



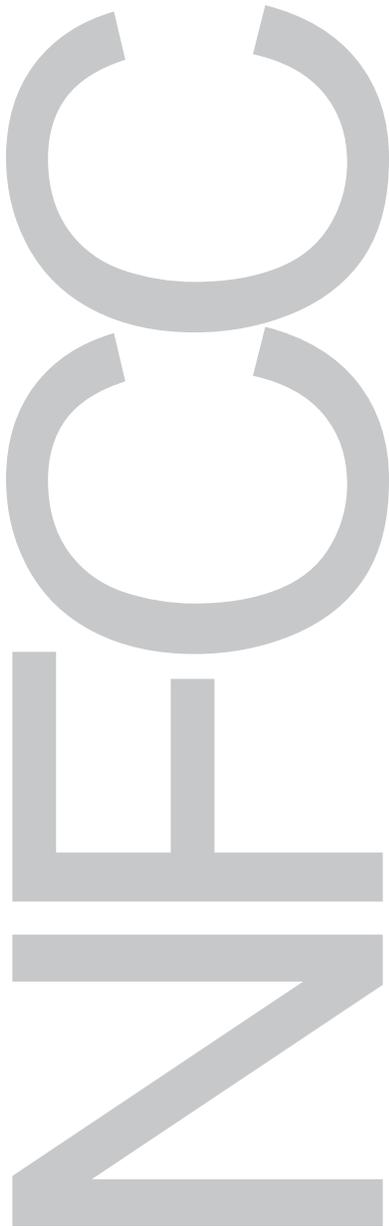
# NORTH FLORIDA COMMUNITY COLLEGE



NORTH FLORIDA COMMUNITY COLLEGE

# 2013-2014 College Catalog

This catalog is effective beginning Fall Semester 2013



325 NW Turner Davis Drive | Madison, Florida 32340  
Telephone: (850) 973-2288 | Toll Free: 1-866-937-6322  
[WWW.NFCC.EDU](http://WWW.NFCC.EDU)

North Florida Community College is dedicated to the concept of equal opportunity and access. In accordance with Federal and State laws, and College policy, NFCC does not discriminate in any of its policies, procedures or practices on the basis of age, color, sex, religion, national origin, race, creed, marital status, genetic information, or physical/mental disability. Inquiries regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone 850-973-9481 or email [Equity@nfcc.edu](mailto:Equity@nfcc.edu).

# Welcome

## Dear Student:

How can we help you?

An institution of higher learning is a place where many questions are asked, but at North Florida Community College the most important question is: How can we help you? At NFCC, you will find exceptionally talented faculty and highly trained staff who are all motivated to help you get from where you are to wherever you want to be.



*John Grosskopf*

Regardless of what your dreams are, we are your community college and we can help you begin making those dreams a reality. We can help you brush up on just a few skills needed at your current job, or we can help you prepare for an entirely new career. If your dreams include a university education, NFCC can help you with that as well by providing fully transferable A.A. or A.S. degrees.

NFCC will also help you feel comfortable as you follow your dreams. We are proud of our low student-teacher ratios. You will never be just a number here. You will learn in small, personal classes where your instructors know who you are and how to help you succeed. You will also work with dedicated staff members who can help you apply for financial aid and scholarships, and advise you on how to develop and follow an academic plan to get you to where you want to be.

So don't hesitate to dream, because we are ready to help you make those dreams a reality. North Florida Community College is a small campus with big possibilities. I personally invite you to drop us a line, send an email, or give us a call. Even better, come visit our beautiful campus and meet your future teachers, colleagues, and friends. And when you're ready, let us know how we can help.

Sincerely,

  
John Grosskopf  
President

# Table of Contents

<b>Campus Directory</b> .....	<b>6-7</b>
<b>Academic Calendar</b> .....	<b>8</b>
<b>General Information</b> .....	<b>9</b>
Accreditation .....	10
Mission Statement .....	10
Vision Statement .....	10
History .....	10
The Campus .....	11
Special Facilities .....	12
Memberships .....	13
<b>Enrollment Services</b> .....	<b>14</b>
Admissions .....	15
Testing .....	18
Academic Advising .....	19
Registrar   Records   Registration .....	20
Graduation .....	23
<b>Fees and Financial Aid</b> .....	<b>25</b>
General Information .....	26
Fees .....	26
Cost of Attending NFCC .....	26
Residency Requirements for Tuition Purposes .....	27
Refunds .....	27
Repayment of Federal Grant Funds .....	27
Student Financial Assistance .....	28
Types of Financial Aid Available .....	29
Grants .....	29
Tuition Payment Plan .....	31
Scholarships .....	31
<b>Student Services</b> .....	<b>34</b>
Student Learning Resources .....	35
Veteran Affairs .....	36
Student Support Services (SSS) .....	37
Campus Life .....	38
Student Handbook .....	41
Student Rights and Responsibilities .....	41
Additional Information (Student Email   Student ID Cards   Student Counseling) .....	51
Notification of Social Security Number Collection and Use .....	52
Parking .....	54
Campus Security .....	56
<b>Academics</b> .....	<b>58</b>
Academic Regulations .....	59
Grade Point System .....	62
General Education Philosophy .....	66
<b>Academic Programs</b> .....	<b>68</b>
<b>Associate in Arts Degree (A.A. Degree)</b> .....	<b>69</b>
Associate in Arts - Business Emphasis .....	72
Associate in Arts - Education Emphasis .....	73
Associate in Arts - Nursing Emphasis .....	74

# Table of Contents

<b>Associate in Science Degree (A.S. Degree)</b> .....	<b>75</b>
Business Administration (A.S. Degree) .....	76
Business Operations (College Credit Certificate) .....	78
Human Resources Administrator (College Credit Certificate).....	79
Criminal Justice Technology (A.S. Degree) .....	80
Digital Media / Multimedia Technology (A.S. Degree) .....	82
Digital Media / Multimedia (College Credit Certificates) .....	83
Early Childhood Education (A.S. Degree) .....	84
Preschool Specialization Certificate (College Credit Certificate) .....	85
Child Care Center Management Specialization (College Credit Certificate) ...	85
Emergency Medical Services (A.S. Degree) .....	86
EMT-Basic (Advanced Technical Diploma) .....	87
Paramedic (College Credit Certificate) .....	88
Registered Nursing - RN (A.S. Degree) .....	89
<b>Career and Technical Education</b> .....	<b>91</b>
General Information .....	92
Allied Health .....	94
Patient Care Technician (PCT) .....	94
Practical Nursing .....	96
Early Childhood Professional Certificate (ECPC).....	98
Child Care Center Director Program .....	100
Nursery Management .....	101
Office Technology .....	102
Administrative Office Specialist .....	102
Medical Administrative Specialist.....	103
Public Safety Academy Programs .....	105
Combined CJSTC-Corrections and Law Enforcement Basic Dual Certification....	106
CMS Law Enforcement Recruit Academy .....	107
Florida CMS Correctional Basic Recruit Academy .....	107
Florida CMS Correctional Officer Cross-Over to CMS Law Enforcement .....	108
Florida CMS Law Enforcement Officer Cross-Over to Correctional Officer.....	108
Supplemental Recertification Review Courses .....	109
Continuing Workforce Education: Advanced and Specialized Training .....	109
Emergency Medical Technician (EMT-Basic) .....	110
Paramedic.....	111
Firefighter I.....	112
<b>Continuing Workforce Education</b> .....	<b>113</b>
<b>Education to Go (ed2go) Online Non-Credit Classes</b> .....	<b>114</b>
<b>Course Descriptions</b> .....	<b>115-151</b>
<b>College Personnel</b> .....	<b>152-156</b>
Faculty and Administration .....	152
Faculty and Administrators Emeriti .....	154
Professional and Support Staff.....	155
<b>NFCC District Board of Trustees</b> .....	<b>157</b>
<b>Index</b> .....	<b>158-159</b>
<b>Program Codes for NFCC Application for Admission</b> .....	<b>160</b>
<b>Application for Admission</b> .....	<b>162-165</b>
<b>Campus Map</b> .....	<b>166</b>

# Campus Directory

**General Information: (850) 973-2288 or go to [www.nfcc.edu](http://www.nfcc.edu). Area code is 850.**

<b>Department</b>	<b>Telephone Number</b>	<b>Email Address</b>
Academic Affairs	973-1603	academicaffairs@nfcc.edu
Academic Department Chairs:		
Social Science, Business, Education, and Computer Science		
Marie Guest	973-9458	guestm@nfcc.edu
Communications, History, Humanities, Art, and Foreign Language		
David Paulk	973-9418	paulkd@nfcc.edu
Mathematics, Biological and Physical Science		
Phillip Taylor	973-1647	taylorp@nfcc.edu
Developmental Education and Student Life Skills		
Susan Taylor	973-1679	taylors@nfcc.edu
Administrative Services	973-1604	adminserv@nfcc.edu
Admissions	973-1622 or 9405	admissions@nfcc.edu
Advising		advising@nfcc.edu
Allied Health	973-1662	basd@nfcc.edu
Career and Technical Education	973-9455	wilkersonp@nfcc.edu
College Credit	973-9455	wilkersonp@nfcc.edu
Developmental Education	973-9455	wilkersonp@nfcc.edu
Student Support Services	973-9432	studentsupportservices@nfcc.edu
Allied Health (Patient Care Technician, Practical Nursing, Registered Nursing)	973-1626	alliedhealth@nfcc.edu
Alumni Affairs	973-9423	alumni@nfcc.edu
Artist Series/Children's Theater	973-1653	artistseries@nfcc.edu
Audio-Video Support	973-9456	audiovisual@nfcc.edu
Auditorium (Van H. Priest Auditorium lobby)	973-9408   Auditorium Rental	973-9429
Bookstore (Virtual Bookstore)	973-9437	bookstore@nfcc.edu
Business Office	973-1610 or 9438	
Campus Services (Maintenance)	973-9445 or 9444	maintenance@nfcc.edu
Career Center	973-1623	careercenter@nfcc.edu
College Advancement (PR/marketing)	973-1653	news@nfcc.edu
Community Theater	973-9481	belld@nfcc.edu
Computer Services, Campus	973-1672	computerservices@nfcc.edu
Custodial Services	973-9421	
Developmental Education Program	973-9411	taylors@nfcc.edu
Distance Learning	973-1603	distancelearn@nfcc.edu
Dual Enrollment	973-9450 or 9405	dualenrollment@nfcc.edu
Duplication Center (on campus)	973-9420	duplication@nfcc.edu

# Campus Directory

Emergency Medical Services.....	973-1673	leggettm@nfcc.edu
Financial Aid .....	973-1621	financialaid@nfcc.edu
Fitness and Wellness Center.....	973-1609 or 1639	fitnesscenter@nfcc.edu
Food Services.....	973-9465	foodservice@nfcc.edu
Foundation (NFCC, Inc.) .....	973-9423	foundation@nfcc.edu
Human Resources .....	973-9487	humanresources@nfcc.edu
Institutional Research .....	973-1661	lillisin@nfcc.edu
Learning Resource Center .....	973-9411	LRC@nfcc.edu
Library.....	973-1624	library@nfcc.edu
Maintenance .....	973-9444 or 9445	maintenance@nfcc.edu
Medical Administrative Specialist Program .....	973-1633	lesleint@nfcc.edu
Nature Center (Ladell Brothers).....	973-1645	stinem@nfcc.edu
Networking Technology Program .....	973-9495	sirmonj@nfcc.edu
Ombudsman, Student.....	973-1619	ombud@nfcc.edu
Patient Care Technician.....	973-1662	alliedhealth@nfcc.edu
Personnel .....	973-9448	humanresources@nfcc.edu
Practical Nursing .....	973-1662	alliedhealth@nfcc.edu
President's Office.....	973-1618 or 1601	president@nfcc.edu
Public Relations/Media.....	973-1653	news@nfcc.edu
Public Safety Academy.....	973-1617	criminaljustice@nfcc.edu
Purchasing.....	973-1675	purchasing@nfcc.edu
Recruitment and Student Development .....	973-1623	recruitment/studentdevelopment@nfcc.edu
Registered Nursing (A.D.N.) .....	973-1662	alliedhealth@nfcc.edu
Registrar.....	973-9469	registrar@nfcc.edu
Resource Development .....	973-9423	foundation@nfcc.edu
Scholarships (Foundation).....	973-9423	foundation@nfcc.edu
Security Office .....	973-0280	
Sentinel Cafe (Snack Bar) .....	973-9496	foodservice@nfcc.edu
Student Center.....	973-9481	studentcenter@nfcc.edu
Student Clubs/Organizations .....	973-9481	studentclubs/organizations@nfcc.edu
Student Disability Services .....	973-1683	studentdisabilityservices@nfcc.edu
Student Support Services.....	973-1683	studentsupportservices@nfcc.edu
Testing Center.....	973-9451	testing@nfcc.edu
Transcripts/Records .....	973-1612	transcripts@nfcc.edu
TTY Phone Access .....	973-1611	
Veteran Affairs .....	973-1622	veteranaffairs@nfcc.edu
Vocational Programs.....	973-9455	vocationalprograms@nfcc.edu
Wardlaw-Smith-Goza Conference Center .....	973-9423	foundation@nfcc.edu
Webmaster (www.nfcc.edu).....	973-9424	webmaster@nfcc.edu

# College Academic Calendar

	<b>Fall 2013</b> Aug 26 - Dec 17	<b>Spring 2014</b> Jan 8 - May 6	<b>Summer A '14</b> May 12 - June 24	<b>Summer C '14</b> May 12 - Aug. 5	<b>Summer B '14</b> June 30- Aug 12
<b>ACADEMIC DATES &amp; DEADLINES</b>					
Classes Begin	Aug. 26	Jan. 8	May 12	May 12	June 30
Graduation Application Deadline	Sept. 27	Feb. 14	June 5	June 19	July 25
Withdrawal Deadline	Oct. 30	March 12	June 5	June 26	July 25
Honors Convocation		April 8			
Classes End	Dec. 5	April 24	June 18	July 30	Aug. 6
Final Exams	Dec. 6-11	April 25-30	June 19	July 31	Aug. 7
All Grades Due	Dec. 13	May 2	June 24	Aug. 5	Aug. 12
Term Ends	Dec. 17	May 6	June 24	Aug. 5	Aug. 12
Grades Available Online	Dec. 17	May 6	June 24	Aug. 5	Aug. 12
Commencement	Dec. 17	May 6			
<b>HOLIDAYS</b>					
Holidays Campus Closed	Sept. 2 Nov. 11 Nov. 28-29 Dec. 19-Jan. 5	Jan. 20 Feb. 17 March 17-21	May 26	May 26 July 3	July 3
<b>FACULTY DATES</b>					
Faculty Report	Aug. 22	Jan. 6	May 12	May 12	June 30
Last Faculty Duty Day	Dec. 17	May 6	June 24	Aug. 5	Aug. 12

*Dates are subject to change. Changes are noted on the NFCC website and in the current term schedule of classes.*

# GENERAL INFORMATION



ACCREDITATION....10  
MISSION STATEMENT....10  
VISION STATEMENT....10  
HISTORY....10  
THE CAMPUS....11  
SPECIAL FACILITIES...12  
MEMBERSHIPS....13

**Beyond Education... Experience NFCC**

## ACCREDITATION

North Florida Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate in arts degrees, associate in science degrees and career and technical certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of North Florida Community College.

## MISSION STATEMENT

An exceptional college dedicated to an individualized and supportive academic atmosphere, accessible education, lifelong learning opportunities, and professional growth for our students and communities.

## VISION STATEMENT

To be our communities' first choice for education and cultural enrichment.

## NFCC OFFERS:

- Transferable college credit programs leading to the Associate in Arts Degree
- Workforce development programs leading to the Associate in Science Degree or technical certificates for occupational skills and employment
- Access to baccalaureate degree programs through partnerships with colleges and universities
- Personal, professional and academic development opportunities through credit and non-credit programs
- Partnerships with business, industry, government and other institutions to promote economic development and provide retraining opportunities for the district's workforce
- Support services to assist students in making educational, vocational and personal decisions
- Cultural, recreational and enrichment opportunities for students and residents of the community

## HISTORY

The Florida Legislature of 1957 authorized North Florida Junior College and five other community colleges in the state. The counties of Hamilton, Lafayette, Madison, Suwannee, and Taylor were proposed as an area with need for a community junior college. In the establishment of the college area, Jefferson County replaced Suwannee County, with Suwannee County becoming a participating county in 1974.

In March 1958, Dr. Marshall W. Hamilton was appointed president of the new institution, and temporary academic and administrative quarters were secured in Madison. In September the first NFJC classes were organized. Ground was broken in January 1959 for the first permanent buildings, the Library and the Science Building. Suwannee River Junior College was established in 1959, with Dr. James J. Gardner, founding president, serving until 1961. Mrs. Jenyethel Merritt served as president until Suwannee River Junior College merged with NFJC in 1966.

Dr. Stephen T. McMahon served as president from 1970-1978; Dr. Gary P. Sims, 1978-1984; and Dr. Robert W. Ramsay, 1984-1987. Dr. William H. McCoy assumed the presidency on Aug. 1, 1987. On April 17, 1988, a tornado damaged many campus buildings and destroyed the Van. H. Priest Auditorium and Hardee Chapel.

In July 1995, the District Board of Trustees changed the name of the College from North Florida Junior College to North Florida Community College in order to better define the purpose of the institution.

Dr. McCoy retired in 1995. On January 2, 1996, Dr. Beverly M. Grissom became president. Dr. Grissom retired in 2001. Morris G. Steen, Jr. was named president of NFCC on March 1, 2002; he served as interim president from July 2001 through February 2002 before being named NFCC's seventh president. In 2008 the college celebrated its 50th year anniversary. Steen retired in 2008.

John Grosskopf was named the eighth president of NFCC on Jan. 20, 2009.

## THE CAMPUS

Within walking distance of downtown Madison, the NFCC campus is situated on 165 acres of naturally beautiful property. The campus features a 20-acre outdoor environmental center, a 580-seat auditorium, a newly renovated fitness and wellness center, one of the best college libraries in the state, and a state-of-the-art science learning center and public safety training facility.

NFCC is located in Madison, Florida at 325 N.W. Turner Davis Drive. Madison lies in the center of NFCC's six county service area, off of I-10 near I-75, and is near such major Florida cities as Tallahassee and Jacksonville. NFCC is also just minutes away from the Georgia border and is a short distance from the Gulf of Mexico and cities bordering the Atlantic Ocean.

Madison's natural beauty, small town hospitality and proximity to larger cities make NFCC a wonderful place to learn.

### Major NFCC buildings are:

- Marshall W. Hamilton Library (1959, 1998)
- Developmental Education/Mathematics Classrooms (1959, 2008)
- Business Education Building (1961)
- Student Center (1962)
- Walter L. Bishop Administration Building (1963)
- Colin P. Kelly Fitness Center (1965, 2010)
- Fine Arts Building (1965)
- Testing Center (1965)
- General Classroom Building (1966)
- Maintenance Building (1967)
- Technology Center (1967, 2008)
- Career and Technical Education Center (1967)
- Administrative Services Center (1967)
- Van H. Priest Auditorium (1969, 1991)
- Hardee Center for the Arts (1993, 2009)
- Morris G. Steen, Jr. Science Learning Center (2007)
- Public Safety Academy Building (2008)

### Other named buildings and facilities are:

- The Norman O. and Leone N. Protsman Bell Tower erected in 1992.
- The Frank Cantey Softball Field dedicated in 1999.
- The original Hardee Chapel was built in 1973 and dedicated to Mrs. Claire Hardee Parramore. It, along with several other buildings including Van H. Priest Auditorium, was destroyed by a tornado which swept the campus in 1988. The Hardee Center was built to replace the Hardee Chapel in 1993 and remodeled into the Hardee Center for the Arts in 2009.
- The Developmental Education/Mathematics Classrooms Building, built in 1959, was originally named the A.J. Hargrove Science Building. It was renovated and renamed in 2008.
- The Florida Collection, housed in the Marshall W. Hamilton Library was dedicated to the memory of Joe Akerman, professor of history at NFCC from 1965 - 2009. A memorial plaque was unveiled and the collection renamed the Joseph Alexander Akerman, Jr. Florida Collection on April 21st, 2013.

All of the buildings on campus are ADA accessible.

## SPECIAL FACILITIES

### Art Galleries

#### Bacot Art Gallery

The Bacot Art Gallery at NFCC was inaugurated in the autumn of 1975 and has been in continuous operation since that date. On March 3, 2006 a memorial plaque honoring the late Jules deRomand Bacot, professor of art and humanities at NFCC from 1969-1983, was unveiled and remains on display in the gallery. The Bacot Gallery is located in the Student Center, Bldg. 9.

#### Hardee Center for the Arts

In September 2009, the Hardee Center for the Arts opened in Bldg. 11. The Hardee Center for the Arts shows monthly exhibits of national and local artists. The Gallery is open Monday-Thursday, 10 a.m.-4 p.m. Information on current or upcoming exhibits is available from the NFCC Art Department, (850) 973-1642, or online at [www.nfcc.edu/departments/academics/visual-arts](http://www.nfcc.edu/departments/academics/visual-arts).

### Colin P. Kelly Fitness Center

The Colin P. Kelly Fitness Center (Bldg. 12) is NFCC's new, state-of-the-art fitness facility. The fitness room is fully loaded with cutting edge cardio and resistance training equipment. From resistance training machines, to free weights, basketball or volleyball, there is something for everyone looking to get active and stay healthy. The building also features multi-purpose rooms that accommodate activities such as yoga, fitness and aerobic classes, meetings and special events. The building was originally built in 1965 as the Colin P. Kelly Gymnasium. In 2010, renovations were completed and the building was renamed the Colin P. Kelly Fitness Center. A half-mile, outdoor walking track was also added to the campus during the renovations. The fitness center is open to current NFCC students. The Fitness Walking Trail is open to the public. More information and operation hours are available at [www.nfcc.edu/fitness-and-wellness-center](http://www.nfcc.edu/fitness-and-wellness-center) or call (850) 973-1651.

### Ladell Brothers Outdoor Environmental Center

The Ladell Brothers Outdoor Environmental Center was conceived in the fall of 1972 and gradually became a reality through state grants, local donations, and the hard work and dedication of the North Florida Community College faculty and student body. The nature center's main entrance, located on the northwest part of the campus, leads to the picnic area, which is the beginning and end of a series of nature trail loops.

Habitats included along the trails are stream, lake, swamp, mixed hardwood forest, agricultural field, and campus grasslands. The main purpose of the center is to serve as an outdoor classroom for the pursuit of environmental education. NFCC's surrounding school districts often use the center as an environmental study area. The Ladell Brothers Outdoor Environmental Center is also available for recreational uses and was named an official site for the Great Florida Birding Trail in 2003. Binoculars may be borrowed from the Morris G. Steen, Jr. Science Learning Center (Building 34). Information about the nature center is available from the NFCC Science Department, (850) 973-1645, or online at [www.nfcc.edu/community-programs/nature-center](http://www.nfcc.edu/community-programs/nature-center).

