial balance, adjustments, corrections, and closing; preparation of financial statements; principles used in financial accounting. Course content includes: journalizing, interpreting, analyzing, summarizing, and reporting transactions and events; reporting on the financial position, results of operations, cash flows, and changes in shareholders’ equity of a company set-ups, and internet accounting services.

ACG 2021C
Principles of Financial Accounting
(3 Credits - 4 Hours)
Prerequisite: MTB 1103 or MAT 1033 with a grade of “C” or better, or satisfactory scores on the math placement exam at the intermediate 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 - MISC, 940EZ, 940 and 941 as well as state unemployment compensation reports.

BAN 2240
Consumer Lending
(3 Credits - 3 Hours)
Prerequisite: ACG 2021C with a grade of “C” or higher. This course is designed to provide accurate and authoritative information regarding consumer lending. Emphasis is placed on all types of credit including installment and single payment loans extended to individuals primarily for the purpose of buying goods and services for their personal consumption. This course also covers theory needed by students to administer the full spectrum of collection activities while simultaneously maintaining good customer relations.

BUL 2242
Business Law II
(3 Credits - 3 Hours)
This is a study of the environment in which businesses operate. Consideration is given to legal and social constraints on business. The student is introduced to the judicial system; administrative, tort, and contract law; agency; business organizations; and governmental regulations.

BUL 2242
Business Law II
(3 Credits - 3 Hours)
Prerequisite: BUL 1241. This is a study of legal concepts in the business and commercial setting. Substantive areas to be covered include personal property, sales, commercial paper, secured transactions, real property, and estates.

BUL 2240
Consumer Lending
(3 Credits - 3 Hours)
This course is designed to provide accurate and authoritative information regarding consumer lending. Emphasis is placed on all types of credit including installment and single payment loans extended to individuals primarily for the purpose of buying goods and services for their personal consumption. This course also covers theory needed by students to administer the full spectrum of collection activities while simultaneously maintaining good customer relations.

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.

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 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, mainstay 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 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 2930
Special Topics-Capstone
(1-4 Credits - 1-4 Hours)
Prerequisite: Permission of the Director. This course is designed for students preparing to graduate and transition to employment and/or continuing education. Students will complete development of an online portfolio to include a cover letter, resume, work samples, and completion of an approved culminating project. Additionally, students will complete a job search related to their areas of interest and will apply for jobs prior to graduation.

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)
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.

MNA 2320
Human Resource Recruitment & Staffing
(3 Credits - 3 Hours)
This course introduces students to the basic principles and techniques of staffing the workplace. Students will be introduced to basic and intermediate level theories and strategies utilized in staffing, planning, recruiting, and selection. Topics covered include: job analysis, recruitment, selection, and performance assessment.

MNA 2325
Compensation & Benefit Administration
(3 Credits - 3 Hours)
This course focuses on the strategic use of compensation and benefits systems for the purposes of attracting, retaining, and motivating a competitive workforce. Major topic areas will include designing compensation systems, bases for pay, employee benefit programs, laws affecting compensation practices, and compensation challenges for various employee groups.

MAR 2011
Principles of Marketing ◆
(3 Credits - 3 Hours)
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)
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 2021C with a minimum grade of "C". This course provides students with knowledge of United States income taxation as it relates to small businesses and individuals. An historical perspective is presented, as well as the Internal Revenue Code and the impact on small business and individuals.

TRA 2100
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 transportation system, modes of transportation, transportation regulations and public policy. Students will be introduced to the carrier cost structures, operating characteristics and regulatory policies governing transportation.

TRA 2131
Purchasing & Inventory Management
(3 Credits - 3 Hours)
This course provides a comprehensive introduction to the purchasing and supply chain management. Topics include purchasing, transportation, warehousing, purchasing and inventory, E-Commerce, information flow and customer service.

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 devices and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations.

COMMUNICATIONS

AML 2010
American Literature I
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. AML 2010 is a study of selected American writers and literary trends from colonial times to the mid-19th century. AML 2010 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

AML 2020
American Literature II
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. AML 2020 is a study of selected American writers and literary trends from mid-19th century to the present. AML 2020 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

AML 2601
African-American Literature I
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. A survey of African-American literature that reflects the rich tradition of published writings created by African-American authors. In the course, students discover a variety of African-American literary genres and themes from the earliest documented records to contemporary African-American culture. This course emphasizes terminology and literary constructs necessary for the students to read and understand text, materials and written dialogues of African-American writers. The development
of appropriate skills and techniques enabling students to review and analyze written works, such as narrative, poetry, short story, and novel are stressed. AML 2601 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

**ASL 1140**  
American Sign Language I  
(4 Credits - 4 Hours)  
This course is an introduction to the linguistic structure and conceptual vocabulary of American Sign Language as used by deaf adults. This course will emphasize the development of American Sign Language skills including receptive and expressive conversational skills.

**ASL 1150**  
American Sign Language II  
(4 Credits - 4 Hours)  
Prerequisite: ASL 1140 or SPA 1612 with a grade of “C” or higher. This course is a continuation of American Sign Language I and will emphasize intermediate level sign vocabulary, increasingly complex grammatical constructions, idioms, inflectional usage, and the development of intermediate receptive and expressive conversational American Sign Language skills.

**CRW 2001**  
Creative Writing I  
(3 Credits - 3 Hours)  
Prerequisite: ENC 1102 with a grade of “C” or higher. An intensive course in the writing of short fiction (with brief attention to the writing of poetry and drama) of publishable quality. CRW 2001 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

**ENC 1101**  
Composition I  
(3 Credits - 3 Hours)  
Prerequisite: College ready status, satisfactory score on a placement test, or completion of developmental reading and writing with a grade of “C” or higher or enrollment in a corequisite developmental education course as applicable. ENC 1101 is a course in essay writing and research, incorporating some review of basic grammar. It concentrates on helping students to develop skills in composing college-level expository essays and research papers. Students will learn to write essays that are unified, coherent, and grammatically correct. Learning activities are also included to help competency in information literacy, research, and documentation, critical thinking, and critical reading. The course includes practice in critical reading and analyses of texts as well as an introduction to researching and properly documenting sources. An exit grade of “C” or higher is required. ENC 1101 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

**ENC 1101**  
Honors Composition I  
(3 Credits - 3 Hours)  
Prerequisite: Admission to the SJR State Honors Program and either a satisfactory score on a placement test or completion of developmental reading and writing with a grade of “C” or higher. ENC 1101 is a course in essay writing and research, incorporating some review of basic grammar. It concentrates on helping students to develop skills in composing college-level expository essays and research papers. Students will learn to write essays that are unified, coherent, and grammatically correct. Learning activities are also included to help competency in information literacy, research, and documentation, critical thinking, and critical reading. The course includes practice in critical reading and analyses of texts as well as an introduction to researching and properly documenting sources. 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 an advanced composition course with an emphasis placed on critical thinking skills, conducting academic research, and research-based writing using MLA documentation. Students will practice proper and correct in-text citations, will compile a Works Cited, and will demonstrate synthesis and seamless integration of sources into their writing, with a strong emphasis on understanding and avoiding plagiarism. Students will be trained in the identification and searching of major databases found in SJR STATE electronic resources and will write several documented papers and one longer research paper. Students will make an oral presentation. Course content may focus on the main styles of argumentation or a study of literary techniques, conventions, and genres, either undertaken as a foundation for writing about and with primary and secondary sources. 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 an advanced composition course with an emphasis placed on critical thinking skills, conducting academic research, and research-based writing using MLA documentation. Students will practice proper and correct in-text citations, will compile a Works Cited, and will demonstrate synthesis and seamless integration of sources into their writing, with a strong emphasis on understanding and avoiding plagiarism. Students will be trained in the identification and searching of major databases found in SJR STATE electronic resources and will write several documented papers and one longer research paper. Students will make an oral presentation. Course content may focus on the main styles of argumentation or a study of literary techniques, conventions, and genres, either undertaken as a foundation for writing about and with primary and secondary sources. 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.

**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.

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 2182  
Modern Irish Literature  
(3 Credits - 3 Hours)
Prerequisite: ENC 1102 with a grade of "C" or higher. 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)
College Ready Status; REA 0019, REA 0055, or REA 0056 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)
College Ready Status; REA 0019, REA 0055, or REA 0056 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 introductory level course in Spanish emphasizing those listening and speaking skills in 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. 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.
**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.

**CAP 2023**
**Introduction to Game Programming**
(3 Credits - 3 Hours)
Prerequisite: CDP 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 2030**
**3D Modeling and Animation**
(3 Credits - 3 Contact Hours)
Prerequisite - CGS 1060 with a grade of "C" or higher. This course provides instruction in the area of 3-dimensional computer graphics with an emphasis on 3D animation techniques. Complex 3-dimensional model spaces will be created, rendered and then animated. Concepts such as meshes generation, levels of detail, texture mapping, lighting, camera positioning, animation options and different rendering algorithms are studied in depth.

**CAP 2047**
**User Interface Design**
(3 Credits - 3 Contact Hours)
Prerequisite: CDP 2224 with a grade of "C" or higher. Explores designing effective user interfaces for software applications with respect to user needs and activities. Topics include designing for device size, usability engineering, voice and natural language interface, methods of analyzing user response, interface response time and feedback, and color consideration.

**CAP 2134**
**Database Security**
(3 Credits - 3 Hours)
Course Prerequisite: CGS 1060 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.

**CAP 2140**
**Data Forensics I**
(3 Credits - 4 Hours)
Prerequisite: CET 2660C Network Security Essentials with "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.

**CAP 2141**
**Data Forensics II**
(3 Credits - 4 Hours)
Prerequisite: CAP 2140 with "C" or higher. This course provides advanced hands on training in computer forensics. How to prepare for and conduct a computer investigation, use of industry standard forensics software and dealing with both legacy and modern devices and systems are covered through a series of real world exercises.

**CAP 2762**
**Introduction to Data Mining**
(3 Credits - 3 Hours)
Prerequisite: CDP 2224 with a grade of "C" or higher. This course offers exploration of data mining methodologies. Topics may include decision tables, decision trees, classification rules, association rules, clustering, statistical modeling, and linear models and will focus on data warehousing, data mining and data drilling.

**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 is only offered at Orange Park campus.

**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: CET 1600C 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 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. This course is only offered at Orange Park campus.

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<th>COURSE DESCRIPTIONS</th>
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| **CET 2615C**  
LAN Switching and Wireless  
(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 LAN switching and wireless concepts. Some of the topics covered include: 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. This course is only offered at Orange Park campus. |
| **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 LAN switching and wireless concepts. 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. This course is only offered at Orange Park campus. |
| **CET 2660C**  
Network Security Essentials  
(3 Credits - 4 Hours)  
Prerequisite: CET 1600C or CNT 2500 with a grade of "C" or higher. This course introduces all aspects of computer information and network security. Topics included are: risks and liabilities, types of attacks, access control and site security, firewalls, server and client security, cryptography, application program security, incident and disaster response and managing the security function. |
| **CET 2880C**  
Data Forensics  
(3 Credits - 4 Hours)  
Prerequisite: CET 2660C with a grade of "C" or higher. This course provides information on identifying inappropriate uses of corporate Information Technology resources, gathering electronic evidence of wrongdoing, securing corporate systems from further misuse, and protecting electronic evidence from intentional or accidental modification. Hands-on exercises are an integral part of the course. |
| **CET 2883C**  
Attack Prevention and Detection  
(3 Credits - 4 Hours)  
Prerequisite: CET 2660C with a grade of "C" or higher. This course provides 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 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: CET 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 input/export, and databases. |
| **CGS 1560C**  
Microcomputer Operating Systems  
(3 Credits - 4 Hours)  
Prerequisite or Corequisite: CET 1060 or CET 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 1580**  
Desktop Publishing  
(3 Credits -3 Hours)  
Prerequisite: CET 1100 or CET 1060 with a grade of "C" or higher. 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. |
| **CGS 1581**  
Microsoft Word for Windows  
(3 Credits - 3 Hours)  
Prerequisite: CET 1100 with a grade of "C" or higher. Students should have some experience using a computer/keyboard. This is a beginning course in word processing designed to teach the principles, concepts and procedures in developing effective and appropriate documents. Emphasis is placed on effectively using the keyboard, and creating, transcribing, storing and printing documents. Microsoft Word software is used for this course. |
| **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: CET 1100 or CET 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.

CGS 2871  
Multimedia  
(3 Credits - 3 Hours)  
This course is a comprehensive, “hands-on,” introduction to multimedia. Learn the practical application of multimedia. Students will make sense of the vast dynamic field of multimedia. Using Adobe software products, students will develop multimedia content to meet course requirements.