### Marshall W. Hamilton Library

The Marshall W. Hamilton Library at NFCC (Bldg. 4) offers a wealth of resources necessary for support of student learning both on site and at a distance. The Library features wireless Internet access indoors and out. Online resources consist of a catalog, full-text periodical databases and electronic books, email reference, and electronic renewal of library materials.

The Library provides comfortable and attractive surroundings for use of collections and encourages casual reading and browsing as well as serious research. Tables and small group areas offer various study settings and convenient access to collections. Thirty-nine computers allow students access to the Internet, email and the Microsoft Office suite of programs. A classroom houses full presentation equipment and a computer lab. The conference room offers comfortable seating where students can take advantage of a quiet study space or reserve it for larger study groups and meetings. Here students can also view DVDs or use the listening area for music CDs.

The library collections include 33,000 print books, 30,000 electronic books, over 100 electronic databases, 24 periodical subscriptions, and over 800 DVDs. The library website ([www.nfcc.edu/library](http://www.nfcc.edu/library)) provides an information portal for access to the library catalog, full-text databases, electronic books and library information. Professional librarians are willing to assist students with any research questions or help with library resources.

### Van H. Priest Auditorium

The original Van H. Priest Community Center was erected in 1969 and dedicated in 1976. The Center was destroyed by a tornado in 1988. In 1991 a new center was "rebuilt to serve the people of Hamilton, Jefferson, Lafayette, Madison, Suwannee and Taylor Counties" and named Van H. Priest Auditorium. Van H. Priest Auditorium (VHP) is home to NFCC graduation ceremonies, performances of the NFCC Artist Series and NFCC Community Theater, various other college activities and is rented for a variety of community events throughout the year. VHP seats 580 and has a performing stage with light and sound technical capabilities under the direction of experienced technical personnel. The Auditorium also has a lobby, ticket area, dressing rooms and loading dock. For more information about the auditorium call (850) 973-9429 or visit [www.nfcc.edu/community-programs/van-h-priest](http://www.nfcc.edu/community-programs/van-h-priest).

### Wardlaw-Smith-Goza Conference Center

The NFCC Wardlaw-Smith-Goza Conference Center, listed in the Historic American Building Survey and the National Register of Historic Places, is a stately mansion representative of the classical revival architectural style popular during the nineteenth century. Benjamin Wardlaw, a prominent Madison resident, built the house in 1860. After 1871, succeeding members of the Chandler Holmes Smith family owned the house for over 100 years. In 1978, Mr. and Mrs. William M. Goza acquired the property and restored it to the beautiful historical treasure it is today. NFCC received ownership of the property in 1988 through a legislative appropriation to use the mansion as a conference and cultural center for the six counties served by the College. For more information call (850) 973-9414 or visit [www.nfcc.edu/community-programs/wardlaw-smith-goza](http://www.nfcc.edu/community-programs/wardlaw-smith-goza).

## MEMBERSHIPS

- American Association of Community Colleges
- Association of Florida Colleges
- Council for Higher Education Accreditation
- Florida Association of Colleges and Universities
- Florida Association of Collegiate Registrars and Admissions Officers
- Florida Association of Financial Aid Administration
- Florida Association of Veterans Education Specialization
- Florida Developmental Education Association
- Hamilton County Chamber of Commerce
- Lafayette County Chamber of Commerce
- Madison County Chamber of Commerce & Tourism
- Monticello-Jefferson County Chamber of Commerce
- National Association of College and University Business Officers
- National Council for Marketing and Public Relations
- Northeast Florida Education Consortium
- Southern Association of Colleges and Schools
- Suwannee County Chamber of Commerce
- Taylor County-Perry Chamber of Commerce
- The Florida College System



# ENROLLMENT SERVICES



ADMISSIONS....15

TESTING....18

ACADEMIC ADVISING....19

REGISTRAR....20

RECORDS....20

REGISTRATION....20

GRADUATION....23

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## ADMISSIONS

Application for admission to NFCC is made through the Office of Enrollment Services located in the Administration Building, Bldg. 3. An application for admission is included in this catalog, on the Internet at [www.nfcc.edu](http://www.nfcc.edu) or from the Office of Enrollment Services.

NFCC is an “open door” institution providing learning opportunities for continuing academic, career and life enrichment goals. Individuals meeting stated admission requirements may enter the College, if the minimum age requirement of sixteen (16) years is met. Admission to associate degree programs requires that an applicant must have graduated from high school with a standard high school diploma or a college ready diploma or have a General Education Diploma (GED) issued by the Department of Education. Admission to specific programs of study at NFCC is based on a number of factors, not one of which is the sole determinant in deciding eligibility.

### Eligibility

The following persons are eligible for admission to NFCC:

1. Graduates with a valid standard diploma from accredited secondary schools in the United States or persons holding a high school equivalency (GED) diploma.
2. Completers of a home education program which meets the requirements of Florida Statutes 1002.41.
3. Transfer students from another postsecondary institution.
4. Foreign students with the equivalent of a U.S. high school diploma who meet language standards established through College policy and/or procedure.
5. High school students who have been approved by the College for entry into accelerated programs. (Dual Enrollment or Early Admissions)
6. Adults, 25 years of age or older, who do not possess a high school diploma, a general education diploma (GED), or a high school equivalency certificate, may be conditionally enrolled for college credit. Such persons will retain conditional status until they have completed 12 semester hours of credit with at least a 2.0 average.
7. Persons seeking enrollment in the community education program or other non-credit courses may do so without meeting any specific admission requirements.

### Requirements

NFCC requires the documentation marked with an “X” in the chart to the right from those students applying under the categories listed.

A previously enrolled NFCC student must complete a new Application for Admission if returning after a year or more from the last enrollment.

A non-refundable \$20 application fee is required. The application fee is a “one time only” fee and is not required in any subsequent admission applications to the College.

	Application Form	Application Fee	Affidavit of Residence	H.S. Transcript or GED	College Transcript(s)	Dual Enrollment Form	Course Approval Form	T.O.E.F.L. Scores	Financial Statement (Placement) Test Scores
Degree Seeking Students	X	X <sup>1</sup>	X	X	X <sup>2</sup>				X
PSAV Students	X	X <sup>1</sup>	X	X	X <sup>2</sup>				X
Transient Students	X	X <sup>1</sup>	X			X			
Audit Students	X	X <sup>1</sup>	X						X
Dual Enrollment Students	X			X <sup>3</sup>	X				X
Foreign Students	X	X <sup>1</sup>	X	X <sup>2</sup>			X	X	X
Supplemental	X		X			X			X

<sup>1</sup>Application fee payable first time in attendance at North Florida Community College only.

<sup>2</sup>Required from those students who have attended other colleges.

<sup>3</sup>Must be furnished after student has completed high school or G.E.D. requirements

## DEGREE STUDENT ADMISSION

### First Time in College

An applicant for admission to an Associate in Arts or Associate in Science program must be a high school graduate and may be admitted with one of the following:

- 1. High School Diploma:** High school graduates must have earned the standard high school diploma. The International Baccalaureate (IB) diploma is considered a standard high school diploma for the purposes of admission. The Florida Certificate of Completion and the Florida Special Diploma are not considered standard high school diplomas unless the Certificate of Completion was awarded as a CPT or PERT-eligible Certificate. The CPT or PERT-eligible designation will be indicated on the student's transcript.
- 2. High School Equivalency Diploma (GED):** Students are eligible for admission who have the General Education Development (GED) diploma issued by D.O.E. An official GED Score Report is required.
- 3. Home Education Graduate:** Students who have completed a home education program (home school) are eligible for admission as high school graduates. A home-schooled student must provide an affidavit signed by a parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements in Florida Statute 1002.41 (a). Students may also be required to provide proof of registration with county school board.

### Transfer Students

Students desiring to transfer to NFCC must provide an official transcript from each college attended. Transfer courses are evaluated and recorded on the transcript prior to the end of the first term enrolled.

### Re-Admission of Former Students

Former students not in attendance during the previous year must submit a new application and other information as may be required by the Office of Enrollment Services.

### International Students

NFCC is authorized under Federal law to enroll non-immigrant alien students. Applicants to NFCC are considered International Students if they are not U.S. citizens, dual citizens, or permanent resident aliens. Before an I-20 can be issued, application documents, including the F-1 student visa, must be submitted to the Office of Enrollment Services at least two months prior to the start of the term in which the student wishes to enroll.

### Dual Enrollment and Early Admission

NFCC participates in the Dual Enrollment and Early Admissions Programs according to Florida Statute 1007.271. NFCC, in cooperation with the District School Boards of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor Counties, provides Dual Enrollment and Early Admissions opportunities for academically qualified high school students. Students enrolled in the program receive a waiver of tuition and fees. Home school and non-public high school students are eligible for Dual Enrollment and Early Admissions. Contact the Office of Enrollment Services for details.

Students seeking to enroll on a Dual Enrollment or Early Admissions basis must meet all requirements specified by the NFCC Dual Enrollment and/or Early Admissions Policy and the Inter-institutional Articulation Agreement in effect between NFCC and the student's secondary school. Students enrolled in Dual Enrollment or Early Admissions programs must have an application for admission and official evidence of acceptable placement tests (ACT, SAT, CPT or PERT) on file at NFCC. Credits may be earned for both high school and college. An NFCC advisor, along with the high school guidance counselor, is responsible for the academic advisement of Dual Enrollment and Early Admission students.

## **CAREER & TECHNICAL CREDIT ADMISSION**

Individuals who have a high school diploma or equivalent are eligible for certificate programs. Applicants must also meet minimum scores on the Test of Adult Basic Education (TABE) as established for each program. For more information refer to the Career and Technical Education area of this catalog.

## **LIMITED-ACCESS PROGRAM ADMISSION**

To meet certification and professional accreditation standards, certain NFCC programs carry additional admissions requirements. These programs include the following: Public Safety Academy, Emergency Medical Technology, Paramedic, Patient Care Technician, Practical Nursing and Registered Nursing.

## **NON-DEGREE STUDENT ADMISSION**

The admissions requirements applicable to students registering under this category include the completion of an application and payment of the \$20 application fee. This is a special category status and is not an alternate form of admission for the career and technical or associate degree programs. This admissions option is designed to alleviate problems associated with those students who register for courses to fulfill a specific purpose, such as the renewal of licenses, special interests, workshops, and seminars. This special status would apply to either credit or non-credit courses.

### **College Graduates**

Students who have earned a bachelor's or higher degree are eligible for enrollment in any course unless that course has restricted admission. Transcripts and placement testing are not required provided the student is classified as a non-degree seeker.

### **Transient Students**

A student enrolling at NFCC on the approval of another college or university with the intent to return to that institution is considered a transient student. Transient students with the Florida College System of State University System apply for transient admission at [www.flvc.org](http://www.flvc.org). Out-of-state transient students must complete an application for admission and provide a transient letter stating that the student is in good standing from the college to which the student will return. The transient letter also serves as written permission to enroll in certain courses at NFCC. The transient letter must be in the student's NFCC record before registration.

### **Audit Students**

Students auditing courses are expected to be regular in attendance but are not required to take tests, including final examinations. Auditing students may not earn grades or credits, nor may they change their audit registration to seek credit in courses in which they are enrolled. Credit for audit coursework is not eligible for credit assignment at a later date.

Audited courses are counted at full value in computing course load for payment of fees. The intent to audit a course(s) must be declared during the drop/add period designated in the College calendar.

### **Senior Citizens**

Adults 65 years of age or older may apply for admission as a senior citizen. The admission requirements applicable to students under this category include the completion of an application as non-degree seeking/senior citizen and payment of the one-time \$20 application fee. This is a special category status and is not an alternate form of admission for the career and technical or associate degree programs. Those applying for admission as senior citizens may register up to 4 credit hours per semester. Registration begins on the first day of classes. Tuition is waived but the student is responsible for the purchase of textbooks, instructional materials, and other fees required for the course.

## TESTING

### Placement Testing (PERT)

All students entering college credit programs are required to take the state-mandated post secondary education readiness test or to present a satisfactory score on the ACT or SAT before registration. Transfer students should have their transcripts evaluated to determine whether they will be required to take the PERT or Developmental Education course work. Arrangements for students needing special testing conditions are made through the Office of Student Disability Services.

First-time-in-college applicants who apply must have taken an approved post secondary education readiness test prior to the completion of registration. The College accepts scores on ACT, SAT, CPT or PERT placement tests that are no more than two years old.

Placement testing is available at the College. Advance registration for placement testing is required. Contact the Testing Center at (850) 973-9451 or [testing@nfcc.edu](mailto:testing@nfcc.edu) to schedule a test. A ten (\$10) dollar testing fee must be paid prior to testing if attending NFCC (\$35 if not attending NFCC). This fee is required for both first time testing and re-takes.

If any special accommodations are required, please contact the Office of Student Disability Services at least two weeks prior to testing in order to provide appropriate documentation. Call (850) 973-1683 or (850) 973-1611 (TTY).

### Test of Adult Basic Education (TABE)

Students enrolling in certificate programs may be required to undergo a skill assessment process utilizing the Test of Adult Basic Education (TABE). The TABE assessment is conducted before enrollment or in the first six weeks of enrollment. For specific test score requirements, see program description.

TABE testing is available at NFCC. Advance registration for testing is required. Contact the Testing Center at (850) 973-9451 or [testing@nfcc.edu](mailto:testing@nfcc.edu) to schedule a test. The ten (\$10) dollar testing fee must be paid prior to testing. This fee is required for both first time testing and re-takes.

If any special accommodations are required, please contact the Office of Student Disability Services at least two weeks prior to testing in order to provide appropriate documentation. Call (850) 973-1683 or (850) 973-1611 (TTY).

### Criminal Justice Basic Abilities Test (CJ-BAT)

The Florida Basic Abilities Test (CJ-BAT) is a requirement for entry into the basic recruit training programs, to include law enforcement and corrections. For more information, please contact the Public Safety Academy at (850) 973-1617. Telephone (850) 973-9451 or 973-1665 to schedule an exam.

### Advanced Placement (AP)

NFCC extends college credit to students with earned scores of 3, 4, or 5 on one or more of the Advanced Placement (AP) program examinations of the College Entrance Examination Board. Credit granted is transferable to Florida colleges and universities participating in the statewide Advanced Placement (AP) program. The student must be enrolled at the college before credit is awarded. Students must have an official transcript from the College Entrance Examination Board mailed to the Office of Enrollment Services. The amount of credit awarded is based upon Florida State Board of Education guidelines.

## ACADEMIC ADVISING

### Student Responsibility

Academic advising helps students clarify their educational and career goals and provides the information necessary to achieve them. Students who begin their academic careers with solid information concerning necessary course and grade requirements are more likely to be successful in the pursuit of their goals.

- All new students are required to meet with an academic advisor before they register.
- All students should meet with an advisor at the completion of 15, 30, and 45 credits or as needed, to ensure they are on track for their degree.
- A consultation with an advisor is essential upon a student's consideration of a change in educational or career goals.
- Advisors are available for guidance at any point in a student's academic pursuit.

### Developmental Education Courses

Florida State Board of Education Rule 10.0315 requires standardized testing to assess the basic reading, communication, and computation skills of entering students. Students not meeting minimum reading, communication, or computation scores must immediately begin, and continue in subsequent semesters, remediation in all areas in which they are deficient.

Students not requiring remediation in all three basic skill areas may enroll in courses in curriculum areas for which they are qualified while undergoing remediation in area(s) of identified deficiency. Students requiring remediation in Basic Reading Skills MUST successfully complete Fundamentals of Reading II (REA 0017C) during the first available term enrolled at NFCC and must abide by all academic course requirements in subsequent terms.

The academic advisor shall assist students with appropriate course selection. Students required to take two or more developmental courses should enroll in the Strategies for Academic Success course (SLS 1103) during their first semester of coursework. Students must complete all developmental requirements prior to completion of 12 semester hours and must begin developmental instruction by enrollment in at least one developmental course per term.

There are additional options for Developmental Education students. In accordance with Florida law, students may use Adult Basic Education, Adult Secondary Education, or private provider instruction as an alternative to traditional Developmental Education instruction. For information on these options, contact the Office of Advising & Retention.

### University Transfer Information

The Statewide Articulation Agreement (SBE Rule 6A-10.024, FAC) guarantees recipients of the Associate in Arts Degree admission into the State University System. The student is not, however, necessarily admitted into the program or the University of choice. Students should also note that certain Associate in Science degrees are transferable to the State University System. Specific program requirements for A.S. transfer programs can be obtained from academic advisors in the Office of Advising & Retention.

The following steps should be followed to increase the likelihood of successful transfer to the program of choice at the selected university:

- Work closely with an academic advisor
- Early identification of a major program of study
- Early identification of a transfer institution
- Gain knowledge of university admission requirements
- Gain knowledge of university program requirements and prerequisites
- Complete all requirements for the A.A. or transferable A.S. Degree
- Complete admissions application for the transfer university

## Excess Hours Advisory Statement

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. "Excess hours" are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% x 120). All students whose educational plan may include earning a bachelor's 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 a state university 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 requirements 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.

## REGISTRAR | RECORDS | REGISTRATION

### Student Records

The disclosure or publication of student information is governed by the policies of the District Board of Trustees of NFCC within the framework of state and federal laws, including the Family Education Rights and Privacy Act passed in 1974. The written consent of the student is required for the disclosure or publication of any information that is personally identifiable and a part of the educational record. Prior consent of the student is not required for disclosure of the educational record defined by NFCC as "Directory Information" which may be released by the College.

Directory information includes:

- Name
- Classification (part-time/full-time)
- Major field of study
- Participation in officially organized activities and sports
- Most recent previous educational institution attended
- Address
- Date of birth
- Dates of attendance
- Telephone number
- Program of study
- Degrees and awards received

Students may inform NFCC's Office of Enrollment Services in writing of the student's desire to prevent publication of such Directory Information or release of such information except as required by law.

Students, or their parents in certain cases, have the right to review and to obtain copies of their official records, to seek correction of information contained in those records, and to limit disclosure of information from the records.

Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of information in the educational record to (or for):

- Teachers, administrators and the like in the same institution.
- Comptroller General of the United States.
- Organizations such as Educational Testing Service or the College Entrance Examination Board involved in testing programs and student aid.
- Accrediting organizations.
- In compliance with judicial order or pursuant to any lawfully issued subpoena.

The Registrar can provide additional information on the Family Education Rights and Privacy Act (Buckley Amendment). For the complete text of FERPA, write the Family Policy Compliance Office, U.S. Department of Education at 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

## Enrollment Steps

1. **Apply for admission:** The student must have an Application for Admission on file prior to registering. Prospective students may call (850) 973-1622 or 9405 to request an Application for Admission.
2. **Financial Aid:** Students seeking financial assistance should contact the Financial Aid Office as soon as the decision to attend NFCC is made. Call (850) 973-1621 to request a Financial Aid Application.
3. **Veterans Educational Assistance:** New applicants should contact the Veterans Affairs Coordinator in the Office of Enrollment Services a minimum of six weeks prior to their first term at NFCC. Call (850) 973-1622 to request an appointment.
4. **Transcripts:** Request that transcripts be forwarded to the NFCC Office of Enrollment Services from the last high school attended and from any institutions of higher learning attended. The student who has not graduated but has taken the GED test should have GED test scores forwarded to the NFCC Office of Enrollment Services.
5. **Placement Tests:** Take the Florida College Entry-Level Placement Tests. Florida regulations require placement test scores before registration for all students who intend to take college credit courses. If the student has taken the ACT, SAT, CPT or PERT, a copy of scores should be included with applications and/or transcripts to the Admissions Office. Test scores may not be more than two years old. Students presenting satisfactory scores from the above tests are not required to retest.
6. **Acceptance:** Once the Office of Enrollment Services has received all of the above items, a letter of acceptance is mailed. Holds – students are responsible for monitoring their NFCC INFO Network account for any “holds” that must be resolved.
7. **See an academic advisor:** Go to the academic advising office. An academic advisor will assist with course selection and program planning. Students may not complete the registration process without a form signed by an advisor. If you have a documented disability and would like to receive accommodations in your course of study, see the Office of Student Disability Services to complete appropriate paperwork, documentation, needs identification and course selection assistance. Please note, this meeting must take place each semester of attendance in order to receive appropriate accommodations.
8. **Course Selection:** After consulting with an advisor and receiving a signed registration form, the student may register on the dates/times specified for registration in the catalog and schedule of classes.
9. **Payment of Fees/Verification of Schedule:** Tuition and fees must be paid by the published date in the catalog and schedule of classes.
10. **I. D. Card:** A current I.D. card is required while on campus and for check-out of NFCC library materials. After registering for classes, obtain an I.D. card from the NFCC Library.
11. **Bookstore:** Textbooks are now ordered online through the NFCC Virtual Bookstore. The Virtual Bookstore is accessible from the NFCC website home page - [www.nfcc.edu](http://www.nfcc.edu).
12. **Attend First Class:** Students should attend the first meeting of each class for which they are registered. The Drop/Add period is the first week of the fall and spring terms; the first two days of summer terms. Courses dropped during this time do not appear on the transcript.

## Registration

NFCC conducts early, regular, and late registration each term. Students are encouraged to register early to avoid closed classes. The student is responsible for meeting course prerequisites prior to registering. A student may be administratively withdrawn from those courses for which he or she is not eligible.

### Transcript Request

A form for requesting transcripts is available in the Enrollment Services Office as well as on the NFCC website. All official transcripts are issued by the Office of Enrollment Services at NFCC. No transcript of credit will be released if there is a "hold" on the student's record. Examples of holds include financial obligations, unreturned library books, or college property on loan to a student that has not been returned. TRANSCRIPTS MAY NOT BE REQUESTED VIA TELEPHONE OR EMAIL. There is a \$3 fee for official transcripts.

### Changing Class Schedule

Students may add or drop courses with the permission of their advisor. The College Calendar designates the last day on which courses may be added for credit or dropped without penalty. Students who receive accommodations through the Office of Student Disability Services should schedule an appointment to secure transfer or deletion of appropriate accommodations for any course changes.

### Change of Degree Program or Catalog

Students are encouraged to complete the degree or certificate program of initial admission; however, students may request to change to a program for which they are eligible. Degree/program changes must be made in the Office of Enrollment Services. Degree/program changes frequently require different courses. The student is responsible for such changes, and for meeting the course requirements of the program of study. The student's record shall be updated by the Office of Enrollment Services to indicate accurately the program pursued.

### Withdrawing from Classes

**Withdrawal:** Students may officially withdraw from a course until mid-term and receive a "W" grade. To withdraw from a course, the student must complete and return the drop/withdrawal forms to the Office of Enrollment Services.