CGS 2930  
Special Topics in Computer Studies  
(3 Credits - 3 Hours)  
Prerequisite: Permission of program director. This course provides students with the opportunity to increase their knowledge in a content area related to their program of study. This course is designed around topics related to emerging technologies or those of special interest to the student and instructor. Topics may vary from semester to semester.

CGS 2949  
Computer Information Technology Capstone  
(3 Credits - 3 Hours)  
Prerequisite: Permission of Program Director. This capstone course is designed for students in their final semester. Students will be required to demonstrate their knowledge and skills applicable to their degree core competencies and outcomes. The course provides a cooperative work experience opportunity or directed learning activity related to the student’s academic major and career objectives.

CIS 2321  
Information Systems  
(3 Credits - 3 Hours)  
Prerequisite: CGS 1060 with a grade of “C” or higher. This course is designed to introduce students to the fundamental concepts of information systems. Topics include the study, analysis, and design phases of the system development life cycle, current system documentation techniques, classical and high level fourth generation software tools/techniques, process flows, data flows, data structures, file design, input and output designs, and program specifications.

CNT 2500  
Network/Data Communications  
(3 Credits - 3 Hours)  
Prerequisite or Corequisite: CGS 1060 with “C” or higher. This course provides an introduction to data communications technology as it is applied to problems in the business world. The emphasis of this course is computer networking software. Subjects covered include: communication theory, the role of standards, Local Area Network (LAN) technologies, Wide Area Networks (WAN), Network Management, and applications such as email and groupware, Intranets, and the internet.

COP 1000  
Introduction to Computer Programming  
(3 Credits - 3 Hours)  
Corequisite or prerequisite: CGS 1060 with a grade of “C” or higher. As an introduction to computer programming this course focuses on presenting the fundamentals of programming to students with no prior experience. Topics include problem solving using logic, algorithm design using pseudocode and flow charts, structured programming, data types, operations, expressions, control flow, functions and arrays. Hands on programming exercises are completed using a modern programming language.

COP 2220  
Programming in C  
(3 Credits - 3 Hours)  
Prerequisite: COP 2224 with a grade of “C” or higher. This course provides an introduction to the programming process. Topics in the course include types, operations, expressions, control flow, i/o, functions, program structure, software design techniques, and problem solving. Course concepts are reinforced with many programming projects throughout the term in the C programming language.

COP 2360  
Programming in C#  
(3 Credits - 3 Hours)  
Prerequisite: COP 2224 with a grade of “C” or higher. This course introduces the C# programming language. Topics include language syntax, data types, arithmetic expressions, logical expressions, control structures, repetitive control structures, arrays, collections, and string manipulation. C# object oriented programming concepts including classes, inheritance, and polymorphism are covered.

COP 2224  
Programming in C++  
(3 Credits - 3 Hours)  
Prerequisite: COP 1000 with a grade of “C” or higher. This course provides students with a working knowledge of the C++ language and object-oriented programming. Topics include: Creating and using classes, inheritance, polymorphism, overloading, parameter passing, public, private and scope. The C++ language will be used both for in-class examples and student projects.

COP 2657  
Introduction to Mobile App Programming  
(3 Credits - 3 Hours)  
Prerequisite: COP 1000 with a grade of “C” or higher. This course provides a comprehensive project experience in the development of mobile applications on popular OS platforms used on modern mobile devices. Students receive intensive tutorial introductions, covering hardware capabilities and limitations, the development environment, and the communications infrastructure used.

COP 2700  
Introduction to SQL  
(3 Credits - 3 Hours)  
Prerequisite: COP 1000 with a grade of “C” or higher. This is a project based course that introduces students to SQL and the design and creation of object-oriented databases. Topics include storing, retrieving, updating and displaying data using structured query language.

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 func-
tions, 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.

COP 2801
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, popup 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)
Prerequisite: CET 1600C or CNT 2500 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.

CTS 2155
Customer Support Operations
(3 Credits - 3 Hours)
Prerequisite: CGS 1060 Intro to Computer Concepts or CGS 1100 with a grade of "C" or higher. This course is designed for computer information technology majors and covers the business, technical, and interpersonal skills needed to succeed in a help desk setting. It addresses all major aspects of help desk operations including customer support, processing and resolving incidents, and knowledge management.

DIG 1109
Digital Imaging Fundamentals ★
(3 Credits - Hours)
Prerequisite: CGS 1060 Intro to Computer Concepts or CGS 1100 with a grade of "C" or higher. This project based course introduces students to the fundamental tools and techniques of creating digital images. Students will explore the use of modern computer software as a creative tool. Emphasis will be placed on color theory, image manipulation, compositing, image capture, digital illustration, typography, and vector graphics.

DIG 2101
Web Programming Languages ★ ★
(3 Credits - 3 Hours)
Prerequisite: COP 2822 Web Page Authoring with a grade of "C" or higher. This project based course will allow students to explore advanced concepts in web design dealing specifically with the issues involved in creating interactive websites. Current industry software and techniques will be used to develop pages that contain interaction, animation, sound, and video.

DIG 2561
Managing Technical Projects
(3 Credits - 3 Hours)
Prerequisite: CGS 1060 & COP 2822 with a grade of "C" or higher. This course teaches the student the theory necessary to manage the creative and technical aspects of multimedia project development from visualization to completion. The student will learn how to visualize, schedule, budget, procure, track and evaluate resources for multimedia projects.

ETS 1542
Programmable Logic Controllers I
(3 Credits - 3 Hours)
Prerequisite or Corequisite: ETS 1603C. This first course in programmable logic controllers (plc), is designed for students preparing for careers in electronics, manufacturing, electrical or industrial technology. Students learn the basic operational concepts common to PLC's, focusing on plc principles, programming, numbering systems, data manipulation, and math and sequencer instructions.

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.

ETS 2544C
Programmable Logic Controllers II
(3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. A course in PLC instructions and advanced process control routines as used in the manufacturing process and controlled by PLC's. Open and closed loop systems will be introduced together with PID (Proportional Integral Derivative) control, including feedback and control performance.

ETS 2604C
Robotics Application (3 Credits - 3 Hours)
Prerequisite: COP 1000 with a grade of "C" or higher. This course is designed to
introduce the student to the basic principles of robots including classification, operation, maintenance, troubleshooting, and applications in the robotics industry. Students will use hands-on practices to become familiar with sections of a robotic system.

GIS 1040
Introduction to Geographic Information Systems I ♦
(3 Credits - 3 Hours)
Corequisite: CGS 1060. Intro to Computer Concepts. This course is designed to introduce the student to the uses 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 cartography. 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 nontransferable.
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 is nontransferable.
Insight into the storage of records in business—both manual and electronic with emphasis on ARMA rules of organization. Microsoft Access database software is used to update and manage files and create reports.

OST 1435
Legal Terminology
(3 Credits - 3 Hours) This course is nontransferable.
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 1581
Professional Development in the Work Environment
(3 Credits - 3 Hours) This course is nontransferable.
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 1811
Desktop Publishing
(3 Credits - 3 Hours) This course is nontransferable.
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) This course is nontransferable.
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) This course is nontransferable.
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) This course is nontransferable.
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 2850
Microsoft Office Professional ♦
(3 Credits - 3 Hours) This course is nontransferable.
Prerequisite: CGS 1100 with a grade of “C” or higher. This is a project-based course with a focus on advanced projects that integrate MS Word, Excel, Access, PowerPoint, and Outlook.

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 evolvement, 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.

**CJE 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 considered 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 will present and analyze how police operate in America. This course will explain the mystique and misunderstanding surrounding police work and the hostility, controversy and resentment the profession generates. We will discover who police are and who they are not, what they can and cannot do and finally why their exact role in society remains so unclear.

**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 – 45 Contact Hours)
The student is taught the scientific aspects of criminal investigations known as criminalistics from both an on-scene and in the crime laboratory standpoint.

**CJE 2790**
**CJST CMS LE Bridge Course**
(3 Credits - 45 Contact hours) This course is nontransferable.
This bridge course is designed to add independent study, critical thinking, reflection and analysis of course material presented in the CJST CMS LE BASIC Program. The additional course work (e.g., Research papers) goes beyond what was learned in the LE Basic program to expand the students' knowledge in area of Constitutional Law, Criminal Evidence and Court Procedures, Introduction to Forensics, and Understanding Terrorism to add college level credit in alignment with the Associate of Science in Criminal Justice degree at St. Johns River State College.

**CJK 0001**
**Introduction to Law Enforcement**
(10 Contact Hours) This course is nontransferable.
This training provides an understanding of the roles and responsibilities of the Criminal Justice Standards and Training Commission and the requirements for certification as a law enforcement officer in the state of Florida. This course also provides instruction on; values and ethics required for criminal justice officers, the consequences of sexual harassment, the definition of the criminal justice system, and the structure of criminal justice agencies

**CJK 0012**
**Legal**
(62 Contact Hours) This course is nontransferable.
This training provides an understanding of; the Fourth Amendment related to search and seizure, what constitutes a lawful arrest, the Fifth and Sixth Amendments related to the interrogation of suspects, when a crime has been committed and the elements necessary to make an arrest for that crime, and the legal rules and concepts of evidence. This course also provides instruction on; the legal justification for the use of force, civil and criminal liability related to an officer's performance of duties, an officer's duties and options in civil (noncriminal) incidents, and the legal considerations when dealing with juveniles.

**CJK 0013**
**Interactions in a Diverse Community**
(62 Contact Hours) This course is nontransferable.
This training provides an understanding of; how to effectively and professionally deal with people in a variety of circumstances, interacting with an individual with physical or developmental disabilities and provide the most appropriate intervention, veterans in crisis and available resources available to veterans, persons exhibiting signs of mental illness and how to use the Baker Act for an involuntary examination, and an understanding of people threatening suicide and the services to stabilize the situation. This course also provided information on how to interact with juveniles, people suspected of substance abuse, the elderly, and the homeless.

**CJK 0014**
**Interviewing and Report Writing**
(56 Contact Hours) This course is nontransferable.
This training provides an understanding of; how to prepare and conduct basic interview, identify types of reports, forms, and logs, including used by law enforcement, and how to organize and write effective law enforcement reports.

**CJK 0020**
**CMS Law Enforcement Vehicle Operations**
(48 Contact Hours) This course is nontransferable.
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 is nontransferable.
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 is nontransferable.
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 practical will be required for both the pistol and shotgun.

CJK 0051

CMS Criminal Justice Defensive Tactics

(80 Contact Hours) This course is nontransferable.
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 practical will be administered.

CJK 0064

Fundamentals of Patrol

(35 Contact Hours) This course is nontransferable.
This training provides practical skills that will assist new law enforcement officers in creating a BOLO, responding to a call, approaching a suspect, setting up a perimeter, conducting a building search, making an arrest, transporting a prisoner, and processing the prisoner at a detention facility in a professional and safe manner. The training covers use of radio equipment, the uses of FOCIC/NIC/NCIC/NLETS and other electronic database resources, community-oriented policing and the SARA problem-solving model, officer safety issues, and how to manage stress.

CJK 0065

Calls for Service

(36 Contact Hours) This course is nontransferable.
This training provides practical skills that will assist new law enforcement officers in responding to calls for service, enforcing parking regulations and directing vehicle traffic. The training covers various calls for service, including well-being and security checks, building alarms, environmental hazards, transportation requests, animal complaints, death notifications, and special event security. This course also provides information on how to respond to court orders, responding to disturbances, and responding to people in crisis.

CJK 0077

Criminal Investigations

(50 Contact Hours) This course is nontransferable.
This training provides practical skills that will assist new law enforcement officers in conducting an initial investigation of crimes against persons, society, property, and economic crimes in a professional and safe manner.

CJK 0078

Crime Scene to Courtroom

(35 Contact Hours) This course is nontransferable.
This training provides practical skills that will assist new law enforcement officers in processing a crime scene, conducting a follow-up investigation, and testifying in various types of court proceedings in a professional manner. The training covers Surveying and Protecting the Crime Scene, securing victims and witnesses, documenting the crime scene, and evidence handling procedures. This course also provides information on reviewing initial information and pursuing leads, conducting photo line-ups, gathering information on suspects and searching for wanted persons.

CJK 0084

DUI Traffic Stops

(24 Contact Hours) This course is nontransferable.
This training provides practical skills that will assist new law enforcement officers in identifying signs of alcohol and/or drug impairment, conducting a safe traffic stop, conducting a Standardized Field Sobriety Tests, and then making an arrest for DUI. The training will inform students how to identify the DUI laws and related legal issues, follow the three-phase process of a DUI contact, make an arrest decision based on specific clues, and provide clear and convincing evidence of DUI in court testimony.

CJK 0087

Traffic Stops

(30 Contact Hours) This course is nontransferable.
This training provides practical skills that will assist new law enforcement officers in conducting safe traffic stops in a professional manner. The training will inform students how to safely pull over a vehicle, identify the violation, obtain the necessary identification, and accurately complete all required documentation. Topics include; Traffic Law, Conducting Professional Traffic Stops, Unknown Risk Traffic Stops, and High Risk Traffic Stops.