Students may not withdraw except under extenuating circumstances after mid-term. The State Board of Education limits the number of times that a student may withdraw without penalty from a course. A student may withdraw from the same class twice without financial ramifications. The third attempt of the same course will require the student to pay the full cost of instruction (equivalent to out of state tuition and fees). Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. For more information see course attempt limits under Academic Regulations.

If special circumstances require a student to withdraw after the published deadline, the student may appeal to the Registrar for permission to withdraw. Withdrawing from a course may have future financial consequences or may affect their eligibility or continued receipt of financial aid. All students receiving financial aid, scholarship aid, or veterans' educational benefits should talk to a Financial Aid Office representative (or Veteran's Coordinator, if appropriate) BEFORE withdrawing from a course. Students who withdraw from a course do not receive a refund of course fees. Refunds are NOT authorized for changes in work schedule or for enrollment status changes due to illegal activities.

### Withdrawal from College

Any student seeking to withdraw from NFCC after the Drop/Add period must contact the Office of the Enrollment Services. All obligations (library books returned, fines and fees paid, equipment and uniforms returned, etc.) to the College must be satisfied. Students receiving financial aid must meet with the Financial Aid Officer. Students receiving VA educational benefits must have an exit interview with the Veterans Coordinator. A student failing to comply with these procedures shall not be recommended to other colleges or universities.

## GRADUATION REQUIREMENTS

### General requirements for graduation from NFCC include:

1. Completing the prescribed hours and the general education requirements.
2. Earning a cumulative grade point average of at least 2.0 (average of C) at NFCC.
3. A minimum of twenty-five percent of the semester hours required for the associate degree must be earned through NFCC with a minimum grade point average of 2.0 (average of "C").
4. Filing an application for graduation prior to the deadline published in the College catalog or otherwise announced.
5. Discharging all financial obligations to NFCC and its agencies.

### Graduation Check

All students are encouraged to request a graduation check from the Office of Enrollment Services. This check will be an overview of College requirements needed for graduation. This request should be made at the time the student has earned thirty-six (36) semester hours of credit or by mid-term of term prior to the term of the planned graduation date.

### Application for Graduation

Application for a certificate or degree must be made to the Office of Enrollment Services by the date stated in the schedule of courses during the term in which the student expects to graduate. If the student does not meet all requirements to graduate at the end of the term for which application was made, the student must reapply for graduation no later than the published deadline for applying for graduation in the term in which the student expects to graduate.

### Evaluation of Credit

Credits earned at other colleges or universities accredited by one of the six regional accrediting associations may be accepted and placed on the student's permanent record (transcript), if appropriate for the degree program at NFCC.

Acceptance of credits from non-accredited institutions will be based upon recommendation from the Registrar after review of the submitted coursework. A student may appeal the denial of transfer credits by written request to the Dean of Academic Affairs. Appeals will be considered if submitted before the end of the term in which notification of the denial was made to the student.

### Course Substitution

Students may apply to the Dean of Academic Affairs for permission to substitute required general education courses when circumstances warrant. Requests for course substitutions must be made the semester prior to graduation.

### Foreign Language

A foreign language is recommended as an elective for students planning to transfer to senior institutions. Florida Statute 1007.261(1)(b) specifies that students must have two units of the same foreign language in high school or the equivalent (at least eight semester hours of the same foreign language) at the postsecondary level prior to admission to one of the state universities. Students planning to earn the Bachelor of Arts (B.A.) degree are normally required to complete at least one course in a classical or modern language at the 2000 level. The responsibility for meeting this requirement rests with the student.

### Effective Catalog Policy

A student attempting to meet graduation requirements may elect to follow the catalog in effect for the year the student began the program or the catalog in effect for the year in which the student is attempting to graduate unless the time between those dates exceeds five years. Students must maintain continuous enrollment in order to do so. NFCC defines continuous enrollment as being enrolled in courses at NFCC without a break of a major semester (fall or spring). If a student is attempting to complete a program begun more than five years ago, the student must meet the requirements specified in the catalog effective during the completion year.

Questions regarding application of this rule or requests for exemption from this rule should be directed to the Office of Enrollment Services. Students must meet State Board of Education requirements for graduation at the time they graduate.

**Subsequent/Simultaneous Degree**

A student may earn an Associate in Arts Degree and an Associate in Science Degree either simultaneously or in sequence by completing all catalog requirements for both degrees.

# FEES AND FINANCIAL AID



GENERAL INFORMATION....26

FEES....26

COST OF ATTENDING NFCC....26

RESIDENCY REQUIREMENTS FOR  
TUITION PURPOSES....27

REFUNDS....27

REPAYMENT OF FEDERAL GRANT FUNDS....27

STUDENT FINANCIAL ASSISTANCE....28

TYPES OF FINANCIAL AID AVAILABLE....29  
(Grants | Tuition Payment Plan | Scholarships)

**Beyond Education... Experience NFCC**

## GENERAL INFORMATION

Required tuition and fees are established by the NFCC District Board of Trustees under State Board of Education Regulations and are subject to change.

### PLEASE CHECK WITH THE OFFICE OF ENROLLMENT SERVICES FOR A CORRECT LIST OF CURRENT FEES.

Except for deferment of fees as noted below, fees are due at the time of registration. The College has no legal provisions for extensions of credit of any kind. No registration will be completed until all matriculation/tuition fees and pertinent miscellaneous fees have been paid in full; nor may any student attend classes until this is accomplished. Personal checks may be accepted for the amount of fees due. Checks and money orders are payable to NFCC. Credit cards are also accepted. An addendum, which states fees for current year, will be available upon request in the Office of Enrollment Services after the District Board of Trustees has approved tuition and fees.

## FEES

### Application Fee

An application fee of \$20 is required of all students entering NFCC for the first time except for Continuing Workforce Education. Former Dual Enrollment and Early Admissions students who continue their college coursework at NFCC are required to pay the application fee. This fee is nonrefundable.

### Recreation and Leisure Activities Fees

The NFCC Administration will establish fees for Recreation and Leisure Activities courses at the time of the course offering. These fees must generate revenue equal to the full cost of instruction.

### Special Student Fees

Special fees, when applicable, will be added to the regular matriculation/tuition fee. These fees cover the cost of individualized instruction, materials and supplies and are defined on a term-by-term basis in the printed schedule of courses.

### Current Student Fees

Fees are subject to change. Please check with the Office of Enrollment Services for a correct list of current fees.

### Textbooks and Supplies

Textbooks and supplies, estimated at \$1400 per year, may be purchased from the NFCC Virtual Bookstore. A list of required texts and ordering information is available online at <http://www.nfcc.edu/virtual-bookstore>.

### Transcript Fee

A processing fee of \$3 will be assessed when requesting a transcript. Electronically sent transcripts to Florida's public universities and community colleges will be processed free of charge.

<b>COST OF ATTENDING NFCC</b>		
<b>2013-2014 Estimated Student Budget</b>		
	In-State	Out-of-State
<b><u>At Home</u></b>		
Tuition and Fees	\$3,084	\$12,018
Books and Supplies	1,400	1,400
Room and Board	1,500	1,500
Personal Expenses	1,100	1,100
Transportation	1,800	1,800
Total	\$8,884	\$17,818
<b><u>Away From Home</u></b>		
Tuition and Fees	\$3,084	\$12,018
Books and Supplies	1,400	1,400
Room and Board	5,400	5,400
Personal Expenses	1,100	1,100
Transportation	1,800	1,800
Total	\$12,784	\$21,718
NOTE: Cost is estimated. Tuition and fees are subject to change.		

## RESIDENCY REQUIREMENTS FOR TUITION PURPOSES

Definition of a Florida resident for tuition purposes:

1. State Department of Education Rules, paragraph 6A-14.52, define a Florida resident for tuition purposes "as a person who shall have resided and had domicile in the State of Florida for at least (12) months immediately preceding the first day of classes of the current term." In applying this regulation, "applicant" shall mean a student applying for admission to the institution. If he/she is a minor, it shall mean parents, parent, or legal guardian of his or her person.
2. In addition, and as authorized by paragraph 6A-14.52, the following categories are treated as Florida residents for tuition purposes:
  - a. Military personnel of the United States of America on duty and stationed in Florida, including dependent members of their immediate families.
  - b. Veterans of the United States of America retired with twenty (20) years or more active military service, including dependent members of their immediate families who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.
  - c. Public elementary, secondary, university, and junior college faculty members currently employed in the state system of public education. Effective July 21, 1972.
  - d. Full-time faculty and career employees of the community college system of Florida and members of their immediate families. (This is construed to exclude the spouses of students.)

## REFUNDS

Refund of tuition and fees is made under the following schedule. A student who has registered must officially drop a course or officially withdraw from College to receive any refund of fees. Students who officially withdraw not later than the date listed in the College calendar are eligible for refunds of fees as follows:

1. Refund of 100 percent of tuition fees will be made when classes are cancelled.
2. Refunds of 100 percent of tuition fees will be made when a student withdraws from or drops a course before the last date to add classes. After this date no refunds will be made for courses dropped.
3. Before refunds are dispersed, any outstanding indebtedness to the College must be paid.
4. In cases of extreme personal or family hardship, or in cases involving extenuating circumstances, the Dean of Enrollment and Student Services has the authority to waive the above regulations regarding refunds.
5. Title IV Programs: Regulations (P.L. 105-244), enacted October 7, 1998. Reauthorization of the Higher Education Act of 1965, as annotated.

## REPAYMENT OF FEDERAL GRANT FUNDS

A pro-rata repayment will be due for Title IV funds provided to students attending NFCC if withdrawal from classes occurs during the first sixty percent (60%) of the enrollment period. Federal regulations require repayment of a portion of funds received by students, unless certain conditions are met. **A student who withdraws from, or stops attending all courses prior to completion of at least 60% of an enrollment period (i.e. a semester/term) WILL BE REQUIRED TO REPAY the "unearned portion" of the funds received.**

This applies to all federal grant funds received by a student. For example, a student receiving a PELL Grant disbursement check could be required to repay the federal program as much as one-half the amount of the disbursement unless the student attends school for more than 60% of the enrollment period. **IN ADDITION TO REPAYING A PORTION OF A DISBURSEMENT CHECK, a student will be required to repay a portion of the award used to pay the cost of books and/or supplies paid from grant funds.**

This federal regulation applies to students who withdraw from, or stop attending, ALL COURSES. The rule does not apply to students who successfully complete AT LEAST ONE COURSE in an enrollment period. Students are requested to make every effort to complete at least one course within the enrollment period to avoid repayment of Title IV funds awarded within that period.

Students will not be allowed to receive further Title IV funding until full repayment has been made.

## **STUDENT FINANCIAL ASSISTANCE**

### **Purpose**

NFCC provides assistance to students of high academic ability or to students otherwise unable to attend or remain in college. Financial assistance is awarded according to individual financial need or for academic ability. Financial aid awarded on need should be viewed only as a supplement to the efforts of the student and his/her family.

### **Student Eligibility Standards**

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

1. Must be a U. S. citizen or a permanent resident.
2. Must have made application for admission or have been admitted to the College, as a degree or certificate seeking student.
3. Must maintain satisfactory academic progress. For financial aid purposes, a student is considered to be making satisfactory academic progress if he/she meets the following applicable statements:
  - The student maintains cumulative grade point average (GPA) of 2.0 and successfully completes 67% of credit hours attempted.
  - Students receiving certain scholarships for academic ability must maintain a cumulative grade point average (GPA) of 3.0.
  - The student may not have graduated.
  - The student must not have defaulted on or owe a refund to any previous aid.
4. Must have a high school diploma or GED.
5. Must have a valid Social Security Number.
6. Must register with the Selective Service, if required.

### **How to Apply**

Parents or guardians of dependent students, as well as self-supporting or independent students, must complete an Application for Federal Student Aid, designating NFCC as one of the recipients. A financial statement is required for the majority of aid available, even if the request is not based on financial need. These forms may be obtained in his/her high school guidance office or the NFCC Financial Aid Office. Applications may be entered via the Internet at <http://www.fafsa.ed.gov>. The NFCC School Code is 001508.

### **When to Apply**

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

- July 1 for Term I | ● November 1 for Term II | ● April 1 for Terms IIIA / IIIB

Since it takes about three weeks via Internet and six weeks via mail for the financial statement to be processed, this form should be filed at least 30 days prior to the above dates. Applications received after these dates will be considered if funds are available.

### **Where to Apply**

Students desiring to apply for student financial assistance should contact the NFCC Financial Aid Office. The office is located in the Administrative Services Building (Bldg. 2).

### **Pell Grant (Disbursement Policy)**

NFCC will verify a student course load following the last day to register and/or drop courses for credit. At this time the student load will determine whether he/she will receive a full Pell Grant (12 or more semester hours), a 3/4 Pell Grant (9-11 semester hours), a 1/2 Pell grant (6-8 semester hours) or less than 1/2 time award. Developmental Education courses (noncredit) required by the College will be counted as four semester hours each in the award of Pell Grant funds. Pell funds will be disbursed after the enrollment status and attendance of each recipient has been verified.

### **“ALERT”**

Academic Progress for each student will be calculated once each term in compliance with the established academic progress policy of NFCC. Students with extenuating circumstances may make appeals.

## **TYPES OF FINANCIAL AID AVAILABLE**

### **GRANTS**

#### **Federal PELL Grant (Basic Educational Opportunity Grant)**

The PELL Grant Program is a Federal aid program designed to provide financial assistance to eligible students needing assistance to attend post-high school educational institutions. PELL Grants are intended to be the “floor” of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. The amount of the PELL Grant is determined on the basis of the student’s and his/her family’s resources. Additional information and application forms are available from NFCC and in the Counselor’s Offices of area high schools.

#### **Federal Supplemental Education Opportunity Grant (SEOG)**

The SEOG is a Federal program of grants through which the student receives funds based on exceptional financial need and evidence of academic or creative promise. Applicants must submit the Application for Federal Student Aid.

#### **Florida Student Assistance Grant (FSAG)**

The Office of Student Financial, Tallahassee, Florida, administers a program of student assistance, which provides grants to qualified students who have exceptional financial need and attend accredited colleges, universities, and community colleges. Students enrolled as a degree seeking student in a credit program at an eligible institution in Florida, who have been legal residents of Florida for twelve consecutive months prior to the beginning of the academic year, are eligible for these grants. Eligibility is determined by filing the Free Application for Federal Student Aid (FAFSA). For more information: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

#### **Bright Futures Program**

The Department of Education, Tallahassee, Florida, administers a program to encourage outstanding high school graduates to enroll in post-secondary Vocational or Technical programs in the state. Students enrolled in a full-time certificate or degree program are eligible for this award. Applications must be filed by April 1 of the last year in high school and the student must receive a standard high school diploma. For more information: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

The Bright Futures Scholarship provides four scholarship awards to students:

- Academic Scholars Award
- Top Scholars Award
- Medallion Scholars Award
- Gold Seal Vocational Award

The amount of the scholarship award must be calculated each semester at the end of the drop-add period. A description of the calculation of each award is as follows:

**1. Academic Scholars Award:**

- Provides a flat amount per credit hour of enrollment, determined annually through the legislative process.
- Requires maintaining a grade point average of 3.0 in postsecondary work and completion of at least twelve credit hours in the academic year for renewal.

**2. Top Scholars Award:** Formerly known as the Challenger Award, this is awarded to the top student in each county who received an Academic Scholars Award.

- Provides a flat amount per credit hour of enrollment, determined annually through the legislative process.

**3. Medallion Scholars Award:**

- Provides a flat amount per credit hour of enrollment, determined annually through the legislative process.
- Requires maintaining a 2.75 grade point average in postsecondary work and completion of at least twelve credit hours in the academic year for renewal.

**4. Gold Seal Vocational Award:**

- Provides a flat amount per credit hour of enrollment, determined annually through the legislative process.
- Students must maintain a 2.75 grade point average in postsecondary work and complete at least twelve credit hours in the academic year for renewal.

**Vocational Rehabilitation Assistance Program**

The Office of Vocational Rehabilitation, Department of Education, State of Florida, provides limited assistance to persons who have a disability that causes a vocational handicap. The applicant must be sixteen years old or over, must have a major disability, must have a good scholastic record, and must take courses that will prepare him/her for some vocation at which he/she can earn a living. If interested in learning more about Vocational Rehabilitation, please contact the Office of Student Disability Services or visit [www.rehabworks.org](http://www.rehabworks.org) or call toll free at 1-800-451-4327.

**WIA (Workforce Investment Act)**

WIA is a Federal program designed to provide financial assistance to those who need it to attend postsecondary vocational programs. Eligibility for WIA is determined by one of the following criteria: (1) economically disadvantaged, (2) disabled, or (3) food stamp or AFDC recipient. Additional information and application forms are available at the One-Stop Service Center in your area.

**Work-Study**

Federal College Work-Study Program (FCWSP)

This is a federally funded employment program designed to provide a student the opportunity to pay part of his/her educational expenses by working at a part-time job. Students who qualify may work up to fifteen (15) hours per week, pending availability of funds. Applicants must submit an Application for Federal Student Aid. Additional information about the work program is available in the NFCC Financial Aid Office.

## TUITION PAYMENT PLAN

Eligible students may set up a tuition payment plan, making designated payments during the semester, instead of paying all tuition fees in advance.

- Students will be required to make payments during the semester, with all fees to be paid in full prior to the designated final date to withdraw without penalty
- Students must sign a note of obligation, indicating the payment schedule and documenting their responsibility to pay all fees
- Students will be informed in writing on the note that unless fees are paid in full prior to the designated final date to withdraw without penalty, they will be withdrawn from all courses with no refunds given.
- Students will be required to make a down payment and to pay a processing fee: Students paying ½ down will be charged a \$20 processing fee; Students paying ¼ down will be charged a \$35 processing fee. The processing fee will be due on the date the agreement is signed.
- Students will be required to set up payments which correspond with their income source(s).
- Invoices will be sent only twice during each semester. One invoice will be sent after the close of the drop-add period. A final invoice will be sent two weeks prior to the final date to withdraw without penalty, reminding the students that they will not receive credit for courses if fees are not paid in full within two weeks from the invoice date.
- Students who do not complete this payment process in a timely manner will not be allowed to participate in the payment plan process a second term and will not be eligible for scholarships through NFCC or the NFCC Foundation, Inc.

For more information or to apply for the Tuition Payment Plan, contact Amelia Mulkey in the Administrative Services Building (Bldg. 2) at (850) 973-1604.

## SCHOLARSHIPS

### Presidential

A full tuition scholarship for two years is awarded to the valedictorian and salutatorian from each of the high schools in the College area. A Presidential Scholarship recipient must maintain a 3.0 grade point average or higher to retain this scholarship. No disbursement to student is allowed.

### Individual and Organizational

Various individuals and organizations provide funds for a number of scholarships, among which are:

- **Free and Accepted Mason's Scholarship:** One annual scholarship is given to a dependent of a Masonic member who is accepted and planning to enroll at NFCC full time and is in need of financial assistance. Student GPA must be 2.5 or higher. Amount of award is based on available funds. Scholarship may be used for tuition, books and fees.
- **The H. C. Gray Memorial Nursing Scholarship, Madison Medical and Dental Scholarship, T.A. Baldwin Scholarship and Wood Nursing Scholarship** are made available each year to students in the Licensed Practical Nursing Program. Recipients are awarded at the recommendation of a committee. The awards are made at the end of the first semester.
- **John E. Loughridge Scholarship:** One annual tuition scholarship is given to a student in either Taylor or Lafayette Counties. Selection is made at the local high school and is determined by a committee.
- **Lafayette Scholars Endowment Scholarship:** Scholarships are available to students of Lafayette County. See the local high school counselor for details.

### **Other Scholarships**

Various churches and civic clubs provide scholarships to students. These awards are made by the donors and are presented to the College for the student named. Students may consider contacting those organizations in their community. Civic Clubs presenting scholarships include, but are not limited to: Kiwanis Club and Madison Rotary Club. Some of these are:

- **First Federal Scholarship:** One annual scholarship each semester. One student is chosen each year from Lafayette, Hamilton or Suwannee County. Students should apply in the counseling office of the high schools. Selection is made by the donor and scholarship committee.
- **Third Judicial Circuit Police Chief's Association Scholarship:** One annual scholarship is awarded based on the interest earned on the endowment and is to be used for books, tuition, and fees. Applicants must be dependents of (1) deceased, (2) retired or (3) current law enforcement officers. Selection is made by the donor.
- **James H. Fulford Memorial Scholarship:** One annual scholarship is awarded based on the interest earned on the endowment and is to be used for books, tuition, and fees. The primary focus of this scholarship is for dependents of slain or incapacitated law enforcement officers, followed by children of working or retired Florida officers, and finally students in the NFCC Law Enforcement Academy who are dependents of law enforcement officers. Application may be made through the Financial Aid or Foundation Office at NFCC. Selection is made by the scholarship committee.
- **Charles E. Campbell Memorial Endowment:** One annual scholarship is awarded based on the interest earned on the endowment and is to be used for books, tuition and fees. The primary focus of this scholarship is for dependents of slain or incapacitated law enforcement officers, followed by children of working or retired Florida officers, and finally students in the NFCC Law Enforcement Academy who are dependents of law enforcement officers. Application may be made through the Financial Aid or Foundation Office at NFCC.
- **Jefferson County Kiwanis Club Endowment:** Scholarships are awarded for \$500 to students of Jefferson County and are to be used for tuition, books and fees. Application may be made in the counseling office of the high school or with the Kiwanis Club. Awards will be made in the spring at the high school honors program. Applications are reviewed and recipients selected by the donor and/or high school counselor.
- **Florida Firefighters Foundation Fund:** This scholarship will pay up to \$500 for tuition or books per semester. The top priority of this scholarship is the dependent of a firefighter killed in the line of duty; the second priority is that the recipient is the dependent of a currently working firefighter; and the third priority is the dependent of a retired firefighter. Application may be made in the Financial Aid or Foundation Office at NFCC.
- **Chandler Scholarship:** One annual scholarship is awarded based on the interest earned on the endowment and may be used for books, tuition, or fees. Application may be made through the Financial Aid or Foundation Office at NFCC.
- **Progress Energy Corporation Scholarship:** This scholarship will provide assistance to NFCC students enrolling in programs of study that may eventually lead to employment at Progress Energy. Such programs include business administration and management, networking technology, office systems technology, industrial management technology, administrative assistant and drafting. Application may be made through the Financial Aid or Foundation Office at NFCC.
- **Edward K. Roberts Endowment:** One annual scholarship is awarded based on the interest earned on the endowment and may be used for books, tuition, or fees. The recipient of the scholarship must be a high school or GED graduate with a GPA of 3.0 and must be accepted and plan to enroll as a full-time student at NFCC seeking an Associate in Arts degree, an Associate in Science degree, or a vocational certificate. Application may be made through the Financial Aid Office or the Foundation Office at NFCC.
- **Morris & Judy Steen Scholarship:** This scholarship is a single one-time award that may be used for tuition, books, or fees. The recipient must be a person of high moral standards, exemplary character and exhibit a good work ethic. Involvement in athletics is a plus. It is further expected that the recipient of this scholarship will not be fully supported by other financial aid. Application may be made through the Financial Aid Office or the NFCC Foundation Office at NFCC.