CJK 0088

Traffic Crash Investigations

(32 Contact Hours) This course is nontransferable.
This training provides practical skills that will assist new law enforcement officers in responding to, investigating, and taking appropriate actions at a Traffic Crash. The training will cover the following topics; traffic crash investigations terms and legal considerations, securing and preserving a crash scene, obtaining pertinent information regarding a crash, establishing; evidence, area of collision, cause of crash, and taking measurements, returning a crash scene to normal and taking appropriate enforcement action, and completing a crash report.

CJK 0092

Critical Incidents

(44 Contact Hours) This course is nontransferable.
This training provides an understanding of; the Incident Command System and the National Incident Management System, emergency response plans and an officer’s duty-to-act requirement, proper response to a WMD and explosive incident, hazardous materials incident response, and methamphetamine manufacture. This course also provided information on Active shooters, Natural disasters, and chemical, biological, radiological, nuclear, explosive weapons (CBRNE).

CJK 0096

Criminal Justice Officer Physical Fitness Training

(60 Contact Hours) This course is nontransferable.
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 0132

Private Security Officer

(40 Contact Hours) This course is nontransferable.
This course prepares students to meet the certification requirements for an Unarmed Private Security Officer (Class “D” License). In this course students will learn the fundamentals of security such as legal issues, crime and accident prevention, basic emergency first aid, ethics and professional conduct, patrol techniques, observation techniques and report writing, interviewing techniques, fire detection and suppression, emergency procedures and terrorism awareness. Upon successful completion of the course, students may apply to the State of Florida for the Security Officer Class D (Unarmed) License.

CJK 0134

Armed Private Security Officer

(28 Contact Hours) This course is nontransferable.
This course prepares students to meet the certification requirements for an Armed Private Security Officer (Class “G” License). In this course, the students will learn the fundamentals and responsibilities of armed security such as legal aspects of the use of firearms, civil and criminal liability, operational firearms safety, firearms mechanical training, and firearms range qualification. Upon successful completion of the course, students may apply to the State of Florida for the Armed Security Officer Class G License.
The training program. This cross-over program is made up of both specific lessons and entire courses from the Florida CMS Correctional Basic Recruit Training Program, version 2014.07. The Criminal Justice Standards and Training Commission has established basic recruit cross-over training programs to provide lateral movement of officers between criminal justice disciplines. Applicants to cross-over programs must meet the requirements of 11B-35.002(6), Florida Administrative Code.

CJ0204 Law Enforcement Cross-over to Correctional Introduction
(59 Contact Hours) This course is nontransferable.
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.

CJ0205 C/O Responding to Incidents and Emergencies
(12 Contact Hours) This course is nontransferable.
This course provides information on how to identify and interpret the response to an emergency. This course also describes the elements of an emergency plan and level of response.

CJ0212 Cross-over Correctional to Law Enforcement CMS High-Liability
(8 Contact Hours) This course is nontransferable.
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: CJ0031C prepares prospective officers to apply basic first aid knowledge and techniques to emergencies. CJ0040C 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.

CJ0293 Overview of Law Enforcement
(64 Contact Hours) This course is nontransferable.
This training provides an understanding of the roles and responsibilities of the Criminal Justice Standards and Training Commission and the requirements for certification as a law enforcement officer in the state of Florida. This course also provides instruction on; values and ethics required for criminal justice officers, and criminal and constitutional law.

CJ0295 Correctional Cross-over to Law Enforcement Officer Wellness
(35 Contact Hours) This course is nontransferable.
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 crossover-training program.

CJ0296 Interviewing and Report Writing
(32 Contact Hours) This course is nontransferable.
This training provides an understanding of: how to prepare and conduct basic interview, identify types of reports, forms, and logs, including used by law enforcement, and how to organize and write effective law enforce-
Criminal Evidence and Court Procedure
CJL 1102
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.

Officer Wellness and Physical Abilities
CJL 0340
This course is designed to teach correctional officers on how to apply knowledge, training, and reasonable judgment to ensure the safety and security of all persons at the facility during an emergency.

Cross-Over to Correctional Officer Wellness
CJL 0354
This course is part of the following basic recruit training programs for criminal justice officers:
- Correctional Officer Cross-Over Training to Florida Law Enforcement Academy, CJSTC Program 1192
- Law Enforcement Officer Cross-Over Training to Florida CMS Correctional Basic Recruit Training Program, CJSTC Program 1191

Cross-Over Handgun Transition Course
CJL 0392
This course is designed to teach instructors to deliver expanded or updated instruction on curriculum topics contained in this cross-over program, e.g., new techniques in a high liability area or application of relevant case law. The eight hours may be distributed as needed throughout the program.

Developmental Writing Module (1.0 Credit)
ENC 0055
This course is designed to satisfy the requirements of upper-level developmental writing in a modular format. The student scoring within a specific range on the Postsecondary Education Readiness Test (P.E.R.T.) or other placement test is administered a diagnostic test to identify skills to prepare an individualized learning plan so that the student works only on skills not yet mastered.

Developmental Writing Module (2.0 Credits)
ENC 0056
This course is designed to satisfy the requirements of developmental writing in a modular format. The student scoring within a specific range on the Postsecondary Education Readiness Test (P.E.R.T.) or other placement test is administered a diagnostic test to identify skills to prepare an individualized learning plan so that the student works only on skills not yet mastered.
secondary Education Readiness Test (P.E.R.T.) or other placement test is administered a diagnostic test to identify skills to prepare an individualized learning plan so that the student works only on skills not yet mastered.

MAT 0022
Developmental Mathematics Combined
(4 Developmental Education Credits – 4 Hours)
This is a course designed to improve mathematical skills needed to be successful in the first college level mathematics course. Topics include arithmetic, linear equations, proportions, geometry, graphing, exponents, polynomials, and factoring.

MAT 0055
Developmental Mathematics Module (1.0 Credit)
(1 Developmental Education Credit – 1 Hour)
This is a module designed for students who need minimal review before completing a college level mathematics course. Topics include fractions, exponents, and factoring.

MAT 0056
Developmental Mathematics Module (2.0 Credits)
(2 Developmental Education Credits – 2 Hours)
This is a module designed for students who need substantial review before taking a college level mathematics course. Topics include fractions, linear equations, graphing, exponents, polynomials, and factoring.

REA 0019
Developmental Reading Combined
(4 Developmental Education Credits – 4 Hours)
A course designed to build vocabulary and develop literal and critical reading skills including determining word meanings in context; identifying main ideas and supporting details; recognizing organizational patterns and relationships; detecting author’s purpose, tone, and bias; distinguishing between facts and opinions; making inferences and drawing conclusions; and recognizing valid arguments. Students will build reading and vocabulary competencies based on initial Lexile levels. As students progress through the course, texts and vocabulary complexity will increase.

REA 0055
Developmental Reading Module (1.0 Credit)
(1 Developmental Education Credit – 1 Hour)
This course is designed to satisfy the requirements of upper-level developmental reading in a modular format. The student scoring within a specific range on the Postsecondary Education Readiness Test (P.E.R.T) or other placement test is administered a diagnostic test to identify skills to prepare an individualized learning plan so that the student works only on skills not yet mastered.

REA 0056
Developmental Reading Module (2.0 Credits)
(2 Developmental Education Credits – 2 Hours)
This course is designed to satisfy the requirements of lower-level developmental reading in a modular format. The student scoring within a specific range on the Postsecondary Education Readiness Test (P.E.R.T) or other placement test is administered a diagnostic test to identify skills to prepare an individualized learning plan so that the student works only on skills not yet mastered.

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. The fee is paid directly to the school district in which the student completes EDF 2005 fieldwork. EDF 2005 students must complete the background check process and be cleared by the end of the add-drop period.

EDF 2005
Introduction to the Teaching Profession ♦
(3 Credits - 3 Hours)
Prerequisite: Completion of ENC 1101 with a grade of “C” or higher; school board background check clearance. 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 ENC 1101 with a grade of “C” or higher. 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.

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.

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.

EPI 0001
Introduction to Early Childhood Education ♦
(3 Credits - 3 Hours)
This course introduces basic principles and practices involved in guiding the young child. The course includes the history and objectives of early childhood programs, child care issues, center licensing standards, and classroom management. This course introduces students to techniques for observing and recording the behavior of young children. The content areas of physical skills, learning environment, and language development will be the focus for developing observing and recording strategies. Appropriate professional practices and effective program management strategies will be discussed. This course is one of the three required to earn the Florida Child Care Professional Credential and requires 25 hours field work.

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 collaborative 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. This course requires a 15 hour online field experience with Florida Virtual School. A background check through FLVS is required.

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 persistence, 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 organization and administration of the accredited public school, the laws governing teachers, the Code of Ethics, and the purpose of schools. This course develops a professional perspective and creates a sense of grounding in the profession of teaching.

EPI 0030
Diversity
(2 Institutional Credits - 2 Hours)
Corequisite: EPI 0945. This course provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom.

EPI 0940
Field Experience for Professional Foundations
(1 Institutional Credit - 1 Hour)
Participants will complete thirty-five (35) hours of field experience in accredited public, charter, or private schools. These field experiences will provide the opportunity to gain insight into the instructional process. Using a series of a prescribed observation tasks, each participant will develop a reflective journal detailing their experience. Those participants who are currently teaching will be required to complete the same series of observational field experience in the schools where they are assigned. NOTE: Students enrolling in EPI 0940 must be cleared by a school board background 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 teachers. This course requires thirty-five (35) hours of field experience/observation in a classroom setting designated by the Florida Department of 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.

**HEALTH & PHYSICAL EDUCATION**

PHYSICAL EDUCATION COURSES will apply toward the A.A. degree requirements if applicable for physical education majors unless otherwise noted.

**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 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.

**PET 2622**
Care and Prevention of Athletic Injuries◆
(3 Credits - 3 Hours)
This introductory course explores the techniques of effectively preventing and managing athletic-related injuries. The course is designed to explore principles related to the prevention, treatment, rehabilitation and proper care of athletes and athletic injuries. The course includes recognition, care, use of treatment modalities and techniques for taping and stabilizing injuries.

**SPM 2000**
Introduction to Sport Management◆
(3 Credits – 3 Hours)
This course is designed to provide the student with a conceptual understanding of sport management. Areas that receive special emphasis are managerial, financial, legal, and ethical principles, the professional sport industry, intercollegiate and interscholastic sport, youth and community sport, event/facility management, sport sales, marketing and sponsorships, sport communication, the recreation and fitness industries and career preparation.

**HUMANITIES**

**ARH 1000**
Art Appreciation◆
(3 Credits - 3 Hours)
This course is designed to teach the appreciation of painting, sculpture and architecture. It focuses on the relationship between the work and its historical context and emphasizes an understanding of works of art and their role in the everyday world. ARH 1000 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

**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 2050 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

**ARH 2050**
Honors Art History I◆
(3 Credits - 3 Hours)
Prerequisite: Admission to the SJC State College Honors Program. A study of the main developments of the visual art forms (architecture, sculpture and painting) from Paleolithic man through the Renaissance. ARH 2050 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, and participation.

**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 2051 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.
COURSE DESCRIPTIONS

HUM 2200
Greek and Roman Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2200 covers the period from the Trojan War through the Roman era, emphasizing the development and influence of classical ideas. HUM 2200 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2222
Late Roman and Medieval Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2222 covers the period from the late Roman Empire through the Middle Ages, emphasizing the development and historical influence of Christianity. HUM 2222 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2232
Renaissance and Baroque Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2232 covers the period from the Renaissance time period through the Baroque, emphasizing the development and historical influence of these periods. HUM 2232 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2234
Enlightenment and Romanticism Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2234 covers the period from the Enlightenment through the 19th century, emphasizing the emergence of rationalism and modern science and the Romantic rebellion. HUM 2234 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

HUM 2250
20th Century Humanities ◆
(3 Credits - 3 Hours)
Prerequisite: ENC 1101 with a grade of "C" or higher. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2250 covers the period from the turn of the 20th century to the present. The course focuses on creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky, and Wright through the dominance of objective consciousness to newly emerging guiding myths of today. HUM 2250 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

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. HUM 2512 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

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.

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. MUH 2112 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

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. MUL 1010 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.
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 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 2010 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

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 1020 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.

MATHEMATICS

MAC 1233
Survey of Calculus ♦
(3 Credits - 3 Hours)
A one-semester introduction to 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 1233 with a grade of “C” or higher, or a satisfactory score on a placement test. Topics include limits, derivatives, and integrals involving algebraic, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Applications include tangent lines, rectilinear motion, related rates, curve sketching, and optimization.
MAC 2312
Analytic Geometry and Calculus II ♦
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 2311 with a grade of "C" or higher. Topics include applications of integration, techniques of integration, infinite series, and parametric and polar equations.

MAC 2313
Analytic Geometry and Calculus III ♦
(4 Credits - 4 Hours)
Prerequisite: Completion of MAC 2312 with a grade of "C" or higher. Topics include vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, and vector analysis.

MAP 2302
Elementary Differential Equations ♦
(3 Credits - 3 Hours)
Prerequisite: Completion of MAC 2312 with a grade of "C" or higher. This is a first course in ordinary differential equations and includes first and second order differential equations and their applications. Major topics are separable equations, first and second order linear equations, and Laplace transform methods. Applications include mixtures, population models, acceleration - velocity models, and mechanical systems. The course may also include series solutions, systems of differential equations, and numerical methods.

MAT 1033
Intermediate Algebra ♦
(3 Credits - 3 Hours)
Prerequisite: College ready status, a satisfactory score on a placement test or completion of developmental mathematics with a grade of "C" or higher or enrollment in a corequisite developmental education course as applicable. Topics include factoring, rational expressions, radicals, complex numbers, quadratic equations, lines, and systems of linear equations.

MAT 1930
Games for Analytical Reasoning ♦
(3 Credits - 3 Hours)
This course is designed to enable students to develop their analytical reasoning skills by way of playing and investigating games and activities involving pattern analysis, strategy formation, and critical thinking.

MGF 1106
Mathematics for Liberal Arts I ♦
(3 Credits - 3 Hours)
Prerequisite: College ready status, satisfactory score on a placement test, or completion of developmental mathematics with a grade of "C" or higher. This is a general education mathematics course. Topics include sets, logic, geometry, counting and probability, and statistics.

MGF 1107
Mathematics for Liberal Arts II ♦
(3 Credits - 3 Hours)
Prerequisite: College ready status, satisfactory score on a placement test, or completion of developmental mathematics with a grade of "C" or higher. This is a general education mathematics course. Topics will be selected from number systems, number theory, algebra, linear programming, financial mathematics, graph theory, voting, and apportionment.

MTB 1304
Using the Graphing Calculator ♦
(1 Credit - 1 Hour)
Graphing calculator required. Consult with instructor before purchasing. Prerequisite: MAT 1033 with a grade of "C" or higher or a satisfactory score on a placement test. This course provides instruction for using a Texas Instruments graphing calculator. Topics include arithmetic operations, graphs, programming, matrices, and statistics.

STA 2023
Elementary Statistics ♦
(3 Credits - 3 Hours)
Prerequisite: Completion of MAT 1033 or MGF 1106 or MGF 1107 or MAT 1930 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)
Graphing calculator required. Consult with instructor before purchasing. Prerequisite: Admission to the SJR State Honors Program and completion of MAT 1033 or MGF 1106 or MGF 1107 or MAT 1930 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. This course will include at least one student project that involves data collection, reading, and writing.

NURSING AND ALLIED HEALTH

Unless otherwise noted, Nursing and Allied Health courses may be considered to fulfill A.A. degree requirements by approval of the Vice President for Academic Affairs.

EMS 1119
Emergency Medical Technician
(6 Credits - 6 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 EMS Education Standards - EMT Instructional Guidelines.

EMS 1119L
EMT Lab
(3 Credits - 3 Hours)
Corequisites: 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 - 120 Hours)
Corequisites: 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.
EMS 2010
EMS Anatomy and Physiology
(3 Credits - 45 Hours)
This is a comprehensive study of anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis.

EMS 2603
Paramedic I
(6 Credits - 90 Hours)
Corequisites: EMS 2010, EMS 2603L, EMS 2666. This course presents the objectives contained in the current U.S. Department of Transportation National Standard Curriculum for the Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include roles and responsibilities, medical legal issues, well-being of the paramedic, illness and injury prevention, ethics, medical terminology review, patient assessment, airway management, venous access and medication administration, therapeutic communications, life span development, pathophysiology, management of shock and general pharmacology.

EMS 2603L
Paramedic I Lab
(2 Credits - 60 Hours)
Corequisites: EMS 2010, EMS 2603, EMS 2666. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include illness and injury prevention, medical terminology review, patient assessment, airway management, venous access and medication administration, therapeutic communications, management of shock and general pharmacology.

EMS 2604
Paramedic II
(8 Credits - 120 Hours)
Prerequisite: EMS 2010, EMS 2603, EMS 2603L, EMS 2666 with a grade of "C" or higher. Corequisites: EMS 2604L, EMS 2667. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastroenterology, renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics and psychiatric emergencies. The following trauma emergencies include burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue hemorrhage and shock.

EMS 2604L
Paramedic II Lab
(2 Credits - 60 Hours)
Prerequisite: EMS 2010, EMS 2603, EMS 2603L, EMS 2666 with grades of "C" or higher. Corequisites: EMS 2604, EMS 2667. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. The laboratory will focus on cardiovascular, respiratory and traumatic emergencies, enabling students to practice the associated treatment modalities. Topics studied include the following treatment of medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastroenterology, renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics and psychiatric emergencies. The following trauma emergency treatments include burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue hemorrhage and shock.

EMS 2605
Paramedic III
(5 Credits - 75 Hours)
Prerequisites: EMS 2604, EMS 2604L, EMS 2667 with a grade of "C" or higher. Corequisites: EMS 2605L, EMS 2920, EMS 2659. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following: neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, patient assessment based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents and crime scene awareness.

EMS 2605L
Paramedic III Lab
(1 Credit - 30 Hours)
Prerequisites: EMS 2604, EMS 2604L, EMS 2667 with a grade of "C" or higher. Corequisites: EMS 2605, EMS 2920, EMS 2659. This course presents the objectives and complies with national EMS Education Standards - Paramedic Instructional Guidelines. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following: emergency treatment techniques for neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment-based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents and crime scene awareness.

EMS 2659
Paramedic Field/Clinical Internship
(5 Credits - 324 Field Hours/36 Clinical Hours)
Prerequisites: EMS 2604, EMS 2604L, EMS 2667 with a grade of "C" or higher. Corequisites: EMS 2605, EMS 2605L, EMS 2920. This course allows students to correlate all of the didactic background in the paramedic courses with advanced patient care and offers the students opportunities to demonstrate competency in the skills learned in all of the paramedic laboratories. Students will be assigned to specific fire departments to complete field ride time. Students will also perform pediatric clinical rotations during the first part of the semester. Students will perform various emergency medical modalities and procedures under the direct supervision of a paramedic preceptor. This course will focus all treatment modalities as final preparation for the National Registry certification examination and a career as a paramedic.

EMS 2666
Paramedic I Clinical Experience
(4 Credits - 120 Clinical Hours)
Corequisites: EMS 2010, EMS 2603, EMS 2603L. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. This course allows students to correlate didactic background with basic patient care and offers the student opportunities to demonstrate competency in the skills learned in the Paramedic I Laboratory. Students are assigned to specific agencies to perform various emergency medical modalities and procedures under the direct supervision of a paramedic, nurse or physician.

EMS 2667
Paramedic II Clinical Experience
(4 Credits - 240 Clinical Hours)
Corequisites: EMS 2010, EMS 2603, EMS 2603L, EMS 2666 with a grade of "C" or higher. Corequisites: EMS 2604, EMS 2604L. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. This course allows students to correlate didactic background with basic patient care and offers the student opportunities to demonstrate competency in the skills learned in the Paramedic II Laboratory. Students are assigned to specific agencies to perform various emergency medical modalities and procedures under the direct supervision of a paramedic, nurse or physician.
HCP 0001
Health Careers Core
(90 Contact Hours) This course is nontransferable.
Course is the introductory course for all allied health careers. Course provides a
understanding of the healthcare delivery system and an understanding of wellness
and disease concepts.

HCP 0120C
Nursing Assistant
(120 Contact Hours) This course is nontransferable.
Course prepares students to be nursing assistants. Students will perform nurs-
ing procedures, provide personal patient care, care for geriatric patients and as-
sist 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 course is nontransferable.
This program is designed to prepare students for employment as nursing assis-
tants, nursing aides, and orderlies, in nursing homes. Upon successful comple-
tion 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) This course is nontransferable.
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)
This course provides an introduction to the field of health information manage-
ment, including: a history of the profession, professional organizations, accredi-
tation 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 perfor-
mance improvement and quality management in healthcare. Topics include
clinical quality improvement, utilization review case management, risk man-
agement, 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
(3 Credits - 3 Hours)
This is a (3) 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 health-
care 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 oppor-
tunity 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 bill-
ing 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 208S and BSC 208SL with grades of "C" or higher.
This course provides an introduction to the principles of pharmacology, includ-
ing drug terminology, drug origins, forms, and actions; routes of administration;
as well as the use of generic name drugs, trade name drugs, and categories of
drugs to treat various body systems. Indications and contraindications associ-
ated 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 man-
agement, 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 a grade of "C" or higher. This course provides an
introduction to the study of law as applied to the health field includ-
ing: 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 fun-
damentals 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, defini-
tions, 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 ten-
dency and measures of variation; techniques for presenting data via computer
technology; and basic research terminology and methodologies.

HIM 2255C
CPT Coding
(3 Credits - 3 Hours)
Prerequisite or Corequisite: HIM 2723C with a grade 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, diag-
nostic testing and procedures, and physician services using health records. Em-
phasis 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 2723C  
IDC Procedure Coding  
(3 Credits - 3 Hours)  
Pre-requisites: HIM 1282C 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 2729C  
Advance Coding and Reimbursement  
(3 Credits - 3 Hours)  
Prerequisites: HIM 1282C with a grade of “C” or higher. Corequisite: HIM 2255C. This course provides the HIM student an opportunity to apply advanced concepts and techniques for ICD Coding and reimbursement using actual case studies, simulated paper record cases, and electronic records. The student will also utilize the 3M Encoder software in performing outpatient and inpatient coding. Lab fee.

HIM 2800  
Professional Practice Experience I  
(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 healthcare 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 2820  
Professional Practice Experience II  
(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/RM/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 1255  
Office Management in Health Sciences Profession  
(3 Credits - 3 Hours)  
Prerequisite: CGS 110 Microcomputer Application Software with a grade of “C” or higher. This course prepares students to integrate office management skills in a medical environment.

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  
(3 Credits - 3 Hours)  
Prerequisites: None. An introduction to the evolution and organization of the healthcare delivery system of the United States, including differentiating the roles of various providers and disciplines throughout the continuum of healthcare, the organization of healthcare delivery systems in the United States, healthcare providers and disciplines, and identification of laws, accreditations, licensure, and certification standards to Healthcare Delivery Systems.

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 healthcare professions, developing information research skills, developing critical thinking skills, and orienting to the technology of nursing and allied health careers an online environments of nursing and allied health classes and testing.

HSC 1531  
Medical Terminology  
(3 Credits - 3 Hours)  
Prerequisites: None. This course provides an introduction to the terminology of medicine, making it understandable through the study of the word roots, combining forms, prefixes, suffixes, and etymology. The student will learn to build, recognize, spell, and pronounce medical terms.

HSC 1641  
Legal and Ethical Issues for Healthcare Providers  
(3 Credits - 3 Hours)  
This course provides an introduction to the study of healthcare legal and ethical issues relating to all healthcare professionals. The importance of the healthcare delivery system, legal and ethical responsibilities and understanding of information technology applications in healthcare.

HSC 2930  
Special Topics-Capstone  
(Variable 1-3 Credits - variable 1-3 Hours)  
Prerequisites: Permission of the Dean/Director. This course is designed for students preparing to graduate and transition to employment and/or continuing education. Students will complete development of an online portfolio to include a cover letter, resume, work samples, and completion of an approved culminating project or internship. Additionally, students will complete a job search related to their areas of interest and will apply for jobs prior to graduation.

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, online class time, and/or lab and simulation hours.
NUR 1005
LPN Transition
(3 Credits - 45 Hours) 30 Online, Lab 15 hours. Simulation /Clinical 0 Hours
Prerequisites: BSC 2085, BSC 2085L Corequisite: BSC 2086 Anatomy and Physiology II and BSC 2086L and NUR 1140 Clinical Pharmacology. This course builds upon the Licensed Practical Nurse's education and readiness to advance into the associate degree program. In this course, students learn to differentiate between the roles of the practical and associate degree nurse. Emphasis is placed on advancing the critical thinking skills of the nurse in the role of caregiver, educator, and manager. Course content and lab activities practice critical thinking and evidence based practice.

NUR 1020
Foundations of Nursing Practice
(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 and responsibility, and therapeutic communication skills are stressed. This course acquaints the student with psychological and physiological human needs and the nurse’s role in assisting a person to meet these needs using evidence-based practice. Beginning competence in meeting basic human needs when caring for adults with common health derived limitations is stressed.