- **Alice C. Williams Endowment:** A scholarship will be given to a Madison County High School graduate, who has been accepted and plans to enroll as a student at NFCC. The student must maintain status as a full time student, a 2.0 GPA, and a class load that should result in completion of the required work for an AA degree in 4 semesters. It is the wish of the donors that the student be a person of high moral standards, exemplary character and exhibits a good work ethic. It is further expected that the recipient of this scholarship will not be supported by other financial aid. Application may be picked up at the NFCC Foundation Office or Madison County High School counselor's office. Notification of selection will be made to the student by the NFCC Foundation Office in May of every other year. This scholarship award may be used for tuition, books or fees.
- **Maultsby Family Scholarship:** This scholarship is a single one-time award that may be used for tuition, books, or fees. The recipient must be a high school graduate with a 3.0 GPA and must be accepted and planning to enroll as a student at NFCC seeking an Associate in Arts degree, an Associate in Science degree, or a Vocational Certificate. A GED graduate may be accepted provided that the student has demonstrated excellent personal habits, good work ethic and a settled lifestyle. An exception to the 3.0 GPA may be made if the recipient has been heavily involved in athletics or other extracurricular activity and/or work outside of school. The student must progress satisfactorily academically. It is the wish of the donors that the student be a person of high moral standards, exemplary character and exhibits a good work ethic. Student or family background/involvement in forestry or forest products is a plus. It is further expected that the recipient of this scholarship will not be fully supported by other financial aid. Application may be picked up at the NFCC Foundation Office.
- **Lorenzo and Mary Lou Whitefield Endowed Scholarship:** This is a single one-time award that may be used for tuition, books or fees. The recipient must reside in Taylor County, have a high school diploma or GED, be accepted and plan to attend NFCC. The student must maintain a 2.5 GPA as well as carry 12 credit hours. The recipient will not be fully supported by other financial aid.
- **Greenville Community Scholarship:** This is a single one-time award of \$500 that may be used for tuition, books or fees. The recipient must reside at a Greenville, Florida address, have a high school diploma or GED, be accepted and plan to attend NFCC. The student must maintain a 3.0 GPA. An exception may be if the recipient has work activity outside of school. The recipient will not be fully supported by other financial aid.
- **Frank Cantey Scholarship:** The intent of this scholarship is to provide funding for a graduating Madison County high school student. The recipient must be accepted and planning to enroll at NFCC seeking an Associate in Arts degree. The student must maintain status as a full time student, a 2.0 GPA, and a class load that should result in completion of the required work for an AA degree in 4 semesters. It is the wish of the donors that the student be a person of high moral standards, exemplary character and exhibit a good work ethic. The recipient will not be supported by other financial aid.
- **Madison County Community Bank Scholarship:** This is a single one-time award for a senior at Madison County High School who plans to attend NFCC. The recipient must have a 2.0 GPA and be a deserving hard working student involved in community activities.
- **Mildred Bruner Endowment Scholarship:** This is a one-time award with available funds which will be distributed between two semesters. The recipient must be accepted and planning to enroll as a full time student at NFCC seeking an Associate in Arts degree. The student must maintain a 2.5 GPA. It is the wish of the donors that the student be a person of high moral standards, exemplary character and exhibit a good work ethic. The student must be a resident of Taylor, Madison or Jefferson counties to apply. It is also expected that the recipient of this scholarship will not be fully supported by other financial aid.
- **PCS Scholarship:** One annual scholarship is awarded to a Hamilton County High School graduate. The scholarship is a single one-time award of \$500 to be used for tuition, books, or fees. The student must maintain a 2.0 GPA, be a person of high moral standards, exemplary character and involved in community activities. The student should not be fully supported by other financial aid.

Contact the NFCC Foundation Office, (850) 973-9414, for more information, applications and deadlines or visit [www.nfcc.edu/foundationgiving](http://www.nfcc.edu/foundationgiving).

# STUDENT SERVICES



STUDENT LEARNING RESOURCES....35

VETERAN AFFAIRS....36

STUDENT SUPPORT SERVICES....37

STUDENT OMBUDSMAN....37

CAMPUS LIFE....38

STUDENT HANDBOOK....41

STUDENT RIGHTS & RESPONSIBILITIES....41

STUDENT CODE OF CONDUCT....41

ADDITIONAL INFORMATION....51

(Student Email | Student ID Cards | Student Counseling)

PARKING....54

CAMPUS SECURITY....56

**Beyond Education... Experience NFCC**

## STUDENT LEARNING RESOURCES

### Student Disability Services

NFCC delivers services to students with disabilities as established by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The legal requirements set forth in those acts ensure equal access to educational opportunities through reasonable modifications in college policies, practices, and/or procedures. The following is a non-exhaustive list of services that can be rendered to students with a documented disability.

- Note-taking services
- Interpreter
- Testing modifications
- Entrance and Exit Waivers
- Standardized testing accommodations (TABE, CPT, PERT, CJ-BAT, CLEP, etc.)
- Course substitutions
- Accessible classroom, location and furniture
- Alternative format learning materials
- Assistive Technology/Adaptive Equipment
- Reader/Scribe (unless available through assistive technology)
- Priority Registration

Please note that modification(s) can be made, unless making the modification(s) entails a fundamental alteration to the nature of the service, program, or activity.

Any student with a disability may request assistance through the Office of Student Disability Services. If possible, requests for services should be made prior to the beginning of an academic term to ensure timely implementation. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Students seeking course substitutions based on a documented disability should be aware that universities may require specific courses for acceptance into limited access major programs of study. NFCC Student Disability Services personnel and academic advisors will work with students to explain academic program requirements and course substitution concerns.

### Students with Serious Illnesses

Students with serious illnesses, such as cancer, heart disease, HIV and AIDS, often wish to continue their normal educational pursuits to the extent allowed by their condition. NFCC supports these endeavors as long as students are able to meet acceptable performance standards. As in the case of other disabilities, NFCC shall make reasonable accommodations in accordance with all legal requirements, to allow students with these illnesses to continue their education. For more information, please see the Office of Student Disability Services.

## VETERAN AFFAIRS

NFCC is approved for training of veterans by the Florida Department of Veteran Affairs.

Veterans and dependents of veterans eligible for educational benefits must be approved by the VA Regional Office. Upon approval, benefits may take up to 90 days to be received. For VA application forms, certification of attendance, and assistance with problems, students should report to the Veterans Affairs Office in the Office of Enrollment Services in the Administration Building. Veterans and those eligible for VA benefits must meet with the Veterans Affairs Coordinator each term during the academic advisement period to review their status. Veterans with disabilities are encouraged to work with the Veterans Affairs Coordinator and the Office of Student Disability Services to coordinate accommodations.

### **Certification Restrictions**

All degree programs are approved for a specific number of credit hours. The VA will pay only for required courses in an approved program. The same rule applies to vocational certificate programs measured in clock hours.

The declared program of study must be the same on the College's student record and the student's VA file. Students must follow the program of study outlined on the graduation status sheet. Students cannot be certified to take a course on an audit basis or a course for which they have received prior credit.

### **Attendance Standards**

VA regulations require attendance records to be kept on all eligible persons. Eligible students registered for courses that do not lead to a standard college degree will have their VA benefits suspended if they accumulate three or more unexcused absences during a calendar month.

### **Academic Record**

Veterans and other persons eligible for VA educational benefits must have all previous post-secondary education evaluated and the equivalency credits recorded in the student's College file maintained in the Office of Enrollment Services and in the VA file. Cumulative academic records are kept on the transcript, which shows all work attempted, credit and grades earned, incomplete work, and withdrawals.

### **Standards of Progress**

Students must maintain satisfactory academic progress and conduct to receive or continue to receive VA educational benefits. A student receiving VA benefits will be placed on academic probation at the end of any term in which the cumulative GPA becomes less than a "C" (2.0) once seven college credit hours have been attempted.

Continued probation will occur when the student earns a minimum 2.0 term grade point average and the cumulative GPA remains below 2.0. A student placed on academic probation will be placed on academic suspension if both the term and cumulative grade point average fall below 2.0.

A veteran student terminated from veteran benefits due to unsatisfactory progress may be recertified to the VA after obtaining a 2.0 cumulative grade point average.

#### **Terms I and II**

Full-time .....12 + credit hours  
 3/4 time.....9 to 11 credit hours  
 1/2 time.....6 to 8 credit hours  
 Tuition Only...1 to 5 credit hours

#### **Terms IIIA and IIIB**

Full-time.....6 + credit hours  
 3/4 time.....4 credit hours  
 1/2 time.....3 credit hours  
 Tuition Only...1 or 2 credit hours

### **Deferment of Fees**

First-time veterans may have their fees deferred for up to sixty days. Should the loan not be paid, it is understood that no grades will be issued to the student nor will those grades be placed in the student's permanent record. Students desiring a deferred payment plan for VA benefits may make a request to the Financial Aid office.

### **Vocational**

See the specific program for information concerning full-time or part-time status.

## STUDENT SUPPORT SERVICES (SSS)

Student Support Services (SSS) is a federally funded program that focuses on first generation-in-college (both parents do not have bachelor's degrees), low-income and disabled students. Each year, the SSS program provides support to 200 eligible students to increase their retention, graduation, and transfer rates. SSS Advisors work closely with students to choose the right classes, solve problems, communicate with instructors and plan for the future. SSS participants receive assistance in identifying financial aid options as well as financial literacy training.

The support services provided by the SSS program include: academic tutoring, financial aid advisement, academic advisement, grade and academic progress monitoring, supplemental instruction, career/major exploration, workshop provision, leadership development, cultural activities, transfer assistance, and priority registration. Supplemental Grant Aid is also available to students who meet specific criteria.



Students must be accepted to NFCC prior to being eligible to join SSS. A commitment to actively participate in program activities is required. Students interested in participating in the Student Support Services program should contact the Student Support Services (SSS) Office in Bldg. 6, Room 210.

## STUDENT DEVELOPMENT

The Office of Recruitment and Student Development offers a wide range of services to prospective and current students. Located in the Student Center, Bldg. 9, this office provides students with access to career services, leadership development materials, and resources designed to increase money management skills. Within the Office of Recruitment and Student Development students may take a career assessment to guide them in choosing a major or selecting a career or receive assistance preparing for a job search. Other resources include a leadership library and online tools to help students learn about managing credit, budgets, and paying for college. One-on-one assistance is available or students can participate in the workshop series offered throughout the year. For more information on the resources available through the Office of Recruitment and Student Development email [halfhillk@nfcc.edu](mailto:halfhillk@nfcc.edu) or (850) 973-1623.

## STUDENT OMBUDSMAN

The Ombudsman Office provides confidential, informal, and neutral assistance and dispute resolution for students. The office assists students in identifying and evaluating options and accessing resources for resolving and managing conflicts encountered on campus with faculty, staff, fellow students, services, programs, and administration. The Ombudsman is familiar with the organizational structure of the college and can provide current information about campus services, programs, policies and procedures. Issues brought to the Ombudsman are held in confidence unless released by the student and do not generate permanent records within the office. Complaints brought to the Ombudsman do not constitute official notification of the existence of the problem, only the request for assistance to pursue resolution. The Ombudsman can assist students in making official complaints if requested. For more information, call (850) 973-1619 or email [ombud@nfcc.edu](mailto:ombud@nfcc.edu).

## CAMPUS LIFE

NFCC is committed to promoting student development and leadership by providing quality programs, activities, and services to enhance learning outside of the classroom. Diverse activities and events are scheduled each semester to promote socialization and recreation among all students attending NFCC. Participation in extracurricular student activities is encouraged.

### Student Clubs and Organizations

NFCC provides a variety of opportunities for students to participate in College-sponsored student organizations. The following organizations allow students with similar interests a forum for discussing these interests and collaborating on projects to enhance learning in these areas.

- Art Club
- Astronomy Club
- Business Club
- Health Occupations Students of America (HOSA)
- Phi Theta Kappa (PTK)
- Save Our Animal Resources (SOAR)
- Sentinel Service Corp
- Student Government Association (SGA)
- Young Engineers Club

Students having common interests may form other clubs, groups, or organizations as approved by the Student Government Association and the Coordinator of Student Activities. Such activities may be related to courses, sports, service to the college and the community, publications, religion, and social life. For information or to find out how to start a new club or organization, contact the Coordinator of Student Activities at (850) 973-9481 or email [belld@nfcc.edu](mailto:belld@nfcc.edu).

### Student Government Association (SGA)

A representative group of students, responsible for identifying and promoting interests of students, assisting with planning and conducting College social activities and cooperating with College authorities for the well-being of students. All registered NFCC students are members of SGA. SGA Executive Board Officers are elected by the students each spring. All SGA meetings are posted and open to all students, faculty and staff.

### Business Club

NFCC's Business Club provides opportunities for students to engage in business-related activities. Their vision is "To enhance business knowledge in students across all disciplines through various community and club service learning projects, fostering the development of skills necessary to become an effective leader in their field and community". Members will gain knowledge in community relations through collaboration with other groups within NFCC and the surrounding community. Our various activities enhance the overall student experience at NFCC, with projects fostering independence as well as group-involvement.

### Sentinel Service Corp

The Sentinel Service Corp provides opportunities for students to gain leadership and networking experience through service. Members participate in special campus and community events as well as recruitment functions throughout the year. Members of the Sentinel Service Corp are chosen through a highly-selective application and interview process. In addition to a variety of service opportunities, Corp members participate in on-going leadership and professional skill training. For more information contact [halfhillk@nfcc.edu](mailto:halfhillk@nfcc.edu) or [orlowskit@nfcc.edu](mailto:orlowskit@nfcc.edu)

### Community Theatre

Whether one desires the spotlight or enjoys being part of the backstage fellowship, the NFCC Sentinel Upstage Players has opportunities for students and community members alike. At least one major production is held in the Van H. Priest Auditorium each year, and auditions are open to the public. Participants gain experience in acting, set construction, and design, and the technical aspects of the theater, such as lighting and sound. Audition dates are posted on campus and in the local newspapers. For information call (850) 973-9481 or visit [www.nfcc.edu/community-programs/community-theatre](http://www.nfcc.edu/community-programs/community-theatre).

### Performing Artist Series

The College presents a number of artists during the school year including musical groups, dance troupes and theatrical groups. Students may purchase tickets at discounted rates. Information about the NFCC Artist Series is available at [www.nfcc.edu/community-programs/artist-series](http://www.nfcc.edu/community-programs/artist-series) or contact the NFCC College Advancement Office at (850) 973-1653 or [ArtistSeries@nfcc.edu](mailto:ArtistSeries@nfcc.edu).

### Fitness and Wellness Center

The Colin P. Kelly Fitness Center (Bldg. 12) is NFCC's new, state-of-the-art fitness facility. The fitness room is fully loaded with cutting edge cardio and resistance training equipment. From resistance training machines, to free weights, basketball or volleyball, there is something for everyone looking to get active and stay healthy ([www.nfcc.edu/fitness-and-wellness-center](http://www.nfcc.edu/fitness-and-wellness-center)). A half-mile, outdoor fitness walking trail is located on the NFCC campus and the Ladell Brothers Outdoor Environmental Center is also available for hiking, bird watching and nature walks.

### Forming a Student Organization

Parties interested in forming a student organization at NFCC must obtain an application to become an approved student organization from the Coordinator of Student Activities, (850) 973-9481 or [belld@nfcc.edu](mailto:belld@nfcc.edu). Your student organization must have at least ten (10) interested, enrolled NFCC students in order to apply for a charter.

### Community Education

The Office of Student Activities offers a wide array of classes. These non-credit/non-certificate classes vary in length and cost. Offerings change from semester to semester. For a complete listing of classes, please refer to the Community Education web page at [www.nfcc.edu/community-programs/community-education](http://www.nfcc.edu/community-programs/community-education) or call (850) 973-9481. There are no enrollment requirements for these classes. However, depending on the class, there may be some age restrictions.

Classes include, but are not limited to:

- Health and Fitness Classes
- Hunter Safety Classes
- Private Guitar Lessons
- Summer Camps for Children

NFCC is also a Community Training Center offering American Heart Association CPR courses on an as-needed basis.

Most classes are held on the NFCC campus in Madison, Florida. Students must pre-register and pay for all classes at least one week prior to the start date of each class. Call (850) 973-9481 for details.

There is no financial aid available for Community Education classes.

### Education to Go (ed2go) Online Non-Credit Classes

This program offers many online non-credit classes for the general public that are available all year in six-week blocks with two lessons per week. All classes are instructor facilitated. The variety of classes changes from term to term and enrollment dates are limited. For course descriptions and enrollment procedures, please refer to the ed2go schedule available online at the NFCC website ([www.nfcc.edu](http://www.nfcc.edu)) or call (850) 973-9481.

### Program Courses

- Art, History, Psychology, & Literature
- Business and Accounting
- Certification Prep
- Child Care & Parenting
- Computer & Programming
- Desktop Publishing & Imaging
- Digital Photography & Digital Video
- Entertainment Industry Careers
- Family & Personal Enrichment
- Grant Writing & Nonprofit Management
- Health Care, Nutrition & Fitness
- Internet
- Languages
- Law and Legal Careers
- Math, Philosophy, & Science
- Personal & Career



# STUDENT HANDBOOK

## Student Rights and Responsibilities

NFCC is determined that the campus be a place of learning, safety, shared responsibility and harmony. The faculty, staff and students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the College.

It is expected that all members of the educational community will share respect for the law and adhere to the highest ethical and moral standards of conduct. In the event that these high standards are not self-enforced, the College will take action to protect its interests. Student conduct on campus and at off-campus sponsored activities and facilities is expected to be supportive of these interests.

### Rights of a Charged Student

A charged student has the following rights:

- The right to specific written notification of the charges.  
(It is the responsibility of the student to have a current mailing address on file with the Registrar.)
- The right to the names of the accusers and a copy of all written statements regarding the charges.
- The right to a prompt hearing.
- The right to an advocate of choice provided the advocate is not an attorney.
- The right to hear accusers and all witnesses.
- The right to present witnesses or evidence.
- The right to refuse to give self-incriminating testimony.
- The right to a full and complete record of the hearing.
- The right to an appeal.

### Student Code of Conduct

[NOTE: Please refer to page 48 in this catalog for grade appeals.]

Enrollment at NFCC entails an obligation on the part of the student to be a responsible member of the College community. It is the responsibility of the College to inform students of their rights and responsibilities, to define reasonable standards of behavior, and to assure students of substantive and procedural due process. It is the student's responsibility to be aware of this published and readily available code.

All members of the College community are expected to contribute to a positive campus environment conducive to the pursuit of educational goals and objectives. To accomplish this, all members of the College community must adhere to the following:

#### STUDENT RIGHTS

Students have certain rights as members of the College community.

These include:

- Right to a quality education
- Right to freedom of expression
- Right to hold public forums
- Right to peacefully assemble
- Right to a fair and impartial hearing
- Right to participate in Student Government
- Right to be a member in authorized student organizations
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control
- Right to make the best use of your time and talents and to work toward the goal which brought you to College
- Right to ask about and recommend improvements in policies that affect the welfare of students

#### STUDENT RESPONSIBILITIES

Students have certain responsibilities as members of the College community.

These include:

- Expected to assume responsibility for knowing the rules, regulations and policies of the College.
- Expected to meet the course and graduation requirements of his/her program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with College rules and policies.
- Expected to behave in a manner which demonstrates respect for others and self.

1. Cooperate with College employees in the performance of duties and authorized activities.
2. Refrain from obstructing educational activities.
3. Meet all financial obligations to the College.
4. Obey all local, state, and federal laws and regulations and all NFCC policies.
5. Give accurate and complete information for all official records required by the College.
6. Wear student identification at all times while on College property.

A student enrolled at NFCC assumes responsibility for conduct compatible with the functions and processes of the College as an educational institution. While the College is dedicated to the rights and freedoms afforded to individuals, some actions are considered inappropriate in an institution of higher education.

These include:

1. Obstruction or disruption of teaching, administration of the College, disciplinary proceedings, or other College activities on or off College properties
2. Failure to comply with directives of College officials acting in the performance of duties. This includes requests to desist from specified activities or behaviors and requests to leave the campus
3. Forgery, alteration, misuse or misrepresentation of documents, records, means of identification, email, and other electronic information submitted to or belonging to the College and/or theft of such College property.
4. Use of College records with intent to defraud
5. Physical abuse of any person on College owned or controlled property or at College sponsored or supervised functions that threatens or endangers the health or safety of any such person
6. Psychological abuse of any person on College-owned or controlled property or supervised functions. This includes threats, harassment, stalking, and use of telephone or email to intimidate, harass, terrify, annoy, or offend
7. Theft or damage to property of the College or to the property of a member of the College community or visitor of the College while said personal property is on College property
8. Unauthorized use by any student or student organization of the College name. Included is speaking or acting on behalf of the College without due authorization.
9. Unauthorized use of College supplies and equipment.
10. Violation of copyright laws associated with print, audio/video, and computer software materials
11. Disorderly, lewd, indecent, or obscene conduct, language or other forms of expression on campus or at any College-sponsored or College supervised activity. This includes the sending of offensive, harassing, lewd, or defamatory messages. College computers and network systems are not to be used for the viewing, downloading, transmitting, or printing of obscene, pornographic, libelous, or defamatory materials. "Chat Room" participation associated with obscene, pornographic, libelous, and defamatory subject matter is prohibited.
12. Possession or use of firearms, explosives, dangerous chemicals, substances, instruments, or other weapons with intent to inflict bodily harm on any individual or damage to a building or grounds of College property. Use, possession, or distribution of illegal drugs, alcohol and other illegal substances on campus or at any College-sponsored activity.
13. Use, possession, or distribution of illegal drugs, alcohol and other illegal substances on campus or at any College-sponsored activity.
14. Unauthorized use of computers for the purpose of compromising computer systems or network security.
15. Plagiarism or behavior involving academic dishonesty.

All instances of academic dishonesty will be reported to the Dean of Academic Affairs. Any student suspected of violating the academic honor code will first be contacted by the instructor to set up a meeting to discuss the violation and the associated penalties. If the student fails

to meet with the instructor, a written report of the alleged violation of the Student Code of Conduct will also be submitted to the Director of Advising and Retention. The report constitutes a formal charge and the student is subject to additional penalties. The types of academic dishonesty and the penalties imposed upon a student who violates the academic honor code can be found in the College Catalog and the Student Handbook.

16. Unauthorized entry into or occupancy of College facilities including buildings or grounds.
17. Participation in hazing. Action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose in initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

While the above list includes the types of behaviors and activities deemed to be violations of the Code of Conduct, the list is not intended to be all-inclusive. In addition to the NFCC Student Code of Conduct, students enrolled in limited access programs are also obligated to accept the rules and regulations of that program.

### **Complaint Procedures for Violations of the Student Code of Conduct**

Informal discussion between College officials and persons involved in possible violations of the Student Code of Conduct is encouraged as a beginning step. Every effort to reach an acceptable solution to the problem, including the involvement of appropriate department chairpersons, should be exercised before the persons directly involved in the violation pursue official action.

#### **I. Formal Complaint: Incident Report**

A written report of the alleged violation of the Student Code of Conduct is to be submitted to the Director of Advising and Retention. The report constitutes a formal charge and should thoroughly detail the alleged violations. The Director of Advising and Retention may opt to begin an informal investigation of the alleged violation prior to notification of the student.

#### **II. Notice to the Student**

The Director of Advising and Retention must notify the accused student with a written notice of allegations. The notice must include the following:

- The date of the alleged violation(s)
- The nature of the alleged violation(s)
- Instructions for a meeting request
- Consequences of failure to meet with the Student Disciplinary Committee

The Director of Advising and Retention will send the student a copy of the NFCC Student Code of Conduct, along with the notice. A copy of the notice is to be filed with the Dean of Enrollment and Student Services, the individual who filed the complaint, and that individual's department chairperson. Upon receipt of the notice the student will have (5) working days to contact the Director of Advising and Retention to set up a meeting with the Student Disciplinary Committee. The Director of Advising and Retention will notify the Committee members and the charging party of the meeting date.

Failure to contact the Director of Advising and Retention to set up a meeting date, or failure to appear for the agreed meeting, permanently waives the right to procedures described in III through VII and allows the Student Disciplinary Committee to assess a suitable penalty.

The student has the right to select an advocate of choice provided the advocate is not an attorney, The advocate's role is to ensure that he/she understands the alleged violation and his/her due process rights under the Student Code of Conduct.

**III. Meet with Student Disciplinary Committee**

The Director of Advising and Retention will convene the Student Disciplinary Committee and provide instructions on procedures to the committee. The Disciplinary Committee consists of:

- Two students
- Two faculty members
- A fifth person acceptable to the other four members
- Director of Advising and Retention (facilitator - non voting)

The Student Disciplinary Committee will meet with the student and the individual initiating the formal complaint, separately or together, at the Committee's discretion. The person lodging the complaint will present facts in support of the alleged Student Code of Conduct violation. The student has the right to review the information presented and to question witnesses. The student may also introduce facts and respond to the allegations. As a result of the meeting, the Student Disciplinary Committee may determine that the student did not violate the Student Code of Conduct, in which case the matter is closed.

Should the Student Disciplinary Committee find the student in violation of the Student Code of Conduct, the findings and penalty will be forwarded to the Dean of Enrollment and Student Services. The student will be advised in writing of the findings and penalty within five (5) working days of the meeting. If the penalty is reprimand, the student may not exercise an appeal. The matter is considered closed. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

**IV. Appeal to the Student Grievance Committee**

If a penalty for violation of the Student Code of Conduct involves expulsion, suspension, probation, restrictions, restitution, or withholding an academic record or degree the student may file an appeal to the Grievance Committee.

The student must provide a written and signed notice stating the basis for the appeal. The notice must be received by the Director of Advising and Retention within five (5) working days of the student's receipt of the decision made by the Student Disciplinary Committee. Failure to submit the notice within the five (5) working day period constitutes acceptance of the decision. Upon receipt of a properly submitted notice, the Director of Advising and Retention will notify the Grievance Committee and set a time and place for a meeting with the student. A copy of the notice will be sent to the Dean of Enrollment and Student Services. The notification of the meeting will be delivered to the student at least ten (10) working days prior to the hearing. The ten (10) working days notification may be waived by written mutual agreement of parties if the student wishes to expedite the process.

NOTE: If a Trespass Warning is issued against a student by College Public Safety, the student may not exercise an appeal.

## V. Hearing Before the Grievance Committee

The Director of Advising and Retention will convene the Grievance Committee and provide instructions on procedures to the committee. The Grievance Committee consists of:

- Two students
- Two faculty members
- A fifth person acceptable to the other four members

The chairperson of the committee is to be selected by the committee. A recording secretary is to be provided by the Director of Advising and Retention. The recording secretary will take notes and make an audiotape of the proceedings. The proceedings are confidential and the Director of Advising and Retention will emphasize the necessity of confidentiality to all parties. The Director of Advising and Retention and the Dean of Enrollment and Student Services may not be present during the formal grievance proceedings.

The following procedures apply to the grievance meeting:

1. The hearing is closed to protect privacy and confidentiality of the persons involved. A person may maintain silence as a means of protection against self-incrimination and this silence may not be used against the student. The Grievance Committee will base recommendations on presented evidence.
2. The student may present witnesses on his/her behalf. The witnesses will speak directly to the allegations and not to the general character of the student.
3. Only the committee and the student may ask questions.
4. The student may hear all testimony.
5. The student may question each witness.
6. Testimony of witnesses is limited to fifteen minutes each.
7. No witness may listen to the testimony of another witness before or after his/her own testimony.
8. The person initiating the formal complaint testifies first then his/her witnesses.
9. The student presents his/her own response, then his/her witnesses.
10. Witnesses are not to be interrupted during testimony.
11. The chairperson of the Grievance Committee is responsible for ensuring adherence to policy associated with the meeting.
12. Documents collected by the chairperson of the committee are shredded. Originals are forwarded to the Dean of Enrollment and Student Services.

## VI. Grievance Committee Recommendation(s)

The committee will deliberate immediately after the meeting. After voting in secret (using paper ballots), the committee may make one of the following recommendations to the Dean of Enrollment and Student Services.

- The penalty imposed is upheld.
- The penalty imposed should be changed to a harsher penalty.
- No penalty should be imposed.

The recommendation must be based on "a preponderance of facts" and reflect the votes of at least three of the five committee members. The written recommendation is to be signed by each member of the Grievance Committee and forwarded to the Dean of Enrollment and Student Services with a copy to the Director of Advising and Retention. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

**VII. Final Appeal**

The President of the College shall be the final appeal but only after the prescribed grievance process has been exhausted.

The President of the College, within five (5) working days, shall review the recommendation of the Grievance Committee and shall provide to the student written notice of his/her final decision. In addition, a copy of the notice is to be provided to the Dean of Enrollment and Student Services, the Director of Advising and Retention and the person who initiated the action. The decision of the President is final. The Dean of Enrollment and Student Services' office is the official repository of records associated with Grievance Committee recommendations and actions.

**Suspension or Expulsion from College Property**

If an instructor, staff member or a student believes that an individual is engaging in disruptive activities, they may initiate one of the following actions.

1. Inform the offending individual that such behavior is in violation of the NFCC Student Code of Conduct and may result in disciplinary action, including possible suspension or expulsion.
2. Notify the Director of Advising and Retention or, in his/her absence, the Dean of Enrollment and Student Services.
3. Notify campus security or the appropriate local police department. This course of action is especially appropriate if the offending behavior is:
  - A threat to the peace, safety, or welfare of any person or group.
  - Is a disruption of or a threat to educational activities.
  - Involves the likelihood of damage to the physical property of the College.

The decision to suspend or expel a student rests with the Dean of Enrollment and Student Services or his/her designee.

The Dean of Enrollment and Student Services shall notify the President and the Director of Advising and Retention of the decision to suspend or expel.

The suspension or expulsion remains in effect until the complaint procedures have been completed. These procedures are described under Complaint Procedures: Sections I through III in the Student Handbook and College Catalog.

A student who is suspended or expelled for violation of the Student Code of Conduct may file an appeal to the Grievance Committee. This procedure is described under Complaint Procedures: Section IV in the Student Handbook and College Catalog.

**Immediate Suspension or Expulsion**

The College recognizes that there may be times when the institution needs to respond immediately to situations which the Dean of Enrollment and Student Services deems a direct and imminent threat to the safety of College personnel and students. The Dean of Enrollment and Student Services has the authority to "immediately suspend or expel" the alleged source of the threat. In this case, the "immediate suspension or expulsion" supersedes the standard procedure for student code of conduct violations.

In those cases in which the Dean of Enrollment and Student Services believes that an immediate suspension or expulsion from College property is warranted, the student can appeal directly to the Student Grievance Committee. The president of the College or designee shall be the final appeal, but only after the prescribed grievance process through the Student Grievance Committee has been exhausted. The president or designee shall review the matter and decide what action, if any, should be taken.

**Disciplinary Penalties**

Disciplinary penalties of a progressive nature may be imposed on a student for violations of law and/or the Student Code of Conduct. Any of these penalties may be imposed on a student, a group of students, or a student organization.

The Dean of Enrollment and Student Services shall notify the student, in writing, the specific details of the penalties. A copy is to be maintained in the student's official College record. The student shall be informed that further violations of College rules and regulations may result in more severe disciplinary action.

These penalties include, but are not limited to, the following:

1. **Expulsion:** Permanent termination of a student's privilege to attend the College. This may include restrictive order that would exclude the person from campus.
2. **Suspension:** Termination of a student's privilege to attend the College for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus.
3. **Probation:** Conduct probation is a formal action for violation of College rules and regulations. As a result of probation, conditions are placed upon the student's continued attendance at NFCC.
4. **Restrictions:** Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in College related activities. The restrictions involved will be clearly identified. Restrictions may also apply to denial of the privilege to operate a motor vehicle on campus, participation in certain activities/events/organizations, access and use of College services, and presence in certain buildings or location on campus.
5. **Restitution:** Payment for injury to an innocent party in cases involving theft, destruction or loss of property or deception.
6. **Reprimand:** A reprimand is a written statement documenting student misconduct which reflects unfavorably on a student's file.

## Student Grievance Procedure

A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that any condition at the College affecting him/her is unjust, inequitable or creates unnecessary hardship. Such grievances include but are not limited to mistreatment by any College employee; discrimination; problems with student or academic services; academic probation, suspension, readmission actions or other academic matters. These grievances do not include matters which have been determined through procedures prescribed for the Student Code of Conduct.

### Exclusions

**Discrimination:** Grievances related to charges of discrimination due to age, color, sex, religion, national origin, race, creed, marital status, physical, or mental disability, or equity issues of any nature should be directed to the Equity Coordinator.

**Fees:** Grievances concerning the assessment or refund of tuition and fees shall be directed to the Dean of Administrative Services.

**Financial Aid:** Grievances related to financial aid shall be directed to the Dean of Administrative Services.

**Parking and Traffic:** Grievances related to parking or traffic regulations shall be directed to the Dean of Administrative Services.

**Contested Grades for Courses:** (see appeal procedure found at the end of this section).

The student is encouraged to seek out the Office of the Ombudsman for guidance on this procedure, exclusions or any other matter of concern.

1. The first step is an oral discussion between the student and the person(s) alleged to have caused the grievance. The student should meet with the person as soon as practical after becoming aware of the condition that is the basis for the grievance. If the student considers the response to this discussion to be unsatisfactory, he/she should initiate the action outlined in step 2.
2. The second step requires the student to submit a written petition within five (5) working days after notification of the Step 1 decision to the immediate supervisor or department head of the person alleged to have caused the grievance.

The written petition should include:

- the student's name, local address and phone number;
- the name and office of the individual alleged to have caused the grievance;
- a detailed statement of the event(s) being petitioned;
- a statement of action previously taken to resolve the issue;
- the results of these actions;
- the outcome desired by the student.

The supervisor or department head will render a written decision to the student within five (5) working days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

3. Any student who is not satisfied with the response after completing Steps 1 and 2 may present the grievance in written form to the appropriate dean or vice-president within five (5) working days after receiving notification of the Step 2 decision.

The student shall be informed of the Step 3 decision within (5) working days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

All petitions filed shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

### **Final Appeal**

The president of the College or designee shall be the final appeal but only after the prescribed grievance process has been exhausted. The president or designee shall review the matter and decide what action, if any, should be taken.

### **Appeal of a Final Course Grade Policy**

In very limited circumstances, a student may appeal the final course grade assigned by an instructor. Such appeals must be initiated within the first ten (10) week days of the semester following the semester in which the grade was assigned.

Generally, grounds for appeal include allegations of the following:

- Instructor error in the computation leading to the assigned grade.
- Evident inconsistencies in course syllabus descriptions of grade derivation and how the grade was actually derived.

The decision of the chief academic officer is final.

### **Appeal Procedure**

1. The student must confer with the instructor who assigned the grade within the prescribed time frame.
2. If the conference with the instructor does not result in resolution of the grade concern, the student then confers with the department chair responsible for the oversight of the course in which the grade was received.
3. If the conference with the department chair does not result in resolution of the grade concern, the student may appeal to the chief academic officer of the College. Such an appeal must be presented via a written petition within five (5) week days. The petition must include a statement of the student viewpoint and any information deemed pertinent by the student. Upon receipt of the appeal petition, the Ombudsman is made available to the student to assist in the appeals process.
4. The instructor who assigned the grade must provide a written report within five (5) week days

describing his/her viewpoint and any information deemed pertinent.

5. After careful review of all pertinent documents and discussions with involved parties, the chief academic officer shall render a decision relative to the student appeal. The appeal decision shall be rendered and communicated to involved parties within ten (10) week days after receipt of all pertinent documents from the student and instructor.

The decision of the chief academic officer is final.

### **Policy on Hazing**

Mental or physical hazing of any kind is a violation of the Student Code of Conduct and is prohibited. Hazing is defined as any mental or physical abuse, which, intentionally or unintentionally, humiliates or degrades an individual or threatens his/her health, safety, or mental or physical well being. It should be noted that the State of Florida prohibits hazing by law in 2003 Florida Statute 1006.63. Those guilty of hazing are subject to disciplinary probation, suspension, dismissal, or any combination of such penalties.

### **Policy on Drugs and Alcohol**

NFCC strongly endorses the notion that the use of drugs, (excluding those prescribed by a physician to treat a specific medical condition) and alcohol can:

- Be detrimental to the physical and mental well being of its students and employees.
- Seriously interfere with the performance of individuals as students and as employees.
- Be extremely dangerous to the student/employee and his/her fellow students/employees.

Students and employees are subject to discipline for the unlawful possession, use, or distribution of drugs or alcohol on College property or while participating in College activities as follows:

- Illegal use, possession, or sale of alcohol or controlled substances as defined in 2003 Florida Statutes, by any student/employee while such student/employee is on school property or in attendance at a school function is a ground for suspension, expulsion, or imposition of other disciplinary action. Institution specific sanctions are in addition to any legal sanctions imposed.

### **Policy on Tobacco**

There is to be no smoking inside any building on the property of NFCC. Students and staff who wish to smoke may do so only in designated areas. No smoking will be permitted on porches, in hallways and corridors, or just outside exterior doors, within 20' of where others must walk through the smoke. No area inside any building on the property of NFCC will be designated as a smoking area.

The use of tobacco products, including smokeless tobacco (meaning chewing tobacco or snuff), at any FCCAA sponsored event by coaches, players, or game officials is prohibited. Those using smokeless tobacco products on campus are prohibited from spitting in areas where students and staff are walking or are gathered. The improper use of tobacco products on campus property is grounds for disciplinary action. Violation of the policy may result in referral to appropriate campus personnel for disciplinary action.

NFCC has established designated smoking areas on campus which include:

- Anywhere in an open-air area at least 20 feet from any side walk or building and away from classroom entrances and shelters where students must assemble to enter classrooms.
- In the small gazebo located just west of the Student Center. The large gazebo will be reserved for smoke-free recreation or relaxation.

Any student who is seen smoking in restricted areas will be asked to move to a designated smoking area.

Students should dispose of cigarette butts and smokeless tobacco products properly by using the ashtrays (Genie bottles) conveniently placed around campus. Failure to do so will be considered littering. Any student who refuses to comply with requests of College personnel regarding this policy may be subject to discipline as explained in the Student Code of Conduct in the Student Handbook.

### **Policy on Sexual Harassment**

NFCC prohibits sexual harassment in compliance and agreement with the Equal Employment Opportunity Commission's (EEOC) definition stated below. Violations should be reported to the Dean of Enrollment and Student Services.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when, for example:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

### **Standards of Dress**

Students are expected to dress appropriately for campus activities. You may be asked to correct any visible underwear, clothing with profanity or sexually explicit graphics, or asked to return home to choose appropriate attire.

### **Office of the Ombudsman**

The Ombudsman Office provides confidential, informal, and neutral assistance and dispute resolution for students. The office assists student in identifying and evaluating options and accessing resources for resolving and managing conflicts encountered on campus with faculty, staff, fellow students, services, programs and administration. Issues brought to the Ombudsman are held in confidence unless released by the student and do not generate permanent records of any kind within the office. Complaints brought to the Ombudsman do not constitute official notification of the existence of the problem, only the request for assistance to pursue resolution. The Ombudsman can assist students in making official complaints if requested. For more information, call (850) 973-1619 or email [ombud@nfcc.edu](mailto:ombud@nfcc.edu).

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## ADDITIONAL INFORMATION

### Student Housing

NFCC does not own or operate any student housing facilities. However, accommodations are available through private persons and agencies within the community.

### Food Service

A food service facility is located in the Student Center. Breakfast and lunch are available at modest cost. Food Service facilities are closed during school holidays, weekends and summer semesters. A number of restaurants are conveniently located in Madison.

### Student Email Accounts

Students will be provided with an email address through MyNFCC Information Network. Once successfully enrolled at NFCC, students will be able to access their NFCC GOMail account by logging on to the MyNFCC Information Network.

All official campus communications will be sent to the student's NFCC GOMail address and students will be held responsible for regularly checking their email for any updates and information. This will be the only email address used by NFCC faculty and staff to communicate with students.

### Student ID Cards

Students are required to obtain and wear an ID card to be on campus. ID cards are made in the Library throughout the year. There is no charge for the first ID. The replacement fee for a lost or damaged ID is \$5.

### Bookstore

Textbooks are now ordered through the NFCC Virtual Bookstore. The Virtual Bookstore is accessible from the NFCC website home page - [www.nfcc.edu](http://www.nfcc.edu). For assistance with textbooks orders, come by the Advising Center in Building 2, or call (850) 973-9437.

### Student Counseling Services (SCS)

The Student Counseling Service is a FREE confidential service offered to current students at NFCC. SCS provides assessment and short-term counseling, crisis intervention and referrals (up to 5 sessions per semester). The counselor is on campus every other Tuesday during fall and spring semesters. Additionally, a toll-free hotline number is available 24 hours a day at 1-877-501-0956.

Confidentiality is essential to the success of the SCS and student SCS records are not included in any college records. The student's confidentiality is protected within the confines of applicable state and federal laws.

SCS is provided by the Employee Assistance Program at Tallahassee Memorial Hospital.

To schedule an appointment call (850) 431-5190 or toll free at 1-877-501-0956. Hearing impaired students may call TTY at (850) 431-5157. Please identify yourself as an NFCC student when calling.

Twenty-four hour telephone crisis counseling is available by calling (850) 431-5190 or toll free at 1-877-501-0956 anytime during or after regular business hours.

For further information call Nancy Lillis, (850) 973-1661 or email [lillisn@nfcc.edu](mailto:lillisn@nfcc.edu).

## Notification of Social Security Number Collection and Use

In compliance with Section 119.071(5), Florida Statutes, North Florida Community College (NFCC) issues this notification regarding the purpose for the collection and use of your Social Security Number (SSN). North Florida Community College collects and uses your SSN only to perform the College duties and responsibilities. To protect your identity, NFCC will maintain the privacy of your SSN and never release it to unauthorized parties in compliance with state and federal laws. The College assigns you a unique student identification number which is used for educational purposes at NFCC, including the access of your college records.

North Florida Community College may collect and/or use your Social Security Number for the following purposes:

### PURPOSE

### FEDERAL AND STATE REGULATIONS

#### Admissions and Registration

- Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for NFCC to collect the SSN of every student. **A student may refuse to disclose his/her SSN for this purpose, but he/she may be subject to IRS penalties.**
- The Florida public school system uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision-making.
- SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education.
- Tracking uses are authorized by SBE Rule 6A-10955(3)(e); 1008.386, F.S. and the General Education Provisions Act (20 USC 1221(e-1)).
- Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A
- Registration uses are authorized by 119.071(5), F.S.
- Issuance of Form 1098T for tuition payment reports are authorized by 26 USC 3402, 6051

#### Veteran Administration Benefits

- The SSN is required for enrollment verification and reporting for all Veterans Administration beneficiaries. **A Veteran student is required to report his/her SSN in order to receive the appropriate benefits and for tracking purposes.**
- Required by 38 USC 3471

**Residence and Telephone Changes**

It is important to inform the Registrar's Office if there is a change in your current address, mailing address or telephone number. This information is needed in case you are involved in an emergency, and for official communications from the College.

**Student Health**

Medical emergencies are referred to the Madison County Emergency Rescue.

Florida Statute 1006.69 requires provision of detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and contraindications of any required or recommended vaccine.

This information is sent to all students applying for admission to NFCC.

**Meningococcal Meningitis and Hepatitis B**

Meningococcal Meningitis is a rare but potentially fatal blood and brain infection that can strike at any time and comes on very quickly – often in a matter of hours. Teens and young adults are most at risk.

Hepatitis B is a serious liver infection that is sexually transmitted. Many people do not know they have it, because they do not have symptoms. If you do have symptoms, you may just feel like you have the flu.

The hepatitis B vaccine is the most effective way to prevent infection. It is important that you discuss vaccination with your health-care professional.

## PARKING

### General Information:

1. Vehicles refer to all means of transportation other than by foot. Examples are cars, trucks, buses, motorcycles, motor scooters, mopeds, bicycles, skates, etc.
2. The provisions within these regulations shall be applicable to all persons who operate or park vehicles on the campus of North Florida Community College at all times.
3. The responsibility for locating legal parking rests with the operator of the vehicle. Lack of convenient space will not be considered a valid excuse for violating traffic and parking regulations.
4. All drivers must abide by signs and roadblocks posted by college personnel. When traffic cones are blocking a specific parking lot, it is because the lot is designated full or unavailable at that time.
5. All drivers must cooperate with and follow the instructions of personnel designated by the college to assist with traffic control.
6. Movement of traffic on campus roads is not to be obstructed by stopping in the streets or parking lots for any purpose other than parking or complying with the traffic regulations.
7. If a vehicle operator observes others parked in violation of the rules and regulations, this should not be construed as evidence that the regulation is no longer in effect or that it is acceptable to park in the same manner.
8. Lack of knowledge of the rules and regulations shall not be a valid excuse for violating any traffic regulation.
9. The speed limit on the North Florida Community College Campus is 15 M.P.H., unless otherwise posted.
10. All traffic crashes on the NFCC campus should be immediately reported to the NFCC Security Department.
11. Vehicles in violation of more than one traffic regulation at any one time may be given more than one ticket and/or towed.
12. Illegally parked vehicles may be warned, ticketed, "Booted" and/or towed at the owner's expense.
13. The college will not be responsible for loss or damage to any vehicle or its contents while operated and/or parked on the campus of North Florida Community College.