NUR 1020L
Foundations of Nursing Practice Lab
(5 Credits – 150 Hours) Didactic 15 hours, Lab 90 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
(4 Credits – 105.5 Hours) Didactic 38 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
(5 Credits – 133 Hours) Didactic 45 Hours, Lab 5 Hours, Simulation/Clinical 83 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
(3 Credits – 63 Hours) Didactic 38 Hours, Simulation/Clinical 25 Hours
Corequisites: NUR 1221C 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
(5 Credits - 146 Hours) Didactic 60 Hours, Simulation/Clinical 106 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
(4 Credits – 105.5 Hours) Didactic 38 hours, Simulation/Clinical 67.5 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 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 – 120 Hours) Didactic 30 Hours, Clinical 90 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.

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.

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: RET 1874L with a “C” or better. This course introduces the student to the basic modalities in the assessment and treatment of cardiopulmonary conditions in the clinical setting. Students will rotate to several local hospitals during the semester. Students will obtain experience in bedside patient assessments, medical gas, aerosol, humidity, hyperinflation, and bronchial hygiene therapies; and arterial punctures with analyses of the results.

RET 2280C
Advanced Respiratory Critical Care
(4 Credits – 75 hours) Didactic 45 hours, Lab 30 hours, Clinical 0 hours
Pre-requisite: RET 1264C 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: RET 2280C with a “C” or better. This course is a continuation of diagnostic equipment utilized in the assessment of patients with cardiopulmonary disorders. Topics include advanced monitoring and assessment of ventilatory management, home care, and pulmonary 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: RET 1024C 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: RET 1264C 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/re-suscitation, 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 clinical and 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: RET 1875L with a "C" or better. This course allows the student to apply critical care principles in a variety of clinical settings. Students will be responsible for the initiation, monitoring, evaluation, and weaning of patient mechanical ventilation. Students are exposed to various life-support systems and monitors.

RET 2877
Clinical Education IV
(3 Credits - 240 hours) Didactic 0 hours, Lab 0 hours, Clinical 240 hours
Pre-requisite: RET 2876 with a "C" or better. This course will place the student in advanced and specialized areas in cardiopulmonary care. The student will be exposed to clinical areas to include various intensive care units, pediatric/neo-natal 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
Pre-requisite: 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
Pre-requisite: RET 2418C with a "C" or better. This seminar includes a comprehensive review of respiratory care modalities, and techniques that encourage safe practice and success on the national credentialing examinations.

RTE 1000C
Introduction to Patient Care in Radiologic Sciences
(3 Credits – 5 Hours lecture, 2 Hours lab) (Half-semester course)
The content of this course will introduce the student to the history of radiography, the health care system, and will emphasize safety and patient health care needs. Specific topics addressed include workplace safety, patient transfer, the healthcare delivery system, professional role, behaviors, attitudes and communication, legal considerations, infection control, surgical asepsis, patient assessment, medication and medications administration (including venipuncture), emergency response, and response to patient needs.

RTE 1385
Radiobiology and Radiation Protection
(3 Credits – 3 Hours lecture)
Pre-requisite: RTE 1418C with a "C" or higher. 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 – 3 Hours lecture, 2 Hours lab)
This course is primarily concerned with content specifications within the image production and evaluation category of the ARRT examination in radiography. The topics include: radiographic density, contrast, distortion and detail, attenuation of the x-ray beam, scatter production and control, technical factors, film and film processing, digital imaging, image evaluation, quality control, PACS. Laboratory activities will require students to perform experiments related to the topics covered, and perform image analysis.

RTE 1503C
Radiographic Positioning I
(5 Credits – 4 Hours lecture, 2 Hours lab)
This course provides the student with an introduction in radiographic principles, terminology, radiation protection and instruction in the radiography anatomy and positioning of the chest, bony thorax, abdomen, pelvis and extremities. Trauma, mobile and pediatric radiography are included. Laboratory activities include exam simulations and radiography of phantoms.

RTE 1513C
Radiographic Positioning II
(5 Credits – 4 Hours lecture, 2 Hours lab)
Prerequisite: RTE 1503C with a "C" or higher. This course provides the student with instruction in the radiographic anatomy and positioning of the cervical spine, thoracic spine, lumbar spine, skull, cranial bones, facial bones, paranasal sinuses, mastoids, upper and lower gastrointestinal system, gall bladder, biliary ducts, urinary system and other specialized procedures. Required laboratory activities provide the student with the opportunity to participate in simulated examinations for each of the procedures covered in this course. Students will also produce phantom radiographs.

RTE 1804
Clinical Education I
(1 Credit – 12 Clinical Hours/week)
(Half-semester course)
Prerequisite: RTE 1000C with a "C" or higher. This course begins halfway through the first fall semester of the program after RTE 1000C is complete. 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
(3 Credits – 18 Clinical Hours/week)
Prerequisite: RTE 1804 with a "C" or higher. 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 1824
Clinical Education III
(5 Credits – 30 Clinical Hours/week)
Prerequisite: RTE 1814 with a "C" or higher. 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 third of five sequential clinical education courses.

RTE 2061
Radiologic Science Seminar
(5 Credits – 5 Hours lecture)
Prerequisite: RTE 1385, RTE 2573C, RTE 2782C with a "C" or higher. 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 lecture)
Prerequisite: RTE 1513C and RTE 2613 with a "C" or higher. 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 lecture)
Prerequisite: RTE 1418C with a “C” or higher. 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
(3 Credits – 3 Hours lecture)
Prerequisite: RTE 1513C with a “C” or higher. 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
(4 Credits – 24 Clinical Hours/week)
Prerequisite: RTE 1824 with a “C” or higher. 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
(4 Credits – 24 Clinical Hours/week)
Prerequisite: RTE 2844 with a “C” or higher. Affiliation agreements with various hospitals enable SJR State radiography students to gain valuable clinical experience in departments of radiology. During this clinical rotation students will observe and perform under direct and indirect supervision the application of those skills learned in the classroom and laboratory. This course is the fifth of five sequential clinical education courses.

SCIENCE
Science laboratory courses that have an assigned credit hour value will be assigned a separate grade from the lecture component. In the event that a student earns a passing grade in one component and not the other, only that component failed need be repeated. If the laboratory component of the course has no credit hour value assigned, a single grade is given to represent work done in both the course lecture and laboratory.

Prerequisite and corequisite requirements must be observed. Failure to enroll in required corequisites will result in administrative withdrawal from the course. In addition, if after registration a student decides to withdraw from either the lecture or the laboratory, he must also withdraw from its corequisite. However, during the last 10 days of the withdrawal period for fall and spring terms or during the last five days of the withdrawal period during summer terms, a student may request approval from the instructor to withdraw from a corequisite. This request requires approval by both the instructor and the dean of arts and sciences.

AST 1002
Introduction to Astronomy ◆
(3 Credits - 3 Hours)
Prerequisite: MAT 1033. Corequisite: AST 1002L. The course includes topics on the solar system, stars, galaxies, and cosmology. Basic mathematical skills in arithmetic, equation solving, exponents, trigonometry, unit conversions, and logarithms are utilized.

AST 1002L
Laboratory for Introduction to Astronomy ◆
(1 Credit - 2 Hours)
Corequisite: AST 1002. An introductory laboratory course with exercises on optics, telescope design and structure, spectra, and analysis of data from observations of the sun, moon, planets, and other celestial objects. Some required observing sessions may occur at times other than the scheduled laboratory classes.

BOT 2010
Botany◆
(4 Credits - 3 Hours)
Prerequisite: BSC 1005 and BSC 1005L or BSC 2010/2010L with grades of “C” or higher. Corequisite: BOT 2010L. A study of the major divisions of the plant kingdom with emphasis on morphology and physiology.

BOT 2010L
Laboratory for Botany◆
(0 Credits - 3 Hours) Corequisite: BOT 2010.

BSC 1005
General Biology◆
(3 Credits - 3 Hours)
Corequisite: BSC 1005L. An introduction to and application of fundamental biological concepts for non-science majors. The emphasis will be on major biological concepts such as cell structure and function, biochemistry and metabolism, genetics and the interrelationships among organisms. Students may use either BSC 1005 or BSC 2010 to fulfill general education science requirements.

BSC 1005L
Laboratory for General Biology◆
(1 Credit - 2 Hours) Corequisite: BSC 1005.

BSC 1020
Human Biology◆
(3 Credits - 3 Hours)Corequisite: BSC 1020L. This is a course designed for students not majoring in biology. It includes study of the human body’s major organ systems and processes. Human diseases, their prevention, treatment, and the bioethical issues they raise will be considered. This course is not designed to fulfill requirements for allied health students. Students may use either BSC 1020 or BSC 2085 to fulfill general education science requirements.

BSC 1020L
Laboratory for Human Biology◆
(1 Credit - 2 Hours) Corequisite: BSC 1020.

BSC 2010
Principles of Biology I◆
(3 Credits - 3 Hours)
Corequisite: BSC 2010L. Primarily for science majors, this course emphasizes biology at the cellular level. Topics will include chemistry and biochemistry; cell structure and function; cell division, including mitosis and meiosis; metabolism, including cellular respiration and photosynthesis; and genetics, including Mendelian and molecular genetics and biotechnology. Students may use either BSC 1005 or BSC 2010 to fulfill general education science requirements.

BSC 2010L
Honors Principles of Biology I◆
(3 Credits – 3 Hours)
Prerequisite: Admission to the SJR State College Honors Program. Corequisite: BSC 2010L Honors. 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. This course involves significant reading, writing, discussion and student participation. Students may use either BSC 1005 or BSC 2010 or BSC 2010H to fulfill general education science requirements.
BSC 2010L
Laboratory Principles of Biology I ★
(1 Credit - 3 Hours)
Corequisite: BSC 2010.

BSC 2010L
Honors Laboratory for Principles of Biology I ★
(1 Credit – 3 Hours)
Prerequisite: Admission to the SJR State College Honors Program. Corequisite: BSC 2010 Honors.

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. This course involves significant reading, writing, discussion and student participation.

BSC 2011L
Laboratory Principles of Biology II ★
(1 Credit - 3 Hours)
Corequisite: BSC 2011.

BSC 2011L
Honors Laboratory for Principles of Biology II ★
(1 Credit – 3 Hours)
Prerequisite: Admission to the SJR State College Honors Program. Corequisite: BSC 2011 Honors.

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
Honors 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 involves significant reading, writing, discussion and student participation. This course is primarily for health science majors. Successful completion of one year of high school biology or BSC 1005 is recommended.

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.
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 1045H**
Honors General Chemistry I ♦
(3 Credits - 3 Hours)
Corequisite: CHM 1045HL. Prerequisite: Admission to the SJR State Honors Program and successful completion of CHM 1020 or CHM 1032 with a grade of "C" or higher, or two years of high school chemistry with a grade of "C" or higher. Students who have completed one year of high school chemistry are strongly recommended to take CHM 1020 or CHM 1032 before enrolling in CHM 1045. Students must be concurrently enrolled in, or have completed, MAC 1105 or MAC 1147 with a grade of "C" or higher. Course content includes atomic theory, chemical bonding, reaction stoichiometry, oxidation-reduction, behavior of gases, thermochemistry, and colligative properties. This course involves significant reading, writing, discussion and student participation.

**CHM 1045HL**
Honors Laboratory for General Chemistry I ♦
(1 Credit - 3 Hours)
Corequisite: CHM 1045 Honors.

**CHM 1046**
General Chemistry II ♦
(3 Credits - 3 Hours)
Prerequisite: CHM 1045 and CHM 1045L with a grade of "C" or higher. Corequisite: CHM 1046L. Topics include kinetics, acids and bases, equilibrium, thermodynamics, electrochemistry, and coordination chemistry.

**CHM 1046L**
Laboratory for General Chemistry II ♦
(1 Credit - 3 Hours)
Corequisite: CHM 1046. Includes qualitative analysis.

**CHM 2210**
Organic Chemistry I ♦
(3 Credits - 3 Hours)
Prerequisite: CHM 1046 and CHM 1046L with a grade of "C" or higher. Corequisite: CHM 2210L. A study of the structure, synthesis, reactions, and nomenclature of organic compounds.

**CHM 2210L**
Laboratory for Organic Chemistry I ♦
(1 Credit - 3 Hours) Corequisite: CHM 2210

**CHM 2211**
Organic Chemistry II ♦
(3 Credits - 3 Hours)
Prerequisite: CHM 2210 and CHM 2210L with a grade of "C" or higher. Corequisite: CHM 2211L. This course is a continuation of Organic Chemistry I.

**CHM 2211L**
Laboratory for Organic Chemistry II ♦
(1 Credit - 3 Hours) Corequisite: CHM 2211.
MCB 2010L Laboratory for Microbiology  ♦  
(0 Credits - 3 Hours) Corequisite: MCB 2010.

MCB 2010L Honors Laboratory for Microbiology  ♦  
(0 Credits – 3 Hours) Corequisite: MCB 2010 Honors.

OCB 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.

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

PHY 1020 Introduction to Physics  ♦  
(3 Credits - 3 Hours)  
Prerequisite: Satisfactory score on math placement tests, or completion of MAT 1033 with a grade of “C” or higher. Corequisite: PHY 1020L. This course is an introduction to classical physics involving a study of motion, fundamental forces, conservation laws of energy and momentum, light waves, electricity and magnetism. Some of the history of physics will be included in addition to brief biographies of a select group of leading classical physicists. An exposure to the philosophy of science and the scientific method forms an essential component of this course. The course is intended for students who have had no previous physics course, including high school physics. This course cannot be used by natural sciences majors to satisfy degree requirements.

PHY 1020L Laboratory for Introduction to Physics  ♦  
(1 Credit - 2 Hours) Corequisite: PHY 1020. This course is the laboratory that explores the topics covered in the PHY 1020 Introduction to Physics lecture course. The experiments will involve laboratory exercises dealing with kinematics of free fall and projectile motion, forces and motion, laws of conservation of energy and momentum, optical laws of reflection and refraction, the behavior of lenses, basic electric circuits, electromagnetic forces, standing waves, and heat phenomena.

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. 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 2050L or BSC 2040 and BSC 2040L with grades of “C” or higher. Corequisite: ZOO 2010L. A study of major phyla of the animal kingdom with emphasis upon the structure, function and evolutionary relationships.

ZOO 2010L Laboratory for Zoology  ♦  
(0 Credits - 3 Hours) Corequisite: ZOO 2010.
SOCIAL SCIENCE

AFA 2000
Minorsities: 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-
ment 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 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)
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. This course involves significant reading, writing, discussion and student participation.

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 2100
Introduction to Archaeology ♦
(3 Credits - 3 Hours)
This course provides an introduction to archaeology from a scientific perspec-
tive. It will explain how archaeologists locate, analyze, and interpret evidence
from the past with the goal of better understanding our human past. The his-
tory of archaeology is traced from its origins to its emergence as a scientific disci-
pline within anthropology.

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
and descriptions of psychological disorders. Assumes knowledge of concepts
typically learned in an introductory psychology course.

DEP 2002
Child Psychology ♦
(3 Credits - 3 Hours)
Prerequisite: PSY 2012 or DEP 2004 with a grade of “C” or higher.
A study of the development of the child from birth to the adolescent years.
Emphasizes developmental and psychosocial aspects of childhood, including
heredity, environment, maturational, intellectual, 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 ♦
(2 Credits - 3 Hours)
Prerequisite: Admission to the SJR State Honors Program. A study of the inter-
actions 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-
atied with identity, puberty, thought, and moral judgment 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 1931
Financial Literacy ♦
(1 Credit - 1 Hour)
This course will provide students with skills, knowledge, and problem solving
techniques. It uses core personal finance literacy concepts that can be incorpo-
rated into student’s daily lives. Topics include budgeting, financial goal setting,
saving and investment, responsible use of credit, rent and mortgages, taxes and
insurance.
COURSE DESCRIPTIONS

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 1110
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. This course involves significant reading, writing, discussion and student participation.

POS 1112
State and Local Government ◆
(3 Credits - 3 Hours)
Activities and functions of state, regional, county, city, and special district governments are studied. Florida's constitution and structure, parties, politics, elections, interest/ethnic groups, public opinion and governmental services are examined and compared with those of other states in the U.S. Important environmental and growth management problems are analyzed.

POT 2002
Introduction to Political Theory ◆
(3 Credits - 3 Hours)
This course aims to provide students with an overview of some of the main traditions and themes in Western political theory/philosophy. Students will be exposed to some classic pieces in this field and will receive training in how to approach and work with theoretical and philosophical texts from various periods. In engaging with these texts the course attempts to tackle some of the fundamental questions (and some exemplary answers) that pervade the realm of politics: What is the purpose of government, what is the nature of democracy and how do individuals relate to the communities they live in? The students will engage with the authors in their respective historical contexts and examine to what extent these classic texts can still guide our perception of current political affairs.

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, dis-
PSY 2602
The Evolution of Modern Psychology  ♦
(3 Credits - 3 Hours)
Prerequisite: PSY 2012 with a grade of "C" or higher. This history and systems course will examine influential experiments conducted in psychology over the last 100 years. These landmark studies have influenced and, at times, changed psychological principles and ethical standards. These major studies are in the areas of biopsychology, learning, memory, development, emotion, motivation, personality, psychopathology, therapies, and social psychology.

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.

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.

PSY 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.

PSY 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.

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.
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 168. 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.

* Open to any SJR State student
* Meets A.A. degree requirements

### VISUAL ART

#### FOUNDATION

**ART 1006**

Visual Ideas: Portfolio Seminar ◆

(1 Credit – 1 Hour)

A comprehensive study of aesthetics and the historical development of art intended to jump-start the visual arts student's awareness of the art world, focusing on the development of the modernist aesthetic and its evolution into postmodern and contemporary art. 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. Developing and refining your eye for drawing and composition by exploring art elements: shape, form, space, line, texture, unity, harmony, repetition, proportion, balance and movement. Students will use drawing techniques 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 focus on the structural and spatial exploration of the three-dimensional form through a variety of media with an emphasis on design and construction. Students will develop presentation skills and craftsmanship, while formulating problem-solving skills and concept generation. 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. Also includes completion of self-directed studio work and preparation for a graduating exhibition that completes the Florida School of the Arts Visual Arts curriculum.

**DIG 1000**

Introduction To Digital Media ◆

(3 Credits - 3 Hours)

A digital foundation course that explores the principles of creative design. 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 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 the digital photographic image. Students explore two dimensional design principles in the context of photography. 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 1400C**

Printmaking I ◆

(3 Credits - 6 Hours)

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. An exploration of the boundaries between the flat two-dimensional image and three-dimensional space by researching relevant artists from the Modern to present and by creating artwork utilizing a variety of media and formats. Students will develop presentation skills and craftsmanship, while formulating problem-solving skills and concept generation. An exit grade of "C" or higher is required.

ART 2330C
Figure Drawing ◆
(3 Credits - 6 Hours)
Prerequisite: ART 1300C. 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: 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 is required.

ART 2500C
Painting I ◆
(3 Credit - 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 1300C. Approaches to the rendering of the human figure are explored and developed through the studies, sketches and studio paintings from life models. Oil and/or acrylic mediums, grounds and techniques are developed as well as solvent-free oil processes. Students build on basic painting, focusing on techniques that relate to the painting of the figure such as ala prima, glazing, scumbling and other brushwork. An exit grade of "C" or higher is required.

ART 2701C
Sculpture I ◆
(3 Credits - 6 Hours)
Prerequisite: ART 2230C. An exploration of traditional and contemporary sculpture utilizing techniques of subtraction, addition, construction and substitution. Emphasis will also be placed on conceptual development. An exit grade of "C" or higher is required.

ART 2702C
Sculpture II ◆
(3 Credit - 6 Hours)
Prerequisite: ART 2701C. Student will refine and expand on their craft in regards to the techniques learned in Sculpture I, and work to develop a personal and contemporary aesthetic. An exit grade of "C" or higher is required.

ART 2750C
Ceramics I ◆
(3 Credits – 6 Hours)
An introduction to the techniques and concepts of traditional and contemporary ceramics. Kiln and glaze technology, hand building, wheel throwing, and glaze technology will be studied in depth. An exit grade of "C" of higher is required.

ART 2751C
Ceramics II ◆
(3 Credits – 6 Hours)
Prerequisite: ART 2750C or permission of the instructor. A continuation in the methods and techniques introduced in Ceramics I. Development of a contemporary expression within the ceramics tradition is encouraged. An exit grade of "C" or higher is required.

ART 2930C
Special Topics in Art ◆
(1 - 3 Credits)
Investigation of topics of current interest to the student or instructor. Application to do work in Special Problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of "C" or higher is required.

GRAPHIC DESIGN/NEW MEDIA
DIG 1115C
Digital Imaging ◆
(3 Credits - 6 Hours)
An overview of raster based imaging materials and processing methods. Visual communication will be explored through the application of design principles and formal research. This course offers students a foundation for incorporating digital tools into their creative process as well as exploring the dynamics of visual communication. Students will prepare images by taking advantage of various output options including print, web, and multimedia presentation. 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)
Introduces the fundamentals of interactive design for electronic publishing. Students practice 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 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 2195C
Advertising Design ◆
(3 Credits - 3 Hours)
Prerequisites: DIG 1115C, GRA 1206C. An overview of design for advertising in-
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 investigate 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.

DIG 2930C
Special Topics in New Media Design ♦
(1 - 3 Credits)
An independent study course designed to enable a student to pursue a studio or research project not covered in his area of specialization. The direction of the study will be formulated with the instructor. Application to do work in special problems must be made to the instructor who is to direct the study. A design of the study must be presented to the instructor and approved by the Dean of Florida School of the Arts prior to the new semester. May be repeated 3 times for credit. An exit grade of “C” or higher is required.

NEW MEDIA/PHOTOGRAPHY
PGY 1201C
Media Lighting Techniques ♦
(3 Credits - 6 Hours)
This course addresses the basic characteristics and qualities of light as it relates to digital photography. Applications of compositional principles are coupled with detailed experiments that explore both natural and artificial lighting scenarios. Technical and aesthetic considerations are emphasized equally in each experiment. 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 and permission of instructor. Development of photographic vision and technical craft through the introduction and use of large format materials. 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 will be addressed. An exit grade of “C” or higher is required.

PGY 2220C
Commercial Photography ♦
(3 Credits - 6 Hours)
Overview of studio practices and location photography with an emphasis on the commercial context of image making. This will include both creative and technical assignments that challenge the student to sync vision with technique, beauty with function and content with craft. An exit grade of “C” or higher is required.

PGY 2905C
Special Topics in Photography ♦
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.

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 - 5 Hours)
Prerequisite: Audition and acceptance into Florida School of the Arts Dance program or permission of the instructor. This is the first of four leveled technique courses in the study of classical and contemporary ballet. An emphasis will be placed on correct alignment of the body, a progressive development of positions and barre exercises, as well as the application of classical ballet terminology at a beginner/intermediate level.

DAA 1205
Ballet II ♦
(2 Credits - 5 Hours)
Prerequisite: DAA 1204 or permission of the instructor. A continuation of first year ballet instruction to include more advanced and complex movement sequences within the study of classical and contemporary ballet with the emphasis still being placed on correct alignment, strength and technical development at an intermediate level.

DAA 2206
Ballet III ♦
(2 Credits - 5 Hours)
Prerequisite: DAA 1205 or permission of the instructor. Second year ballet technique courses include more evolved technical instruction with intensification of barre and center exercises for development of strength and form. An emphasis will be placed on the artistic quality of movement and phrasing at an intermediate/advanced level.
DAA 2207
Ballet IV ♦
(2 Credits - 5 Hours)
Prerequisite: DAA 2206 or permission of the instructor. A continuation of second year ballet instruction with emphasis on artistry, stylization and performance at an intermediate/advanced level.

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)
Prerequisite: Students must be enrolled in a Dance Majors level ballet class or have instructor permission. 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. Video reconstruction skills will be implemented to prepare students for professional company life.

STUDIO TECHNIQUE: CONTEMPORARY
DAA 1100
Fundamentals of Contemporary Dance I (non-majors) + ♦
(1 Credit - 2 Hours)
This course will introduce students to the fundamentals of contemporary dance techniques. An emphasis will be placed on proper placement, execution of skills, and combinations of simple steps. Students will develop an artistic awareness of how to use movement as an expression of idea through physicality, kinesthetic self-awareness and development of musicality.

DAA 1104
Contemporary Dance I ♦
(2 Credits - 5 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 modern dance pioneers as well as contemporary approaches 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 1101
Intermediate Contemporary Dance (non-majors) + ♦
(2 Credits - 2 Hours)
This course will develop students' skills in contemporary dance. Further development of basic technique skills will be gained as well as a special emphasis on retention and performance abilities. Continued focus on proper placement, execution of skills, and performing combinations of more advanced steps will be introduced in this course. Students will continue to develop an artistic awareness of how to use movement as an expression of idea through physicality, kinesthetic self-awareness and development of musicality. This course is open to the public; however, the student must have instructor permission or have taken Fundamentals of Contemporary Dance. The student with prior dance training may use the first day of class to audition for placement without having previously taken Fundamentals of Contemporary Dance.

DAA 1105
Contemporary Dance II ♦
(2 Credits - 5 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 - 5 Hours)
Prerequisite: DAA 2105 or permission of the instructor. Intermediate study and exploration of modern dance technique and its theoretical concepts within the traditions of modern and contemporary dance. 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 - 5 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-majors) + ♦
(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-majors) ♦
(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 and traditional contemporary modern jazz choreographers.