14. No skateboards, roller skates, roller blades, or other such roller equipped means of transportation will be allowed in the parking lots, on sidewalks, walkways, between and around the buildings, or inside the buildings except when hand carried.
15. Vehicles must observe all traffic signs, stop signs, yield signs, traffic warning signs, traffic safety personnel, and traffic control devices.

### Parking and Traffic Regulations:

1. Parking lot designations will be as follows:
  - White Lined: Students/Visitors
  - Yellow Lined: Faculty/Staff
  - Blue Lined: Handicapped
2. Only vehicles driven by NFCC faculty and staff are allowed to be parked in the reserved parking lots designated as Faculty and Staff areas. These areas will be reserved from 6 a.m. until 5:15 p.m. Monday-Friday. Certain parking spaces are designated for NFCC vehicles. Only vehicles owned by the college are allowed to park in these spaces that are reserved 24 hours per day.
3. Loading Zone parking is restricted to use by vehicles for loading and unloading. Vehicles parked in loading zones for other reasons, and/or after the loading is completed are in violation of NFCC parking regulations. The Loading Zone parking regulation is in effect 24 hours a day.
4. Vehicles are not allowed to park in No Parking Zones on campus. These areas may include, but are not necessarily limited to the following:
  - Areas not designated for parking
  - The turn-around/drop-off circles
  - Along roadway curbs (painted or not painted)
  - Moving traffic areas and lanes
  - Obstructing drives and walkways
  - Obstructing other vehicles
  - Areas which indicate "No Parking Zones" by the use of obstacles or signs.
5. Vehicles shall not be parked or stopped in a manner that blocks other vehicles or impedes the traffic flow.
6. Vehicles shall not be illegally parked by backing into a space. Head-in parking only.
7. Parking across parking space lines is prohibited.

8. Parking on, beside, or over a curb is prohibited.
9. Parking in areas designed for other vehicles is prohibited.
10. Parking and/or driving on unpaved areas of the campus is prohibited except where designated.
11. Parking and/or driving on sidewalks is prohibited.
12. Driving over curbs is prohibited.
13. Drivers are not to leave their vehicles unattended in the drop off/pick up zones on campus. Such zones shall not be used to wait for a parking space to become available.
14. Vehicles are not allowed to drive or park in areas which have been barricaded or where cones have been placed. Moving, altering, or disregarding such obstacles is prohibited.
15. Motorists must yield the right-of-way to pedestrians.
16. Vehicle audio equipment shall not be played any louder than necessary for the convenient hearing by persons inside the vehicle, and the volume of the vehicle audio equipment shall not be played at a level that is disturbing to others.
17. Overnight parking is not permitted on campus except by prior approval from the Security Department. Overnight parking for the purpose of residing or sleeping is not allowed on NFCC property. NFCC is not responsible for damage or theft of property of any vehicle while parked on or passing through the College campus.
18. Trailers, buses, motor homes and similar vehicles with attachments which will not fit correctly in a regular parking space must be parked at the outer edges of the parking lot away from areas with the highest concentration of parked vehicles.
19. In the event that a vehicle must be parked illegally to await repairs or fuel, the NFCC Security Department must be notified immediately. The disabled vehicle must be moved or towed as soon as possible.
20. Parking privileges are subject to revocation by the administration of NFCC for continued and repeated violations of the parking and traffic regulations.
21. Vehicles left on campus for longer than a week may be considered abandoned and may be towed at the owner's expense.

### **Enforcement (Parking)**

If a vehicle is parked illegally anywhere on campus, the vehicle is subject to be towed at the owner's expense. Signs will be displayed near parking areas with the name and address of what company to contact if the vehicle is towed. The company that tows the vehicle is an Independent Contractor hired by North Florida Community College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents.

#### **The company that provides the towing service is:**

Jimmies Firestone  
6025 South SR 53  
Madison, FL 32340  
(850) 973-8546

CAMPUS SECURITY: Contact NFCC Campus Security at (850) 973-0280.

## **CAMPUS SECURITY**

### **Non-students on Campus**

Any and all persons with no legitimate reason for presence on College property are subject to relevant local, state, and Federal laws. In particular, said persons are subject to laws associated with loitering.

### **Campus Escort**

Campus Security will provide escorts (by foot or vehicle), upon request, to and from campus buildings and parking lots for students and employees, as time and duty permits. Contact Campus Security at (850) 973-0280.

### **Campus Alert System**

NFCC has the ability to send a direct notification to students through text messages and emails in the event of a campus emergency or closing due to inclement weather. The new system is called "e2Campus".

Registering your phone takes only a few minutes and students may register two devices as well as an alternate email address. To register your cell phone, log onto D2L and follow the link provided.

### **CUBIT - College and University Behavioral Intervention Team**

NFCC is concerned about the safety, health and well-being of our students, faculty, staff and visitors – individually and collectively (herein referred to as NFCC members). A College and University Behavioral Intervention Team (CUBIT) has been formed that will use a multidisciplinary approach to maintain the safety of the NFCC campus. The CUBIT is committed to balancing the rights of the individual with the collective safety of the campus.

The CUBIT acts as a clearinghouse for campus concerns regarding behavior perceived to be aberrant, threatening or dangerous. The team will assess and manage potentially dangerous situations that pertain to NFCC members. Our goal is to address behaviors of concern, showing due diligence for the safety of our NFCC members, while protecting NFCC member confidentiality to the appropriate extent. The CUBIT will focus on NFCC members who may be exhibiting signs of impending problems. By monitoring persons with problems, we hope to avert serious safety threats and to direct NFCC members to resources that can help alleviate stress.

### **Silent Witness**

The Silent Witness Program allows concerned NFCC students, faculty, and staff, an anonymous method to report information about campus issues, violations of the law, matters of improper, behavioral, or anti-social conduct, student or employee harassment, fraud, and general safety or security concerns to The College and University Behavioral Intervention Team (CUBIT).

CUBIT consists of a group of NFCC employees who are concerned about the safety and well-being of each member of the NFCC family. The team is made up of members who have specific skills and backgrounds in the area of public safety, mental health and student affairs. Please know that any information submitted will be handled confidentially with the purpose of assisting the student, faculty or staff.

Although we do accept anonymous reports, we encourage you to provide your name and contact information so that the CUBIT team can follow-up with you to gather additional information. The Silent Witness form can be found at <http://www.nfcc.edu/silent-witness>.

<b>NORTH FLORIDA COMMUNITY COLLEGE CLERY ACT STATISTICS</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>ON CAMPUS PROPERTY</b>	<b>ON-CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>NEGLIGENT MANSLAUGHTER</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>SEX OFFENSES, FORCIBLE</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>SEX OFFENSES, NON-FORCIBLE</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>ROBBERY</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>AGGRAVATED ASSAULT</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>BURGLARY</b>	<b>2012</b>	<b>1</b>			
	<b>2011</b>				
	<b>2010</b>				
<b>MOTOR VEHICLE THEFT</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>ARSON</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>ARRESTS: DRUG ABUSE VIOLATIONS</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>ARRESTS: LIQUOR LAW VIOLATIONS</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				
<b>DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS</b>	<b>2012</b>				
	<b>2011</b>				
	<b>2010</b>				

# ACADEMICS



ACADEMIC REGULATIONS....59

GRADE POINT SYSTEM....62

GRADE POINT AVERAGE....62

ACADEMIC HONORS....64

GENERAL EDUCATION  
PHILOSOPHY....66

SERVICE LEARNING....67

**Beyond Education... Experience NFCC**

## ACADEMIC REGULATIONS

### Student Responsibility

When a student registers at NFCC, he/she is obligated to accept the rules and regulations of the College, which may be changed as circumstances make changes desirable or necessary. Prior notice of changes will not be given on an individual basis. Lack of knowledge concerning regulations is not an acceptable excuse for failure to comply with published rules and regulations. The College reserves the right to require the withdrawal of any student whose scholarship or conduct does not meet the standards of NFCC. As referenced in the Student Code of Conduct, NFCC does not condone student dishonesty, including academic dishonesty. If a student copies information without documentation or copies the work of another student or allows his/her work to be used by other students, he/she may expect consequences consistent with the NFCC policy on academic dishonesty. In most cases, a grade of "F" is assigned to any assignment or test involving documented academic dishonesty.

### Student Academic Freedom

Students are encouraged to engage in inquiry leading to truth. Such an inquiry frequently requires an independent effort in sustained critical thinking. The principles of academic freedom outlined below are essential to student intellectual pursuits.

1. Students shall be free to express exception to views and materials presented in any course and to reserve judgment concerning opinions espoused in such courses. However, students remain responsible for mastery of course content.
2. Students shall be protected from prejudiced and unfair academic evaluation. Procedures to ensure such protection are described in the Student Handbook. Students are responsible for meeting or exceeding standards of academic performance in order to receive passing grades.
3. Information about student views, beliefs, and political associations acquired by faculty members during a course shall be deemed confidential. Improper disclosure of such information is considered to be serious.
4. Students and student organizations are encouraged to engage in inquiry in areas of interest. Opinions concerning issues may be expressed publicly and privately, as can support for causes, as long as such support is orderly and free from disruption of College operations and activities. Public expression or demonstrations by students shall be accompanied by the disclaimer that students and student organizations do not represent the College. Only the Student Government Association is recognized as the official voice of the NFCC student body.
5. Students and student organizations shall be allowed to invite persons of their own choosing for speaking and entertainment events. It shall be made clear to the campus community that appearances by speakers and entertainers are not necessarily indicators of approval or endorsement of views expressed by the speakers or entertainers. All sponsoring organizations must follow appropriate procedures associated with facilities procurement and provision of security.

### Academic Dishonesty

NFCC is committed to the concept of offering a high quality educational experience to every student. The College and its faculty strive to build meaningful and productive relationships with students, and the expectation of honesty and effort are the foundation of that relationship. NFCC students are expected to commit themselves to the highest standards of honesty in all of their academic endeavors. Any violation of that expectation is considered a serious offense against the principles and objective of learning and growth at NFCC. Academic dishonesty, in all its forms, is a serious breach of the College's Student Code of Conduct. It is damaging to the learning relationships built between the student and his or her teachers and may also cast doubt on all of the student's academic efforts. It is never worth the risk.

### **Types of Academic Dishonesty**

- 1. Cheating** occurs when a student improperly acquires or uses any material which provides that student with an unfair advantage or obscures the professor's ability to assess the student's own skills and knowledge. Some examples of cheating are:
  - Copying another student's test or homework assignment.
  - Allowing another student to copy from a test or homework assignment.
  - Using unauthorized materials during a test.
  - Submitting an assignment which was done by someone else.
  
- 2. Plagiarism** occurs when a student presents the work, writing or idea of another as if it were original to the student. Whenever a student presents written or oral work for credit which includes words, data or ideas of others credit must be given by supplying appropriate references and/or citations. The specifics of this may vary depending upon the specific academic discipline, but it is proper academic practice in every field of study to give credit to source materials and persons. Examples of plagiarism may include:
  - Using another person's words, data, ideas or opinions, even if completely paraphrased, without proper citation.
  - Submitting a paper purchased from a term paper service as one's own work.
  - Failing to accurately document any information taken from the Internet.
  - Submitting anyone else's paper as one's own work.
  - Submitting one's own work previously submitted without current instructor's permission is classified as self-plagiarism.
  
- 3. Collusion** occurs when two or more students work together on any project or assignment in which working together is prohibited, or when two or more students conspire to violate the expectations of academic honesty. Some examples of collusion are:
  - Working together on take-home or online writing assignments or exams when students are instructed to work independently on them.
  - Providing information about a quiz or exam to another student before that student has taken the quiz or exam.
  
- 4. Academic Misconduct** occurs when the student intentionally violates college, program, course or assignment policies. Some examples of academic misconduct are:
  - Falsifying academic records.
  - Acts that give an unfair academic advantage such as submission of same written assignments for two courses or for additional course attempts without prior permission of the instructor.
  - Providing false or misleading information in an effort to receive a postponement or extension on a test or assignment.

### **Penalties for Academic Dishonesty**

All instances of academic dishonesty will be reported to the Dean of Academic Affairs, at which time a hold will be placed on the student's account until the penalty phase is completed. The penalties imposed upon a student who violates the academic honor code are as follows:

- 1. First Offense.** The College will work with the student after the first academic honor code violation to ensure that the student completely understands the seriousness of the violation and is equipped with learning strategies and skills to avoid future violations. Students who violate the academic honor code for the first time will:

- Receive a score of "0" on the assignment
  - Attend an academic honesty workshop lead by the Office of Academic Affairs
  - Sign an acknowledgment form and pledge to abide by the Academic Honor Code henceforth.
- 2. Second Offense.** A second academic honor code violation is treated much more severely. Students who violate the academic honor code for the second time will:
- Receive a grade of "F" for the course
  - Placed on Academic Probation for one full semester
  - Lose eligibility to participate in NFCC sponsored extracurricular activities for one semester
  - Dual-enrolled students will be permanently removed from all dual enrollment opportunities at NFCC.
- 3. Third Offense.** Students who violate the academic honor code for the third time will:
- Receive a grade of "F" for the course
  - Immediately withdrawn from NFCC and placed on academic suspension for one full term
  - Serve one full semester on academic probation upon return to NFCC.

There are a number of reasons why a student might feel tempted to violate the academic honor code by cheating on an assignment or plagiarizing a paper. The pressure to maintain good grades while juggling school, work and personal responsibilities can be tremendous. However, academic dishonesty is never worth the risk at NFCC. If you need more information about academic dishonesty or have questions or concerns about any of the issues raised here, please seek out assistance from your instructors or the Office of Academic Affairs.

### Attendance Policy

In recognition of the fact that regular class attendance is significantly related to academic success, NFCC requires such attendance of all students registered for credit. Students' grades may be affected or students may be withdrawn from class for nonattendance under the following conditions:

1. The absences are in excess of two clock hours per credit hour of instruction. These absences include excused absences as well as unexcused absences.
2. No student may be withdrawn or have his/her grade affected without first having received a warning notice issued from the Office of Enrollment Services.
3. A student withdrawn from a course for non-attendance shall be able to appeal that action to the appropriate department chairperson. Such appeal must be made within one week of notification of withdrawal. A student appealing an administrative withdrawal will be expected to attend class until a decision on his/her appeal has been made.
4. A student may withdraw or be withdrawn by an instructor through the date identified in the appropriate catalog or course schedule.

### Prerequisites

Many courses require the student to have a background in a previous course before enrolling. Students must meet all prerequisites or have special permission from the instructor and approval from the Dean of Academic Affairs. Students may consult the Course Descriptions section of this catalog to see if prerequisites are specified for a given course.

### College Credit

College credit at NFCC is measured in units of semester hours. One hour of credit normally equates to fifty minutes of class time per week, except in the summer where more class time per week is required due to the compressed nature of the semester.

Courses with lab components, either combined or separate, may meet more hours than credit received. A course with a "C" designation means that the course combines lecture and lab; a course with an "L" designation means that the lab is separate from the lecture and requires registration separate from the lecture component.

### Student Load

1. The minimum load for full-time students is 12 semester hours for Terms I and II.
2. The normal load is 15-17 semester hours for Terms I and II. The maximum load is 18 semester hours for Terms I and II.
3. An overload is defined as more than 18 semester hours per term. A student wishing to register for more than 18 semester hours per term must have the recommendation of his/her advisor and the approval of the Dean of Academic Affairs. Previous semester grades and/or high school record shall be carefully considered in making this decision.
4. Minimum and maximum loads for full-time students for summer terms are 6 and 9 semester hours, respectively. "Overload" approval procedures are the same as for Terms I and II.
5. Vocational Program hours may vary. Please check desired program in catalog for total hours of program.

### Grade Point System

(SEE CHART AT RIGHT)

To qualify for a degree, a student's quality points must be equivalent to a scholastic average of "C" or better. The last grade earned or all grades earned from the third and subsequent attempts will be used to calculate the grade point average. The forgiveness policy applies to courses repeated at NFCC.

Duplicate credit for courses will not be awarded. If a student

receives a grade no higher than "D" or "F" in a course, this course may be taken again. The student will be permitted a maximum of two repeat attempts per course. The grade on the repeated course will be the only grade considered for credit and grade point average on the student's record. All grades from the third and subsequent attempts will be calculated in the grade point average.

A grade of Incomplete ("I") may be assigned at the end of the term by the instructor when all course work has not been completed. A grade of "Incomplete" not changed by the end of the following term in which the grade was received will be changed to an "F", unless the instructor grants the student an extension, by sending written notification to the Office of Enrollment Services, specifying the date by which the "I" will be removed. Students may not re-register for courses in which an "Incomplete" grade is pending. If they choose to do so, the original "I" will be changed to an "F."

Grades of AW, W, I, X, S, N, and U are not included in calculation of cumulative grade point average. Grades from the third and subsequent attempts will be calculated into the grade point average for academic classes.

### Grade Point Average

A grade of incomplete ("I") will not be counted in the computation of grade point average (GPA). To rank individual students or groups of students, scholastic attainment is computed in terms of the quality point ratio, which is obtained by dividing the total number of quality points earned by the total number of semester hours' credit for which the student received grades. The final quality point average required

#### GRADE POINT SYSTEM

A	Excellent.....	4 quality points per credit hour
B	Good .....	3 quality points per credit hour
C	Average .....	2 quality points per credit hour
D	Below Average .....	1 quality point per credit hour
F	Failure .....	0 quality points
W	Withdrew without penalty .....	0 quality points
WF	Withdrew Failing.....	0 quality points

for graduation is computed on the summation of all the courses taken at NFCC. When a student repeats a course, the most recent grade will be used to determine his/her quality point average. The student will be permitted a maximum of two repeat attempts per course. The grade on the repeated course will be the only grade considered for credit and GPA on the student's record. All grades from the third and subsequent attempts will be calculated in the grade point range. It is the responsibility of the student to be informed of his/her accumulation of credit hours and his/her quality point standing. This information may be requested from the Office of Enrollment Services.

### **Forgiveness**

Grades of "D" or "F" may be "forgiven" by subsequent enrollment in the course in which the insufficient grade was earned. Upon receiving a grade of "C" or better, the passing grades shall be used in calculation of the NFCC grade point average. The previous grades of "D" or "F" shall not be included in the calculation of the NFCC grade point average. However, all grades remain posted on the NFCC transcript and may be recomputed at any institution to which the student may transfer. The receiving institution shall determine whether or not grade "forgiveness" is granted.

A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. Full cost of instruction (out of state tuition and fees) will be charged on the third and subsequent attempts.

### **Repeat of College Courses**

A student may repeat college courses, both credit and non-credit. Courses taken by students at institutions other than the institution in which they are currently enrolled will not be counted as attempts in relation to the Withdrawal and Forgiveness Policy nor will they be counted for the repeat charges.

### **Course Attempt Limits**

Out-of-state fees are assessed to individuals upon the third attempt to satisfactorily complete a course that is not designated as a repeatable course in the College Catalog and course schedule. The additional tuition and fees may be waived by the Dean of Academic Affairs. To apply for consideration for the waiver of the additional fees that are assessed on the third attempt, the student must submit a completed Petition for Exemption from Full Cost of Instruction form, an advisor-approved academic plan, and a letter addressed to the Dean of Academic Affairs. The petition must be submitted and approved by the end of the drop/add period for the term in which the student would like to attempt the course. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. Contact the Office of Enrollment Services for more information.

### **Appeal of a Final Course Grade**

#### **Policy**

In very limited circumstances, a student may appeal the final course grade assigned by an instructor. Such appeals must be initiated within the first ten (10) week days of the semester following the semester in which the grade was assigned. Generally, grounds for appeal include allegations of the following:

- Instructor error in the computation leading to the assigned grade
- Evident inconsistencies in course syllabus descriptions of grade derivation and how the grade was actually derived

The decision of the chief academic officer is final.

#### **Appeal Procedure**

1. The student must confer with the instructor who assigned the grade within the prescribed time frame.
2. If the conference with the instructor does not result in resolution of the grade concern, the student then confers with the department chair responsible for the oversight of the course in which the grade was received.

3. If the conference with the department chair does not result in resolution of the grade concern, the student may appeal to the chief academic officer of the College. Such an appeal must be presented via a written petition within five (5) week days. The petition must include a statement of the student viewpoint and any information deemed pertinent by the student. Upon receipt of the appeal petition, the Ombudsman is made available to the student to assist in the appeals process.
4. The instructor who assigned the grade must provide a written report within five (5) week days describing his/her viewpoint and any information deemed pertinent.
5. After careful review of all pertinent documents and discussions with involved parties, the chief academic officer shall render a decision relative to the student appeal. The appeal decision shall be rendered and communicated to involved parties within ten (10) week days after receipt of all pertinent documents from the student and instructor.

The decision of the chief academic officer is final.

## **Academic Honors**

### **President's Honor Roll**

The President's Honor Roll recognizes outstanding academic achievement at the completion of each semester. Inclusion on the list is awarded each term to full-time students who, during that term, have earned a GPA of 3.80 to 4.00 on course work of at least twelve (12) college credit hours during a fall or spring term, or six (6) college credit hours during a summer term.

### **Dean's Honor Roll**

The Dean's Honor Roll recognizes outstanding academic achievement at the completion of each semester. Inclusion on the list is awarded each term to full-time students who, during that term, have earned a GPA of 3.50 to 3.79 on course work of at least twelve (12) college credit hours during a fall or spring term, or six (6) college credit hours during a summer term.

### **Graduation Honors**

To qualify for commencement honors, a minimum of thirty-three (33) semester hours toward the Associate Degree must have been completed at NFCC. Students who complete the program in the Occupational and Adult Division of the College and who maintain an "A" average shall be eligible for commencement honors.

Students awarded the Associate Degree who have maintained a cumulative GPA of 3.3 or better shall be eligible for commencement honors. Recommendations for commencement honors will be made in the following categories:

- (a) An average of 3.30 to 3.49 shall be graduated cum laude.
- (b) An average of 3.50 to 3.74 shall be graduated magna cum laude.
- (c) An average of 3.75 to 4.00 shall be graduated summa cum laude.

## **Academic Probation**

A student is placed on academic probation at the end of any term that his/her cumulative GPA is less than a "C" (2.0), once seven college credit hours have been attempted.

Continued probation occurs when the student earns a minimum 2.0 term GPA and the cumulative GPA remains below 2.0. The student is returned to good standing when the cumulative GPA is 2.0 or higher.

The student placed on academic probation or a student on continued probation is restricted to enrolling in no more than thirteen semester hours during fall or spring term and no more than six semester hours during summer A or B term. It is recommended that the student meet with an academic advisor to develop success strategies.