STUDIO TECHNIQUE: TAP
DAA 1520
Fundamentals of Tap Dance (non-majors) + ♦
(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-majors) ✪**  
(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.

**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. Study will include, but is not limited to, 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 with an emphasis on theatrical jazz dance repertory. Student will learn a diverse selection of stylized jazz dances to advance the student's skills as performs within an ensemble and the theatrical environment.

**CREATIVE STUDIES**

DAA 1000  
**Fundamentals of Dance (non-majors) ✪**  
(1 Credit - 2 Hours)  
This course will introduce the non-major student to the basic elements of dance performance. This is a course intended for beginning students interested in obtaining the fundamentals skills necessary to perform a variety of dance techniques including: ballet, jazz, contemporary, among others. The course will involve significant physical study with additional work including viewing filmed or live works, discussion, performance, lecture, and writing projects. This class is open to the public.

DAA 1680, 1681  
**Dance Ensemble I, II ✪**  
(1 Credits - 3 Hours)  
The study, preparation and performance of dance works with emphasis on technique, style, stage presence and professionalism as required for work in a dance ensemble.

DAA 2393C  
**World Dance ✪**  
(2 Credits - 2 Hours)  
The study of cultural expressions of dance from across the globe. Students will study basic elements of specific artistic and cultural dances selected from a wide range of regions around the world. Study will include reviewing historical and contemporary works. Students will interact with course material through physical practice, lectures, video, discussions, and creative projects.

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 2750  
**Dance Conditioning ✪**  
(1 Credit - 2 Hours)  
This course will prepare dancers with the physical and intellectual understanding to increase performance demands and longevity in professional dance careers. Through physical exercises, lectures and reading assignments, this course emphasizes training methods with special attention given to the concerns of the dancer: core stability, flexibility, kinesthetic self-awareness, proper alignment, coordination, nutrition, and basic anatomical understanding.

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.

DAN 2743  
**Pilates Body Conditioning ✪**  
(2 Credits - 2 Hours)  
This course will introduce students to Pilates mat-work, standing exercises, and apparatus work. Through physical practice and discussion, this course emphasizes the development of core stability, flexibility, kinesthetic self-awareness, proper alignment and coordination to improve physical performance. Students completing the course will also leave with a working knowledge of Pilates repertory and physical training fundamentals as preparation to pursue Pilates and/or physical trainer certifications.

**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 - 3 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)  
Corequisites: MVV 1871, MVV 2872, MVV 1111 or permission of instructor. 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)  
Designed to prepare musical theater majors for Music Theory I. Introduction to music fundamentals, including notation, terminology, key signatures, scales, intervals, basic keyboard harmony and ear training. An exit grade of “C” or higher is required for musical theater majors.

MUT 1111  
Music Theory I ◆  
(3 Credits - 3 Hours)  
Corequisites: MUT 1001 and MVK 1111. Corequisite for musical theatre majors: MUT 1221. A continuation of MUT 1001 with emphasis placed on mastery of music fundamentals. May be repeated once for credit.

MUT 1222  
Sight Singing I ◆  
(1 Credit - 2 Hours)  
Prerequisite: MUT 1001 and MVK 1111. Corequisite for musical theater majors: MUT 1111. A study of sight singing and ear training with emphasis upon diatonic materials.

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 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.

**APPLIED MUSIC - PRIVATE INSTRUCTION**

MVK 1871  
Beginning Piano ◆  
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)  
Corequisite: MVK 1111 with a grade of “C” or higher or permission of the instructor. Private instruction on the Elementary I-II level. May be repeated 3 times for credit.

MVK 2872  
Intermediate Piano ◆  
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)  
Corequisite: At least two terms of MVK 1111 with a grade of “C” or higher or permission of the instructor. Private instruction on the Intermediate I-II level. May be repeated 3 times for credit.

MVK 1871  
Beginning Voice ◆  
(1 Credit - 1/2 Hour) (2 Credits - 1 Hour)  
Corequisites: MVK 1874L, MUS 1010, or permission of the instructor. Private instruction on the elementary-intermediate level. Emphasis on developing a strong foundation of breath control and correct vowel placement. Use of musical theater and classical literature. An exit grade of “C” or higher is required. May be repeated 3 times for credit.

MVK 1874L  
Beginning Voice Lab  
(0 Credits - 1 Hour)  
Corequisites: MVK 1871, MUS 1010. Group technique lab component for students taking Beginning Voice. Emphasis given to warming up body and voice for singing. Technical exercises will be used to strengthen voice and prepare the student for a day of vocal use. May be repeated.

MVK 1875L  
Intermediate Voice Lab  
(0 Credits - 1 Hour)  
Corequisites: MVK 2872, MUS 1010. Group Technique lab for students taking Intermediate Voice. Emphasis in expansion of techniques given to warming up the body and voice for singing given in Beginning Voice Lab. May be repeated.

**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 introduction to the theories and methods used in script analysis, research design, construction and operation of production elements. Twenty hours of production work required. For non-production/design majors.

TPA 1202  
**Stagecraft**  
(3 Credits - 3 Hours)  
Development of technical 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, basic hand and machine sewing, flat pattern drafting/draping, textiles/dyeing, and basic costume crafts. Emphasis is placed on the various skills needed to interpret a two dimensional design into a three dimensional costume for the stage.

TPA 1233  
**Costume Pattern Drafting and Draping**  
(3 Credits - 3 Hours)  
Prerequisite: TPA 1232 or permission of instructor. The study and creation of advanced 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. Stage makeup kit required.

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**  
(2 Credits - 2 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 technical 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 will 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.

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, or 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)  
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)  
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)
The development of practical work in the various areas of theatrical production including pre-production and running crew assignments. May be repeated 4 times for credit.

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 1925
Play Production ♦
(1 Credit - 2 Hours)
Practical work in many of the aspects of play production, including technical and costuming 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 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 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 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. This course augments the creative process of character development by applying the principles of Stanislavsky through the use of in-class discussion, studio exercises, monologue and scene application.

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 several different periods: Greek, Elizabethan and Comedy of Manners. The course identifies and provides solutions for the acting challenges specific to each of these styles. Additionally, the class explores how the techniques learned in approaching these styles can be more widely applied to other non-realistic styles of theatre.

TPP 2141
Acting in Shakespeare ♦
(3 Credits - 3 Hours)
Prerequisite: TPP 2111 with a grade of “C” or higher, or permission of the instruc-
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)
Prerequisite: TPP 2111 with a grade of "C" or higher. 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 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 2812
Stage Speech III ◆
(2 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 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 Campus Safety and Security office coordinates the Silent Witness program. Silent Witness is a college-wide crime prevention program whereby all members of the College are encouraged to report suspicious or criminal activity to the Campus Safety and Security office and/or the appropriate law enforcement agency. A victim or witness of a crime may report information anonymously to Campus Safety and Security via the Silent Witness form located on the public SJR State website at SJRstate.edu/silentwitness or via the MySJRstate portal (SJRstate.edu/mySJRState.html) under the Campus Safety and Security tab.

St. Johns River State College Campus Safety and Security

College Campus Safety and Security can be reached 24 hours a day 7 days a week.

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

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.

TIMELY WARNINGS (REGARDING CLERY ACT CRIMES)

In the event that an on-campus or off-campus event arises, that, in the judgment of the College President, Senior Vice President, Campus Executive Director or the Director of Safety and Security (or his designee), constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued by Campus Safety and Security personnel or an appropriate designee, via numerous Emergency Notification Systems including the Genave emergency notification speaker system, the Voice-Evac emergency notification speaker system, the ACE Messenger emergency notification software and through School Messenger emergency notification software, which includes telephone, email and text messaging to students, faculty and staff. Posters pertaining to the criminal event may also be posted throughout the campus for further notification. Anyone with information possibly warranting a “timely warning” should report the circumstances to the Campus Safety & Security office, by telephone at the appropriate campus 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

Information or reports can also be made to the Campus Safety and Security office located at each campus.

With respect to the “timely reports,” the Clery Act mandates for crimes considered a threat to other students and employees that victims’ names be withheld.

The content of the timely warning should include all information that would promote safety and that would aid in the prevention of similar crimes. The warning should include what crime occurred, where the crime happened, when it happened, and suspect information, if possible.

EMERGENCY NOTIFICATION POLICY

It is imperative that a timely warning be issued, without delay, in the event of a Clery Act crime occurring within the campus Clery geography, if there is an immediate or continuing threat to students, employees or property. Emergency notification may also be given for non-Clery Act crimes if the crime poses a threat to persons or property.

Whether or not to issue an emergency notification timely warning must be decided on a case-by-case basis. Considerations include the nature of the crime that was reported, the possible continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

Whenever possible, it is recommended that the College President, Senior Vice President, Campus Executive Director, and Director of Campus Safety and Security (or his designee) meet to determine whether or not a timely warning should be issued. If this is not possible, the discretion is left to the Director of Campus Safety and Security or his designee.

Any security officer may issue the order to lock down, evacuate, or shelter in place if the need arises. This would usually be initially accomplished via the Emergency Notification System (Genave) and/or the Voice Evac System.

DISCLOSURE OF CRIME STATISTICS

The Department of Campus Safety and Security prepares the crime statistics report to comply with the Jeanne Clery Disclosure
of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding the Palatka, Orange Park and St. Augustine campuses. The past three years of crime statistics for each campus are listed at the end of this report.

Campus crime, arrest and student referral statistics (of a Clergy nature) include those reported to the Department of Campus Safety and Security officials and law enforcement agencies. Those crimes used in compiling statistics include the following: murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug related violations (sale and possession), weapons law violations, forcible sex offenses, non-forcible sex offenses, hate crimes, domestic violence, dating violence, and stalking.

Each year this report is provided to all current students, faculty and staff via their SJR State email address and is also available via the SJR State intranet website. It is also made available to prospective students, faculty, employees, and staff via the Web at the SJRstate.edu site.

A paper copy of the report is also available from the Campus Safety and Security office located on each campus.

DAILY CRIME/INCIDENT REPORT LOG

The SJR State Campus Safety and Security office maintains a daily Crime/Incident Log. The log is available for inspection during normal business hours within the Campus Safety and Security office at each campus.

VOLUNTARY CONFIDENTIAL REPORT OF CRIMES

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security or a designee of SJR State Campus Safety and Security can file a report on the details of the incident without revealing your identity. A victim or witness of a crime may also report that information to Campus Safety and Security via the Silent Witness form located on the public SJR State website at SJRstate.edu/silentwitness or via the MySJRstate portal (SJRstate.edu/mySJRstate.html) under the Campus Safety and Security tab. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

CONFIDENTIAL REPORTING (PASTORAL AND PROFESSIONAL COUNSELORS)

At present, the College does not have pastoral or professional counselors employed.

CLERGY REPORTABLE CRIME DEFINITIONS

Murder and Non-negligent Manslaughter - the willful (non-negligent) killing of one human being by another
Negligent Manslaughter - the killing of another person through gross negligence
Forcible Sex Offenses - any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent
Non Forcible Sex Offenses - unlawful non-forcible sexual intercourse (A sexual assault offense is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation)
Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear
Aggravated Assault - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury
Burglary - the unlawful entry of a structure to commit a felony or a theft
Motor Vehicle Theft - the theft or attempted theft of a motor vehicle
Arson - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Arrests and Referrals for Disciplinary Action - for weapons (carrying, possessing, etc.), drug abuse violations and liquor law violations
Hate Crimes - a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias

Domestic Violence - Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking - violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature (existed within the past 6 months; characterized by the expectation of affection or sexual involvement between the parties; frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuing basis during the course of the relationship)

The term “dating violence” means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

Stalking - willfully, maliciously, and repeatedly following, harassing, or cyber stalking another person commits the offense of stalking.

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

Consent (in reference to sexual activity) - “Consent” means intelligent, knowing, and voluntary consent and does not include
coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

SJR State prohibits domestic violence, dating violence, sexual assault, and stalking. Sex without consent is a violation of SJR State College policy.

Whenever an incident of sexual assault, domestic violence, dating violence, or stalking occurs within the Clery geography of any of the SJR State campuses, the victim has the option to notify campus security and/or local law enforcement and be assisted by campus authorities in notifying law enforcement if he/she chooses. Information will be gathered and forwarded to the local law enforcement agency for further investigation if warranted. We stress, to the victim, the importance of preserving any evidence of such crimes.

In the event of orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, SJR State Campus Safety and Security officers will work closely with local law enforcement to ensure the proper level of protection is afforded to the victim by such document.