## Academic Suspension

A student on academic probation is placed on academic suspension when the term GPA and the cumulative GPA fall below 2.0. The following conditions apply:

On the first suspension, the student has two options:

1. The student must "sit out" one semester. After the one-semester suspension, a student may be readmitted. Upon readmission, the student is restricted to enrolling in no more than thirteen hours during fall or spring term and no more than six hours during summer A or B term. It is recommended that the student meet with an academic advisor to develop success strategies.
2. The student may appeal suspension by a petition for immediate readmission submitted to the Office of Academic Affairs. This petition must include a letter of appeal and an advisor-approved academic plan. The academic plan involves:
  - (a) A complete evaluation of courses attempted and completed.
  - (b) A review of the student's program of study.
  - (c) An advisor's recommendation concerning support services needed.

Should a second suspension occur, the student will be academically dismissed for a period of one semester. There is no petition for immediate readmission. After the one-semester dismissal, the student must obtain an advisor-approved academic plan as described above. The student is restricted to enrolling in no more than thirteen hours during fall or spring term and no more than six hours during summer A or B term.

Should a third suspension occur, the student will be academically dismissed for a period of one year. There is no petition for immediate readmission. After the one-year dismissal, the student must obtain an advisor-approved academic plan as described above. The student is restricted to enrolling in no more than thirteen hours during fall or spring term and no more than six hours during summer A or B term.

### PLEASE NOTE:

1. The cumulative GPA does not include Developmental Education courses.
2. A college credit student who has been suspended may change to a vocational certificate program and register for vocational classes in good standing.
3. If a student transfers to the College and is working toward a degree, his/her cumulative GPA is determined by those transfer courses posted on his/her transcript. The student remains in good standing until his/her transfer work has been officially evaluated and becomes a part of his/her academic record. Once the transcript is evaluated, the student is admitted on probation if the GPA for the transferred coursework is less than 2.0.

## GENERAL EDUCATION PHILOSOPHY

NFCC is committed to providing all degree seeking students with a sound general education. The courses in the NFCC general education curriculum are designed to facilitate development of the skills necessary to meet the challenges inherent in a complex and ever-changing world. These include:

1. Communication Skills
2. Quantitative Reasoning Skills
3. Scientific Reasoning Skills
4. Knowledge of Social and Behavioral Sciences
5. Knowledge of Arts and Humanities
6. Information and Technology Literacy Skills
7. 21st Century Citizenship

The courses included in the general education component of each degree program are designed to facilitate student attainment of one or more of the intended learning outcomes listed above. Course syllabi contain references to the learning outcomes expected in each course. Course assignments and examinations are tools to measure levels of student competency in the learning outcome areas identified. Course grades are also indicative of student achievement of learning outcomes.

### Methods of Achieving General Education Competencies

1. The students will demonstrate knowledge of **Communication Skills** by
  - a. communicating with language appropriate to audience, purpose, and technology at a collegiate level.
  - b. reading and listening effectively in order to articulate appropriate responses.
2. The students will demonstrate knowledge of **Quantitative Reasoning** by
  - a. generating and interpreting tables, charts, and graphs.
  - b. applying mathematical concepts to solve and analyze quantitative situations.
3. The students will demonstrate knowledge of **Scientific Reasoning** by
  - a. applying the scientific method.
  - b. analyzing how science explains the world around them.
4. The students will demonstrate knowledge of **Social and Behavioral Sciences** by
  - a. analyzing how past and current events in the world impact society as well as students personally.
  - b. explaining the importance of human behavior in shaping cultures.
5. The students will demonstrate knowledge of **Arts and Humanities** by
  - a. analyzing cultural achievements' influences on societies past and present.
6. The students will demonstrate knowledge of **Information and Technological Literacy** by
  - a. using technology effectively.
  - b. analyzing sources of information effectively.
  - c. synthesizing information while following ethical and legal guidelines.
7. The students will demonstrate knowledge of **21st Century Citizenship** by
  - a. showing an awareness of current local, state, national, and international events. (Global Awareness/Civic Responsibility)
  - b. working effectively as a team member. (Teamwork)

## Service Learning at NFCC

NFCC is committed to the concept of service learning. Service learning is a form of learning that incorporates community service experiences into the curriculum. Students taking courses with a service learning component may be involved in activities focused on meeting community needs that can be linked to academic and civic objectives. The opportunity for students to reflect on the service learning experience is also essential.

NFCC is working toward establishment of service learning objectives in a wide variety of curricular offerings. These objectives complement the classroom experience. Students completing courses with a service learning component will have a special notation posted to the student transcript. Service learning is widely recognized as a positive experience by most institutions of higher education and often provides students with resume and college admission advantages.



# ACADEMIC PROGRAMS



ASSOCIATE IN ARTS DEGREE....69  
A.A. BUSINESS EMPHASIS.....72  
A.A. EDUCATION EMPHASIS....73  
A.A. NURSING EMPHASIS.....74

ASSOCIATE IN SCIENCE DEGREE....75

BUSINESS ADMINISTRATION....76

BUSINESS OPERATIONS....78

HUMAN RESOURCES ADMINISTRATOR....79

CRIMINAL JUSTICE TECHNOLOGY....80

DIGITAL MEDIA / MULTIMEDIA  
TECHNOLOGY....82

EARLY CHILDHOOD EDUCATION....84

EMERGENCY MEDICAL SERVICES....86

REGISTERED NURSING....89

**Beyond Education... Experience NFCC**

## Associate in Arts Degree - A.A.

### University Parallel Transfer

NFCC offers a two-year program leading to the Associate in Arts (A.A.) degree. It is designed for students who plan to complete their first sixty college credit hours of coursework at NFCC and then transfer to a college or university of their choice. The A.A. degree is articulated to universities within the State University System. NFCC also offers the Associate in Science (A.S.) degree. Some A.S. degrees are transferable to programs at specified colleges and universities.

Students planning transfer to a Florida public university or to Valdosta State University must complete a minimum of eight semester hours in a foreign language at NFCC or have completed two years of the same foreign language in high school. American Sign Language will meet the entry foreign language requirements for State University System institutions. However, entry into certain programs at SUS institutions may require a language other than American Sign Language. Students should consult an advisor for details.

Sixty (60) semester hours are required to complete the Associate in Arts Degree. It is the student's responsibility to meet all the requirements for the degree. Electives should be chosen to meet prerequisite and transfer requirements for the intended major and transfer institution. Students have the responsibility of meeting with an advisor to work out their program of study at NFCC. Associate in Science degree program lengths vary according to State Board of Education Mandate. A.S. degrees normally range from 60 to 72 hours.

Academic advisors consult counseling manuals provided by each state university in Florida, which identify courses to be taken for each undergraduate major the university offers. Advisors and students may also visit the FACTS web site for important information. FACTS is the statewide automated counseling and advising system for students. The URL for the site is [www.facts.org](http://www.facts.org). Early selection of a major and transfer institution is important. Limited access majors require an applicant to meet admission and course requirements before being admitted. In addition, an applicant may be required to submit test results from the ACT, AHPAT, PCAT, or VCAT.

### Associate in Arts Transfer Guarantee

Graduates from a Florida community college Associate in Arts degree program are guaranteed the following rights under the statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the eleven (11) state universities, except to limited access programs.
2. Acceptance of at least sixty (60) hours by the state universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional general education core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

### Bachelor's Degree

Students with an Associate in Arts Degree have an opportunity to earn a bachelor's degree on the NFCC campus through an articulation agreement with Saint Leo University. Such agreements are sometimes referred to as "2 + 2" programs. On the NFCC campus, Saint Leo University offers Bachelor's of Arts degrees in business administration, criminal justice, elementary education, psychology, and human services administration. Degree seeking students must be admitted to the specific university and a degree program. For an application packet contact the university directly at (850) 973-3356.

## General Education Requirements for the Associate in Arts Degree

Program Code 1001

**Gordon Rule** (State Rule 6A-10.30) requires all students enrolling in a Florida public college or university after October 1982 to complete four courses (twelve credit hours) with multiple writing assignments and two courses (six credit hours) of mathematics at the level of college algebra or higher. Each Gordon Rule course must be completed with a grade of "C" or better. All courses in the general education core requirements marked with an "\*" are acceptable Gordon Rule courses.

### COMMUNICATION .....6 Hours

Students must take the following course for three (3) semester hours:

ENC 1101      Freshman English I\*

Students must select one of the following three (3) semester hour courses:

ENC 1102      Freshman English II\*  
CRW 2001      Creative Writing\*

\* A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

### HISTORY and SOCIAL SCIENCES.....9 Hours

Students must select six (6) semester hours from the following list of courses:

AMH 1070	History of Florida	WOH 2040	World History in 20th Century
AMH 2010	American History I	WOH 1012	World History to 1600
AMH 2020	American History II	WOH 1022	World History Since 1600
AMH 2091	African-American History & Culture		

Students must select three (3) semester hours from the following list of courses:

AMH 2097	Race, Nationality and Ethnicity in U.S. History	ECO 2023	Microeconomics
CCJ 1020	Introduction to Criminal Justice	POS 2041	American National Gov
DEP 2004	Human Development	PSY 2012	General Psychology
ECO 2013	Macroeconomics	SYG 1000	Introductory Sociology
		SYG 2010	Social Problems

### SCIENCE.....6 Hours

The six (6) hours must include at least one (1) course with lab (designated with either a C or L following the course number) and it is highly recommended that students take one (1) course from the biological/life sciences and one (1) course from the physical sciences.

#### BIOLOGICAL SCIENCE

BOT 2010C	General Botany	BSC 2084C	Essentials of Anatomy & Phys.
BSC 1005C	Introduction to Biology	BSC 2085C	Human Anatomy & Physiology I
BSC 1010C	Principles of Biology I	BSC 2086C	Human Anatomy & Physiology II
BSC 1011C	Principles of Biology II	MCB 2010C	Microbiology I
BSC 1050	Man and Environment I	ZOO 2010C	General Zoology

PHYSICAL SCIENCE COURSES CONTINUED ON NEXT PAGE

**PHYSICAL SCIENCE**

AST 1002	Introduction to Astronomy	CHM 2211L	Organic Chemistry II Lab
AST 1002L	Introduction to Astronomy Lab	PHY 1053	General Physics I
CHM 1033C	Survey of Chemistry	PHY 1053L	General Physics I Lab
CHM 1045	General Chemistry I	PHY 1054	General Physics II
CHM 1045L	General Chemistry I Lab	PHY 1054L	General Physics II Lab
CHM 1046	General Chemistry II	PHY 2048	Physics I with Calculus
CHM 1046L	General Chemistry II Lab	PHY 2048L	Physics I with Calculus Lab
CHM 2210	Organic Chemistry I	PHY 2049	Physics II with Calculus
CHM 2210L	Organic Chemistry I Lab	PHY 2049L	Physics II with Calculus Lab
CHM 2211	Organic Chemistry II	PSC 1341C	Physical Science I

A science sequence is not required; however, transfer students whose major requires two courses in a sequence, such as General Chemistry I and II, should take both courses at NFCC.

**MATHEMATICS.....6 Hours**

MAC 1105	College Algebra*	MAC 2312	Calculus with Analytic Geometry II*
MAC 1114	Trigonometry*	MAC 2313	Calculus with Analytic Geometry III*
MAC 2140	Precalculus*	MAP 2302	Ordinary Differential Equations*
MAC 2233	Calculus for Business and Social Sciences*	MGF 1106	Math for Liberal Arts I*
MAC 2311	Calculus with Analytic Geometry I*	MGF 1107	Math for Liberal Arts II*
		STA 2023	Introductory College Statistics*

\* A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

**HUMANITIES.....9 Hours**

Prerequisite for humanities courses is successful completion of ENC 1101.

**MUST select six (6) semester hours from:**

ARH 2000	Humanities Art*	MUH 2011	Humanities Music*
HUM 2210	General Humanities I*	MUH 1360	American Music Since 1865*
HUM 2230	General Humanities II*	PHI 2010	Introduction to Philosophy*
HUM 2931R	Special Topics in Humanities*	REL 2300	Introduction to World Religion*

Prerequisite for Literature courses is successful completion of ENC 1102 or CRW 2001.

**MUST select three (3) semester hours from:**

AML 2010	American Literature I*	LIT 2110	World Literature I*
AML 2020	American Literature II*	LIT 2120	World Literature II*
ENL 2012	British Literature I*	LIT 2931R	Special Topics in Literature*
ENL 2022	British Literature II*	LIT 2020	Short Story*

\* A grade of "C" or better must be earned in order for the course to meet General Education Requirements.

<b>General Education Total</b>	<b>36 Hours</b>
<b>Electives</b>	<b>24 Hours</b>
<b>TOTAL HOURS REQUIRED</b>	<b>60 Hours</b>

**Associate in Arts: Business Emphasis (21 hours)**

**Business Emphasis Courses.....21 Credit Hours**

The following courses are common prerequisite courses for most university degree programs in business. Please consult with an academic advisor to ensure appropriateness of course selection.

CGS 1100C	Computer Applications I	3
ACG 2021	Intro to Financial Accounting	3
ACG 2071	Intro to Managerial Accounting	3
ECO 2013	Macroeconomics	3
ECO 2023	Microeconomics	3
MAC 2233	Calculus for Business	3
STA 2023	Introductory College Statistics	3

<b>General Education Hours</b>	<b>36 Hours</b>
<b>Business Emphasis Electives</b>	<b>21 Hours</b>
<b>Other Electives</b>	<b><u>3 Hours</u></b>

**TOTAL HOURS REQUIRED                    60 Hours**

Several Business Emphasis courses can also meet General Education requirements as shown below. This allows the student an additional six hours of electives for other business related courses or for preparatory work prior to taking other General Education courses.

**General Education Core Requirements for Business Emphasis.....36 Credit Hours**

<b>Communications:</b>		
ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	
-or- CRW 2001	Creative Writing	3
<b>History:</b> Choose two history courses (see General Education list on page 70)		6
<b>Social Science:</b> Choose one		3
ECO 2013	Macroeconomics	
ECO 2023	Microeconomics	
<b>Science:</b> Choose two science courses (see General Education list on page 70)		6
<b>Mathematics:</b>		
MAC 1105	College Algebra	3
MAC 2233	Calculus for Business	
-or- STA 2023	Introductory College Statistics	3
<b>Humanities:</b> Choose three humanities courses (see General Education list on page 71)		9

<b>General Education Hours</b>	<b>36 Hours</b>
<b>Business Emphasis Electives</b>	<b>15 Hours</b>
<b>Other Electives</b>	<b><u>9 Hours</u></b>

**TOTAL HOURS REQUIRED                    60 Hours**

**Associate in Arts: Education Emphasis (9 Hours)**

The following courses are common prerequisite courses for most university degree programs in education. Please consult with an academic advisor to ensure appropriateness of course selection.

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

<b>General Education Hours</b>	<b>36 Hours</b>
<b>Education Emphasis Electives</b>	<b>9 Hours</b>
<b>General Electives</b>	<b><u>15 Hours</u></b>
<b>TOTAL HOURS REQUIRED</b>	<b>60 Hours</b>

**Associate in Arts: Nursing Emphasis (23 Hours)****General Education Core Requirements for Nursing Emphasis.....36 Credit Hours**

<b>Communications:</b>	<b>6</b>
ENC 1101 Freshman English I	3
ENC 1102 Freshman English II	3
-or- CRW 2001 Creative Writing	3
<b>History: Choose two history courses</b>	<b>6</b>
(see General Education list on page 70)	
<b>Social Science:</b>	<b>3</b>
PSY 2012 Psychology	3
<b>Science:</b>	<b>6</b>
BSC 1010C Principles of Biology I	4
CHM 1033C Survey of Chemistry	4
Note: Additional hours (above 6) count as Nursing Emphasis Electives.	
<b>Mathematics:</b>	<b>6</b>
MAC 1105 College Algebra	3
STA 2023 Introductory College Statistics	3
<b>Humanities (6) and Literature (3):</b>	<b>9</b>
(see General Education list on page 71)	

The following courses are common prerequisite courses for most university degree programs in nursing science and also meet prerequisite/co-requisite requirement for NFCC's Associate in Science Nursing program. Please consult with an academic advisor to ensure appropriateness of course selection.

BSC 2085C	Anatomy and Physiology I with Lab	4 hours
BSC 2086C	Anatomy and Physiology II with Lab	4 hours
MCB 2010	Microbiology with Lab	4 hours
DEP 2004	Human Growth and Development	3 hours
HUN 2201	Nutrition	3 hours
SYG 1000	Introductory Sociology	3 hours

<b>General Education Hours</b>	<b>36 Hours</b>
<b>Nursing Emphasis Electives</b>	<b>23 Hours</b>
<b>General Electives</b>	<b><u>1 Hour</u></b>
<b>TOTAL HOURS REQUIRED</b>	<b>60 Hours</b>

## Associate in Science Degree - A.S.

The Associate in Science degree program is designed to allow the student to immediately pursue a career in the degree area or, in limited circumstances, to transfer to a four-year institution for continued studies towards the baccalaureate degree. The A.S. Degree in Business Administration is articulated statewide with all universities. Other A.S. degree programs require individual institutional articulation.

A grade of "C" or better must be earned in the required core courses of the A.S. degree programs.

North Florida Community College offers the Associate in Science degree in the following programs:

1. Business Administration
2. Criminal Justice Technology
3. Digital Media / Multimedia Technology
4. Early Childhood Education
5. Emergency Medical Services
6. Registered Nursing

**NOTE: A.S. degree programs are subject to change. Please consult with an academic advisor for applicable requirements.**

**Associate in Science Degree: Business Administration**

Program Code 2025, 2026 or 2027

**60 Credit Hours****General Education Core Requirements.....15 Credit Hours**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
STA 2023	Introductory College Statistics	3
ECO 2013	Macroeconomics	3
HUMANITIES	College Credit Humanities	3
SCIENCE	College Credit Science	3

**Total: 15****Professional Courses.....45 Credit Hours****Required Core Courses (30 hours)**

ACG 2021	Intro to Financial Accounting	3
ACG 2071	Intro to Managerial Accounting	3
BUL 2241	Legal Environment of Business	3
CGS 1100C	Computer Applications I	3
ECO 2023	Microeconomics	3
GEB 1011	Introduction to Business	3
GEB 2930	Business Administration Capstone	3
MAN 2021	Principles of Management	3
OST 2335	Business Communications	3
MNA 2100	Human Resource Management	3

**Total: 30****Electives Courses (Choose 15 hours from the following)**

ACG 2450	Microcomputers in Accounting	3
CGS 2571C	Computer Applications II	3
CIS 2250	Computer Ethics	3
GEB 1136	Introduction to E-Business	3
GRA 1213	Basic Electronic Imaging	1
GRA 2144C	Fundamentals of Web Design	3
ENT 1000	Introduction to Entrepreneurship	3
FIN 1100	Personal Finance	3
FIN 2000	Principles of Finance	3
MAR 2011	Principles of Marketing	3
SBM 2000	Small Business Management	3
SLS 1350	Employability Skills	1
CGS 1930C	Computer Science	3
	Special Topics: Web Business	1

**Total: 15**

In addition to the required core courses, student will choose electives that will complete one specialization:

**Accounting/Budgeting Operations Management Specialization (Program Code 2025)**

ACG 2450	Microcomputers in Accounting	3
CGS 2571C	Computer Applications II	3
FIN 2000	Principles of Finance	3

**Business Development and Entrepreneurship Specialization (Program Code 2026)**

ENT 1000	Introduction to Entrepreneurship	3
GEB 1136	Introduction to E-Business	3
MAR 2011	Principles of Marketing	3
SBM 2000	Small Business Management	3

**Small Business Management Specialization (Program Code 2027)**

ACG 2450	Microcomputers in Accounting	3
GEB 1136	Introduction to E-Business	3
SBM 2000	Small Business Management	3
MAR 2011	Principles of Marketing	3

**General Education Requirements: 15**

**Professional Courses: 45**

**TOTAL: 60 Credit Hours**

## College Credit Certificate - Business Operations

Program Code 4006

### 18 Credit Hours

The following are short-term programs that can be completed in one year or less. They are designed to equip you with a skill set for immediate employment or job advancement. All are included in the related AS Degree in Business Administration program so they can be used as building blocks toward completing that degree. Each of the certificates is 18 credit hours comprised of a 15 credit hour program core with additional 3 credit hours of specialized coursework. Admission requirements are the same as for degree seeking college credit programs. Students interested in more than one specialization should consider the AS degree program.

#### Program Core Courses:

ACG 2021	Intro to Financial Accounting	3
BUL 2241	Legal Environment of Business	3
CGS 1100C	Computer Applications I	3
GEB 1011	Introduction to Business	3
OST 2335	Business Communications	<u>3</u>

**Total: 15**

In addition, student will complete one of the following specializations:

#### Accounting/Budgeting Operations (Program Code 4007):

ACG 2071	Intro to Managerial Accounting	3
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#### Management (Program Code 4008):

MAN 2021	Principles of Management	3
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#### Small Business Management (Program Code 4020):

SBM 2000	Small Business Management	3
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**Program Core Courses: 15**  
**Specialized Course: 3**

**TOTAL: 18 Credit Hours**

## College Credit Certificate – Human Resources Administrator

Program Code 4018

### 21 Credit Hours

The following program can be completed in one year or less. It is designed to equip career seeking individuals with a skill set to gain immediate entry-level positions in human resources. Several courses are included in the related AS Degree in Business Administration program so they can be used as building blocks toward completing that degree. Although part of the College Credit Certificate in Business Operations, this certificate has specific required courses and no options. Admission requirements are the same as for degree seeking college credit programs.

#### Required Courses:

GEB 1011	Introduction to Business	3
CGS 1100C	Computer Applications I	3
OST 2335	Business Communications	3
ACG 2450	Microcomputers in Accounting	3
BUL 2241	Legal Environment of Business	3
MAN 2021	Principles of Management	3
MNA 2100	Human Resource Management	3

**Total: 21**

**Required Courses: 21**

**TOTAL: 21 Credit Hours**

## Associate in Science Degree: Criminal Justice Technology

Program Code 2024

### 64 Credit Hours

The purpose of the A.S. Degree in Criminal Justice Technology is to prepare students for careers in the criminal justice field and to meet the needs of persons already employed in those fields to advance in their professions, or articulate to Bachelor’s Degree. This program does not lead to basic certification or employability as a law enforcement or corrections officer. Courses are offered on demand and a student may not be able to complete this program within two years. (Those students wishing basic certification in law enforcement or corrections may enroll in the PSAV certificate programs, and upon completion, may receive credit towards this degree as noted below).

**Admission Requirements:** A high school diploma or GED diploma and meet the required minimum scores on the (PERT), CPT, SAT, ACT, (or complete necessary remediation courses).