REPORTING CRIMINAL OFFENSES

To report a crime contact SJR State College Campus Safety and Security and/or the appropriate law enforcement agency, if it is an emergency, via 9-1-1. Crimes may be reported to the following authorities:

- Orange Park Campus Security
  (Office) 904-276-6760;  
  (24 hour cell phone) 904-626-5885
- Palatka Campus Security
  (Office) 386-312-4095;  
  (24 hour cell phone) 386-937-2052
- St. Augustine Campus Security
  (Office) 904-808-7495;  
  (24 hour cell phone) 904-626-5956
- Clay County Sheriff’s Office
  904-264-6512 (Orange Park Campus)
- St. Johns County Sheriff’s Office
  904-824-8304 (St. Augustine Campus)
- Palatka Police Department
  386-329-0800 (Palatka Campus)
- Putnam County Sheriff’s Office
  386-329-0800 (Palatka Campus)
- SJR State College Director of Campus Safety and Security
  (386) 312-4064

EMERGENCY CALL BOXES

Emergency call boxes located in all parking lots on all campuses communicate directly with the on-duty campus security officer.

Any suspicious activity or person(s) seen in the parking lots, loitering around vehicles or inside buildings should be reported to Campus Safety and Security or the appropriate law enforcement agency. Although victims are encouraged to report crimes, a victim may not wish to pursue action within the College system or the criminal justice system. Victims are still encouraged to make a confidential report, in order to reveal the possibility of a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in the manner are counted and disclosed in the annual crimes statistics for the college.

Students, faculty and staff are encouraged to report crime information or tips anonymously by calling any Campus Safety and Security recorded telephone line and leaving such information. Students, faculty and staff can also leave anonymous crime information or tips by calling Crime Stoppers at 1-888-277-8477. Crime Stoppers is a non-profit organization dedicated to receiving and disseminating confidential crime information and tips to the appropriate investigating law enforcement agency.

If you are the alleged victim or accused (suspect), of a crime of violence, a forcible or non-forcible sex offense, a hate crime, domestic violence or dating violence, both the accuser and the accused students shall be simultaneously informed, in writing, of the outcome of the institutional disciplinary proceeding, the institution’s procedures for the accused and the victim to appeal the results, any change in the results which occur prior to the time the results become final, or when the results become final.

ACCURATE & PROMPT REPORTING

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents occurring on Campus to the SJR State College Campus Safety and Security Department, and/or the appropriate law enforcement agency jurisdiction in a timely manner.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY (OFF-CAMPUS)

SJR State College Campus Safety and Security officers do not provide security services to off-campus locations. Criminal activity is monitored and recorded by the appropriate law enforcement jurisdiction of occurrence.

DUTY TO INVESTIGATE

SJR State College has a duty to immediately investigate a complaint of sexual harassment, sexual coercion and sexual assault even if the complainant asks that it not do so. If the complainant requests anonymity, the complainant will be protected from retaliation; however anonymity may limit the school’s ability to respond. The complainant will be assured that the investigation will be discreet and only disclosed on a “need to know” basis. In deciding how to proceed, the College will weigh the complainant’s anonymity request against the alleged perpetrator’s potential danger to other students. In addition, determine whether interim protective actions are necessary, such as issuing a “no contact” directive or separating a complainant and respondent. The College will attempt to minimize any burden on complainants. The complainant will be provided with information regarding his/her options regarding the investigation including the choice to report to law enforcement and available medical and mental health treatment options.

AUTHORITY OF CAMPUS SECURITY

St. Johns River State College security officers are armed officers. They have the right to ask persons for identification and to determine whether, or not, individuals have the right to be on campus. Although Campus Safety and Security officers do not have arrest powers, they work closely with appropriate jurisdiction law enforcement personnel concerning criminal incidents. There is no written memorandum of understanding between the College and the law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Campus Safety and Security and the
SECURITY AWARENESS

The Campus Safety and Security office provides security procedures and information during new student orientation at all three campuses. Security procedures and security information are also provided during SJR State’s yearly faculty and staff orientation.

Primary crime prevention and awareness programs, which promote awareness of rape (sexual battery), acquaintance rape, domestic violence, dating violence, sexual assault, and stalking are offered to new students and new employees. The Campus Safety and Security Office, in conjunction with local law enforcement personnel, also offers crime prevention and safety/security awareness procedures programs upon request to students and employees. These programs are geared toward personal safety, theft prevention, CPR and automatic external defibrillator (AED) training. We also encourage both students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, concerning an immediate threat, information is released to the College community through the various SJR State Emergency Notification Systems.

THE COLLEGE STRICTLY PROHIBITS:

1. Consumption of alcohol on campus unless served at College sponsored events as approved by the President.
2. Use, manufacture or possession of illegal drugs or narcotics on campus or at College functions, and
3. College policy prohibits smoking, including e-cigarettes, except in designated smoking areas.

PROHIBITION OF FIREARMS AND WEAPONS ON COLLEGE PROPERTY OR AT COLLEGE EVENTS

Policy/Purpose: St. Johns River State College desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

Applicability/Accountability: This policy applies to all individuals who come onto property owned or controlled by St. Johns River State College or who attend events sponsored or hosted by the College, with exceptions as noted below.

Policy Statement: St. Johns River State College prohibits the possession, use, or storage of weapons on property owned or controlled by the College, including in a College vehicle, on one’s person or in one’s office. Additionally, SJR State prohibits the possession, use, or storage of weapons at events sponsored or hosted by SJR State, except as outlined in this policy.

Definitions: Weapon – Thing designed, intended or which may reasonably be used for inflicting bodily harm. The term “weapon” includes firearms, swords, knives, incendiary devices, chemical devices, or missiles. The term “weapon” includes any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the College owned or controlled property is located. Firearm – any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun.

Exceptions: Notwithstanding the foregoing, SJR State permits the following:

1. Approved College and contracted security staff may possess weapons on College property.
2. A law enforcement officer may carry onto College property or into College events those weapons that his or her law enforcement agency requires to be carried.
3. Not prohibited under this policy are legitimate tools appropriately used in authorized work on campus.
4. Faculty for and students enrolled in Criminal Justice programs may possess weapons while participating in College approved training exercises.
5. Non-functioning antique or simulated weapons may be used for classroom or other academic purposes with prior notice to and approval of the Academic or Workforce Vice President and with notice to SJR State Campus Department of Safety and Security.
6. Individuals who carry a self-defense chemical spray, which is a device carried solely for the purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.
7. Simulated weapons that are clearly identifiable (whether through design or decoration) to the casual observer as simulated are permitted for instructional or academic purposes.
8. Possession of firearms on College property as permitted by Florida Statutes. See Florida Statutes, 1001.64, Chapter 790.

Violation And Discipline: Any person who violates this rule may be immediately removed from College premises, prohibited from returning, and/or referred for prosecution by authorities for any crime under local, state, or federal law. Violation of this rule by a student is a violation of the Student Conduct Code. Employees who violate this rule are subject to appropriate discipline, which may include suspension and/or termination.

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 James Griffith, Director of Campus Safety, at jameagriffith@SJRstate.edu, telephone num-
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 Academic Advising 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 Finance Administration.

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. 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 and Security at 386-312-4095.

SJR STATE COLLEGE ALCOHOL & DRUG NOTIFICATION

SJR State College 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.

Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of St. Johns River State College, and the consequences of the use, possession, manufacture or sale of such drugs.

St. Johns River State College District Board of Trustees rules outline the accepted code of conduct for students and employees. The code, as documented in the student handbook and college catalog, includes the following:

- Any act or behavior on the part of the student or employee that tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College is prohibited.

- Possession of alcoholic beverages or illegal drugs is prohibited on college property with the exception of alcohol served at officially sponsored college events.

- Any students, or employees, found to have used, possessed, or distributed a narcotic or other controlled substances, except as permitted by law, or used, possessed, or distributed any alcoholic beverage except as expressly permitted by law and college regulation, or public intoxication shall be subject to disciplinary sanctions, including, but not limited to, suspension, probation, expulsion or termination. The College may also make a referral to legal authorities for appropriate actions. For more information on penalties and dangers of drug use, go online at: www.dea.gov. As a public institution whose mission is to foster human potential, St. Johns River State College believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse. The use of illicit drugs and the abuse of alcohol pose serious risks to one's health. Side effects include the symptoms of dilated pupils, elevated body temperature, increased heart rate, and 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.

- St. Johns River State College has partnered with BayCare Behavioral Health to provide assistance program services, a resource to assist with drug problems, including drug education. BayCare provides support through in-person counseling, 24/7 telephone support, and connection to community resources. Online services providing numerous articles and informative sources regarding drug education are also available. For information concerning these confidential services call BayCare toll-free at (800) 878-5470.

LOCALLY AVAILABLE PUBLIC AND PRIVATE SUBSTANCE ABUSE COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

The following is provided to students and employees of St. Johns...
River State College to communicate some of the substance abuse services in the tri-county area. This is a partial list and inclusion of an organization does not imply endorsement nor does omission imply disapproval:

- Alcoholics Anonymous (904) 399-8535
- BayCare Behavioral Health (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
- AL-ANON Putnam and St. Johns (800) 508-2512
- AL-ANON Clay (800) 344-2666
- Stewart Marchman Behavioral Health Care (904) 209-6200
- Riverpoint Behavioral Health (904) 724-9202
- St. Johns County Department of Health & Human Service (904) 209-6000
- American Council for Drug Education at: www.acde.org

TOBACCO USE POLICY
The College is now a tobacco free campus. The use of all forms of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff and electronic devices, is prohibited. The tobacco-free policy will apply to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas and includes the removal of designated smoking areas.

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 2013-2015. These statistics were compiled based on data received from local law enforcement and the SJR State Department of Public Safety and Security.

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<th>Offense</th>
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*There are no hate crimes reported on any campus 2013-2014. There was one hate crime reported in 2015 on the Orange Park campus.*

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


COLLEGE OFFICERS

ST. JOHNS RIVER STATE COLLEGE

Joe H. Pickens, J.D. ................................................................. President
Melissa C. Miller, J.D. ............................................................ Senior Vice President/General Counsel and Executive Director, PAC
Gilbert L. Evans, Jr., J.D., Ph.D. ................................................ Vice President for Student Affairs/Assistant General Counsel
Melanie A. Brown, Ph.D. ....................................................... Vice President for Academic Affairs/CAO and Executive Director, SAC
Lynn M. Powers, Ed.D., C.P.A. ................................................ Vice President for Finance and Administration/CFO
Caroline D. Tingle, M.P.A. ....................................................... Vice President for Development and External Affairs
Rosalind M. Humerick, Ph.D. ................................................... Vice President for Assessment, Research and Technology
Anna M. Lebesch, Ed.D. ........................................................ Vice President for Workforce Development and Executive Director, OPC
Edward K. Jordan, Ph.D. ....................................................... Associate Vice President for Academic Affairs
Paul M. Hawkins, B.S. .......................................................... Chief Information Officer
Mike Keller, M.A. ................................................................. Dean of Arts and Sciences and Assistant Director, OPC
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Myrna L. Allen, Ph.D. ............................................................ Dean of Teacher Education
Alain Hentschel, M.A. ............................................................ Dean of Florida School of the Arts
Christina Will, Ph.D. ............................................................. Dean of Library Services
Mary Anne Laney, Ph.D., R.N.C. ............................................. Dean of Nursing and Allied Health
L. Melissa Perry, Ed. D. .......................................................... Dean of Adult Education
Daniel T. Barkowitz, M.A. .................................................... Dean of Enrollment Management
John Etienne, D.Ed. .............................................................. Director of Computer Education
Holly S. Coulliette, D.H.Sc. ..................................................... Associate Dean of Allied Health and Program Director of Respiratory Care
Denton J. Yockey, M.F.A. ....................................................... Executive Director of Thrasher-Horne Center for the Arts
Ginger Calkins Stokes, B.A. .................................................... Director of Human Resources
Randall D. Peterson, B.A. .................................................... Director of Business Education
Melissa E. O’Connell, M.A. ................................................... Director of Workforce Services
Meghan E. Deupy, M.Ed. ..................................................... Director of Dual Enrollment and College Access
Susan B. Kessler, B.S. .......................................................... Director of Public Relations and Publications
Karen Reedy Thomas, M.Ed................................................ Director of Academic Advising
Todd Dixon, M.Ed. .............................................................. Director of Testing and Student Support Services
Jack C. Hall, M.A. ............................................................... Director of eLearning
Susanne B. Lineberger, B.S. ................................................ Registrar
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M.B.A., Jacksonville University

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M.S., University of Phoenix

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B.F.A., Savannah College of Art & Design
M.F.A., University of Cincinnati

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M.Ed., University of North Florida
Ph.D., University of Florida

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M.A., University of Florida

Arnwine, Patrick O. (2001)
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English
B.A., UNC Charlotte
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3-D Art
Florida School of the Arts
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Mathematics
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Nursing
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