### General Education Courses.....21 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	
-or- CRW 2001	Creative Writing	3
PSY 2012	General Psychology	3
Humanities	Any General Education Humanities Course	3
Science	Any General Education Science Course	3
Math	Any General Education Math Course	3
History	Any General Education History Course	3
		<b>Total: 21</b>

### Required Professional Core.....27 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
CCJ 1020	Introduction to Criminal Justice	3
CCJ 2022	Concepts and Issues in Criminal Justice	3
CCJ 2053	Criminal Justice Ethics	3
CJL 1100	Criminal Law	3
CJL 2062	Constitutional Law	3
CJL 2500	Americas Courts and the Criminal Justice System	3
SYG 2322	Juvenile Delinquency	3
SYG 2323	Introduction to Criminology	3
SYG 1000	Introductory Sociology	3
		<b>Total: 27</b>

**Electives.....16 Credit Hours  
(Choose from list)**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
CCJ 2010	Nature of Crime	3
CJC 2350	Correctional Facility Organization and Operations	3
CJE 2300	Police Administration and Operations	3
CJE 1301	Police Operations	3
CJE 1600	Criminal Investigations	3
SPC 1608	Fundamentals of Speech	3
SPN 1000	Conversational Spanish (or)	3
SPN 1120	Spanish 1	4
SLS 1103	Strategies for Academic Success	3
CGS 1030C	Beginning Computers	1
CGS 1100C	Computer Application I	3
CLP 1140	Abnormal Psychology	3
SYG 2010	Social Problems	3

**General Education: 21**  
**Professional Core: 27**  
**Electives: 16**

**TOTAL: 64 Credit Hours**

**NOTE:** Students who have completed the Law Enforcement or Correctional Basic Recruit Academy at North Florida Community College, AND have passed the State Officer Certification examination, may be eligible for the graduation credits listed below towards the AS Degree in Criminal Justice Technology.

**Law Enforcement Certification - Fifteen (15) Credit Hours for:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
CCJ 1020	Introduction to Criminal Justice	3
CJL 1100	Criminal Law	3
CCJ 2010	Nature of Crime	3
CJE 1301	Police Operations	3
CJE 1600	Criminal Investigations	3

**Corrections Certification - Twelve (12) Credit Hours for:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
CCJ 1020	Introduction to Criminal Justice	3
CJL 1100	Criminal Law	3
CJL 2500	Americas Courts and the Criminal Justice System	3
CJC 2350	Correctional Facility Organization and Operations	3

## Associate in Science Degree: Digital Media / Multimedia Technology

Program Code 2010

### 64 Credit Hours

#### General Education Core Requirements.....15 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
ARH 2000	Humanities Art	3
PSY 2012	General Psychology	3
MGF 1106	Mathematics for Liberal Arts	3
CGS 1100C	Computer Applications I	3

**Total: 15**

#### Professional Courses.....49 Credit Hours

Required Core Courses (49 hours)

GEB 1011	Introduction to Business	3
CGS 1520	Multimedia Programming	3
ART 2201C	Basic Design I	3
ART 2202C	Basic Design II	3
ART 1300C	Basic Drawing I	3
PGY 2401	Introduction to Photography	3
OST 2335	Business Communications	3
GRA 2144C	Fundamentals of Web Design	3
GRA 2143C	Advanced Web Design	3
GRA 2117C	Computer Assisted Web Design	3
GRA 2140C	Interactive Media	3
GRA 2131C	Electronic Imaging	3
GRA 2207C	Advanced Electronic Imaging	3
GRA 2160C	Computer Animation	3
GRA 2121C	Publication Design	3
CIS 2252	Computer Ethics	3
GRA 1952	Portfolio Review	1

**Total: 49**

**General Education Requirements: 15**

**Professional Courses: 49**

**TOTAL: 64 Credit Hours**

## College Credit Certificate - Digital Media / Multimedia

### 12 or 15 Credit Hours

The following are short-term programs that can be completed in one year or less. They are designed to equip you with a skill set for immediate employment or job advancement. All are included in the related Associate in Science Degree in Digital Media/Multimedia Technology program so they can be used as building blocks toward completing that degree. Each of the certificates is 12 or 15 credit hours comprised of a 6 credit hour program core with additional 6 or 9 credit hours of specialized coursework. Admission requirements are the same as for degree seeking college credit programs. Students interested in more than one specialization should consider the A.S. degree program.

#### Program Core Courses:

CGS 1100C	Computer Applications I	3
GRA 2131C	Electronic Imaging	<u>3</u>
		<b>6</b>

In addition, student will complete one of the following specializations:

#### Digital Media/Multimedia Authoring Specialization (Program Code 4011): (6 Credit Hours)

GRA 2117C	Computer Assisted Graphic Design	3
GRA 2144C	Fundamentals of Web Design	<u>3</u>
		<b>6</b>

#### Digital Media/Multimedia Production Specialization (Program Code 4012): (9 Credit Hours)

GRA 2117C	Computer Assisted Graphic Design	3
GRA 2144C	Fundamentals of Web Design	3
GRA 2160C	Computer Animation	<u>3</u>
		<b>9</b>

#### Digital Media/Multimedia Instructional Technology Specialization (Program Code 4013): (9 Credit Hours)

EME 2040	Introduction to Technology for Educators	3
GRA 2117C	Computer Assisted Graphic Design	3
GRA 2144C	Fundamentals of Web Design	<u>3</u>
		<b>9</b>

#### Digital Media/Multimedia Web Production Specialization (Program Code 4015): (9 Credit Hours)

GRA 2144C	Fundamentals of Web Design	3
GRA 2143C	Advanced Web Design	3
GRA 2160C	Computer Animation	<u>3</u>
		<b>9</b>

**Program Core Courses:** 6

**Specialized Courses:** 6 -or- 9

**TOTAL:** 12 -or- 15 Credit Hours  
(depending on specialization)

## Associate in Science Degree: Early Childhood Education

Program Code 2011

### 63 Credit Hours

The Associate in Science in Early Childhood Education is designed to prepare students for entry into careers in education and childcare. Education paraprofessionals serving as aides and assistants may complete the degree to satisfy requirements associated with the career. This program degree satisfies the Staff Credential and Voluntary Pre-Kindergarten (VPK) Instructor requirements for child care licensure and VPK participation.

### General Education Requirements.....19 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
CGS 1100C	Computer Applications I	3
Math	Any General Education Math Course	3
Science	Any General Education Science Course w/Lab	4
Humanities	Any General Education Humanities Course	3
History/Social Sciences	Any General Education History -or- General Education Social Sciences Course	<u>3</u>
		<b>Total: 19</b>

### Professional Core.....44 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EDF 2005	Introduction to the Teaching Profession	3
EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3
CHD 2220	Child Growth and Development	3
EEC 1310	Effective Classroom Management: Guidance and Discipline	3
EEC 1407	Physical, Social, Emotional Health for Young Children	3
EEC 1601	Observing and Recording	3
EEC 2011	Early Childhood Educator Professionalism	2
EEC 2218	Language and Literacy for Young Adults	3
EEC 2226	Math, Science, and Technology for Young Children	3
EEC 2240	Social Studies and Creative Expression for Young Children	3
EEC 2521	Child Care Management	3
EEC 2734	Health, Safety, and Nutrition	3
EEX 1010	Teaching Exceptional Children	3
EDG 1940	Field Experience	<u>3</u>
		<b>TOTAL: 44</b>

**General Education Requirements: 19**

**Professional Core: 44**

**TOTAL: 63 Credit Hours**

**NOTE:** Students with training and credentials from the Department of Children and Families may be eligible to receive college credit if the trainings and credentials meet the requirement of articulation.

## College Credit Certificate – Preschool Specialization Certificate

Program Code 4016

### 12 Credit Hours

The following preschool certificate program is part of the Early Childhood Education AS degree program. It is designed to provide the skills for immediate employment or job advancement. Admission requirements are the same as for degree seeking college credit programs.

#### Program Core Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EEC 2734	Health, Safety, and Nutrition	3
EEC 1601	Observing and Recording	3
EEC 2218	Language and Literacy for Young Children	3
EEC 2226	Math, Science, and Technology for Young Children	3

**TOTAL: 12**

**Program Core Courses: 12**

**TOTAL: 12 Credit Hours**

## College Credit Certificate – Child Care Center Management Specialization Certificate

Program Code 4017

### 12 Credit Hours

The following child care management certificate program is part of the Early Childhood Education AS degree program. It is designed to provide skills for immediate employment or job advancement. Admission requirements are the same as for degree seeking college credit programs.

#### Program Core Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EEC 2521	Child Care Management	3
EEC 1310	Effective Classroom Management: Guidance and Discipline	3
EEX 1010	Teaching Exceptional Children	3
EEC 2734	Health, Safety, and Nutrition	3

**TOTAL: 12**

**Program Core Courses: 12**

**TOTAL: 12 Credit Hours**

## Associate in Science Degree: Emergency Medical Services

Program Code 2007

### 73 Credit Hours

#### General Education Courses.....20 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ENC 1101	Freshman English I	3
DEP 2004	Human Development	3
STA 2023	Introductory College Statistics	3
HUM —	Any Humanities Course	3
BSC 2085C	Human Anatomy & Physiology I	4
BSC 2086C	Human Anatomy & Physiology II	4
		<b>Total: 20</b>

#### Emergency Medical Service Cluster.....53 Credit Hours

EMT Basic	11
Paramedic	42
<b>Total: 53</b>	

**General Education Courses: 20**

**Emergency Medical Cluster: 53**

**TOTAL: 73 Credit Hours**

## Emergency Medical Technician/EMT-Basic

Program Code 6001

### 11 Credit Hours

Advanced Technical Diploma

This eleven (11) hour college credit program was developed to provide first-phase training in the career structure of the emergency medical technician. In order to be employed with an ambulance service in the State of Florida, a student must be trained and certified through the EMS section of the Department of Health and Rehabilitative Services. Successful completion of this course will enable the student to apply to take the State Registry Examination for EMT.

### Enrollment Requirements

Only students who have completed the total application process will be considered for enrollment in the EMT program. Applicants are notified of placement in the program when all admission criteria have been met.

#### **A completed application includes:**

1. Completion of NFCC application and payment of the \$20 non-refundable application fee.
2. Completed CPR course for BLS Health Care Providers. A copy of current card should be attached to application.
3. Completed medical clearance forms.
4. Immunization Records.
5. Documentation of high school graduation (transcript) or copy of GED. Exceptions to this rule will be evaluated on a case-by-case basis.
6. Documentation of birth date (driver's license or birth certificate).
7. Completion of background check and drug screen.
8. PRIOR TO ADMISSION, scores of 10.0 are required in the Language, Reading, and combined Mathematics subtests of the Test of Adult Basic Education (TABE). Successful completion of college coursework or appropriate scores on an acceptable postsecondary readiness test may exempt students from TABE requirements. A \$10 fee is required to be paid at the time of testing. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.
9. Attendance at an orientation session.

### Program Courses

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EMS 1119	Emergency Medical Technician I	6
EMS 1119L	Emergency Medical Technician I Lab	3
EMS 1411	Emergency Room Clinical Practicum	1
EMS 1421	Rescue Clinical Practicum	1

**Total: 11**

Students who have satisfactory TABE scores and have successfully completed each course within the EMT program will receive the college credit associated with that course.

**SPECIAL NOTE:** Satisfactory completion of the EMT Program does not guarantee the acceptance by the Bureau of EMS to test for licensure.

## Paramedic

Program Code 4002

### 42 Credit Hours

College Credit Certificate

The Paramedic Program at NFCC was developed to fulfill the requirements to practice, under medical direction, the art and science of out-of-hospital medicine. The goal of the program is to provide the graduate with the knowledge, skill and professional attributes associated with an entry-level paramedic position. Graduates are trained to prevent and reduce mortality and morbidity due to illness or injury. Successful completion of this course will enable the student to apply to take the State Registry Examination for Paramedics.

The certificate program is 11 months in duration and may be articulated into the Associate in Science degree in Emergency Medical Services.

### Enrollment Requirements

Only completed application forms will be considered for enrollment in the Paramedic coursework. Applicants are notified of placement in the program when all admission criteria have been met.

#### **A completed application includes:**

1. Completion of the NFCC application and payment of the \$20 non-refundable application fee.
2. Completed medical clearance forms.
3. Documentation of high school graduation (transcript) or copy of GED. Exceptions to this rule will be evaluated on a case-by-case basis.
4. Documentation of birth date (driver's license or birth certificate).
5. Completion of background check.
6. Completion of the Florida Postsecondary Readiness Test (PERT) with minimum scores of 104 in Reading Comprehension, 99 in Writing, and 96 in Mathematics. Successful completion of college coursework may exempt students from PERT requirements. A \$10 fee is required at the time of testing. See program advisor for more details.
7. Florida licensure as an emergency medical technician (or must be eligible to sit for the state licensure exam during the first phase of the paramedic course).
8. Attendance at an orientation session.

### Program Courses

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EMS 2603C	Paramedic I	10
EMS 2656	Paramedic I Clinical	3
EMS 2604C	Paramedic II	12
EMS 2676	Paramedic II Clinical	5
EMS 2605C	Paramedic III	3
EMS 2658	Paramedic III Clinical	4
EMS 2659	Paramedic III Field Internship	5

**Total: 42**

**SPECIAL NOTE:** Satisfactory completion of the Paramedic Program does not guarantee the acceptance by the Bureau of EMS to test for licensure.

## Associate in Science Degree: Registered Nursing - RN

Program Code 2009

### 72 Credit Hours

NFCC has full approval from the Florida State Board of Nursing to offer the Associate in Science Degree for Registered Nursing. Students are admitted into the program in January of each year. This two year (six semester) program prepares the graduate to take the National Licensure Examination for Registered Nurses (NCLEX-RN). Achievement of a passing score on this exam and licensure by the Florida State Board of Nursing enables the graduate to seek employment as a Registered Nurse in the state of Florida.

### Entrance Requirements

Applications for the program are accepted from July 1 through October 1 annually. The Associate Degree in Nursing (ADN) program is a limited access program. Only the most qualified applicants are accepted. In the case where equally qualified applicants are identified, residents of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor counties will be given precedence for admission. Students enter into the 72 hour program each January.

### Minimum Entrance Requirements

1. Complete and submit to the college admissions office an NFCC application for admission and pay the \$20 non-refundable fee.
2. Submit high school transcripts and transcripts from previously or currently enrolled colleges to the Registrar's office.
3. If previously or currently enrolled at NFCC, be in good academic standing.
4. Basic computer skills are required for program completion.
5. Satisfactory completion of placement test and all developmental education work.
6. Completion of the following prerequisite courses by December of the year prior to the anticipated enrollment in January:
  - ENC 1101 Freshman English I (3 hours)
  - BSC 2085C \* Anatomy and Physiology I with Lab (4 hours)
  - BSC 2086C \* Anatomy and Physiology II with Lab (4 hours)
  - STA 2023 Statistics (3 hours)
  - MCB 2010 \* Microbiology with Lab (4 hours)
  - PSY 2012 Psychology (3 hours)
  - One Humanities, Philosophy, or Religion Course

*\* Successful course completion is required within five (5) years from the anticipated program admission date. If more than five (5) years has elapsed since a successful course completion the course must be retaken and the student must demonstrate successful course completion prior to admission into to the ADN program.*
7. No more than (1) one failure on any program prerequisite course.
  - A "D" in any prerequisite course is not acceptable for admission into the program.
  - A "D" in any corequisite nursing course after admission into the program prohibits program progression.
  - A "D" in any NUR (nursing) course after admission into the program prohibits program progression.
8. One of the components for application to the program includes completion of the HESI Admission Test. Please see the Nursing Advisor regarding HESI testing.

9. Applicants may be interviewed by a selection committee after all application requirements have been met.
10. Other key components for application to the program include a security background investigation and 10 panel drug screen. Both components are required for entry into clinical courses.
  - Prior to admission in the Nursing and Allied Health Programs at NFCC, the student must have completed a FDLE, Level II security background investigation. The Director of Nursing and Allied Health programs will clear applicants with minor noncriminal offenses or no investigative findings. If an applicant's security background investigation reveals anything other than a minor noncriminal offense, the program Director shall convene an interdisciplinary admission review board to examine the student's application. The review board will make recommendations for admission on a case-by-case basis. Applicants who are not cleared for admission by the program Director or admission review board will be disqualified for entry into any of the Nursing and Allied Health programs. The cost of the security background investigation is the responsibility of the student.

(Reference: Pursuant to Section 456.0635 Florida Statutes)
11. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

**NOTE:** Students are required to buy designated school uniforms and accessories for classroom and clinical settings.

All interested applicants are required to schedule an appointment with the nursing faculty advisor.

## Registered Nursing Courses

### General Track.....72 Credit Hours

	PREREQUISITES		24
SPRING	NUR 1021	Nursing Process I	6
	NUR 1021L	Nursing Process I Clinical Experience	3
SUMMER	NUR 1024C	Focused Clinical Studies	2.5
	NUR 1141C	Pharmacology	1
	HUN 2201 -or-		
	NUR 1180	Nutrition	3
FALL	NUR 1231	Nursing Process II	6
	NUR 1231L	Nursing Process II Clinical Experience	3
SPRING	NUR 2236	Nursing Process III	6
	NUR 2236L	Nursing Process III Clinical Experience	3
	DEP 2004	Human Growth and Development	3
SUMMER	NUR 1940C	Focused Clinical Studies II	2.5
FALL	NUR 2241	Nursing Process IV	6
	NUR 2241L	Nursing Process IV Clinical	3

**Prerequisites: 24**  
**Nursing Courses: 48**  
**TOTAL: 72 Credit Hours**

# CAREER AND TECHNICAL EDUCATION



GENERAL INFORMATION.....92  
PATIENT CARE TECHNICIAN (PCT).....94  
PRACTICAL NURSING (LPN).....96  
EARLY CHILDHOOD PROFESSIONAL (ECPC).....98  
NURSERY MANAGEMENT.....101  
ADMINISTRATIVE OFFICE SPECIALIST.....102  
MEDICAL ADMINISTRATIVE SPECIALIST.....103  
PUBLIC SAFETY ACADEMY PROGRAMS.....105  
CORRECTIONS / LAW ENFORCEMENT.....107  
EMERGENCY MEDICAL TECHNICIAN...110  
PARAMEDIC...111  
FIREFIGHTER I...112  
CONTINUING WORKFORCE EDUCATION...113  
ED2GO ONLINE NON-CREDIT CLASSES...114

**Beyond Education... Experience NFCC**

## General Information

### Purpose

The Career and Technical Education Center of North Florida Community College offers training that prepares students for entry into today's workforce by providing the skills and technical knowledge necessary for successful performance in today's competitive job market. In addition, the Career and Technical Education Center focuses efforts on training that provides skills maintenance, enhancement and professional growth through continuing education to those currently employed. Efforts are also directed to retraining of displaced workers.

The Career and Technical Education Center has one mission – you. We are committed to helping you achieve success by maximizing access to educational opportunities and by being student-oriented. You will find all faculty and staff very willing to assist you in achieving your goals. Career and Technical Education Center programs have varying entry dates. Students should work with the Office of Enrollment Services and with individual program departments to verify program entry dates and regulations.

Students with disabilities are encouraged to work closely with the Office of Student Disability Services and/or with the Career Center counselor. The Office of Student Disability Services can be contacted at (850) 973-1683 or (850) 973-1611 (TTY) or e-mail [studentdisabilityservices@nfcc.edu](mailto:studentdisabilityservices@nfcc.edu).

Before Certificates of Completion are awarded to postsecondary Career and Technical education students, students must successfully meet program competency requirements and state requirements for the test of Adult Basic Education (TABE) or other approved tests in the areas of reading, mathematics, and language and program competency requirements.

### Approval

NFCC workforce education programs and courses are approved by the Florida Department of Education Division of Workforce Education and are approved for veterans training. All faculty hold the appropriate degree/certification required by the Florida Department of Education and the individual licensing authority. Advisory committees consisting of local employers and practitioners assist the College in various aspects of evaluation and assessment of program quality.

### Admissions

Inquiries and pre-enrollment applications are encouraged throughout the year. An "open" enrollment policy is followed in some programs to enable students to enroll at any time during the school year. Career and Technical Programs are approved for enrollment of veterans.

Individual programs have varying entry requirements, so please refer to the specific program listing to determine the requirements for entry. However, all applicants, regardless of program, must:

1. Complete an application for admission to NFCC. The application should be submitted as early as possible before the term in which the applicant plans to enroll. A non-refundable application fee of \$20 is required of all students entering NFCC for the first time except for Continuing Workforce Education.
2. Complete a basic skills examination within the first six (6) weeks after admission into the program, if the program is more than 450 hours in length. It is strongly recommended that the basic skills examination be completed prior to entry to the program. The basic skills examination and the minimum scores required differ from program to program, so please refer to the individual program for the examination and minimum scores required.

Students with scores below the required minimum level of basic skills as measured by the assessment instrument required by the individual program are required to remove the deficiencies through completion of Vocational Preparatory Instructional studies, or some other method of remediation as agreed upon by the Coordinator of Workforce Education, the instructor and the student. An academic improvement letter

may be issued at the time of enrollment for this purpose. This does not apply to students enrolled in the Public Safety Academy programs (please see the Public Safety Academy program for more information).

After a student completes the remediation prescribed for basic skills deficiencies, the student will be retested using an alternative form (if possible) of the same examination used for initial testing. No student will be awarded a Career and Technical Education certificate until the student achieves the minimum level of basic skills required for the program by the Department of Education.

Students who possess an Associate Degree, or higher, or who have met the minimum cut scores on any test listed in Rule 6A-10.0315, F.A.C., may be exempted from the provision of subsection (1) of this rule. The Office of Enrollment Services or designated program administrator must receive an official copy of the degree, transcript, or test score.

### **High School Students/Dual Enrollment**

NFCC is an area vocational school for Madison, Jefferson, and Lafayette Counties. High school students may attend certain designated Career and Technical Education programs, on a space available basis, for workforce instruction that is not available at individual high schools. High school students may be admitted for three hours per day, five days a week, upon approval of their high school principal and the Coordinator of Workforce Education. Some programs have additional requirements for admission. Any special requirements are listed under the specific program.

### **Program Size**

Most daytime Career and Technical Education programs have limited enrollments. Students denied admission to the program of their first choice will be counseled and given the option of enrolling in another for which they seem to have aptitude, provided that program is not already filled.

### **Financial Assistance**

Financial assistance is available for students who qualify. Students who anticipate applying for financial aid should start the process at the same time they apply to the program, otherwise it may be too late to be considered for financial aid for the first semester. There are several types of assistance available. More information is available through the NFCC College Financial Aid Office at (850) 973-1621 or Employment Connections at (850) 973-9675.

### **Student Progress**

Each student must successfully complete the program of study as developed by the Career and Technical Education Department in order to be awarded a certificate of program completion. Progress toward completion is monitored and measured by "occupational completion points" defined by the Florida Department of Education. Completion points for each program area are outlined in the curriculum frameworks developed and published by the Department of Education. The frameworks may be viewed online at <http://www.fldoe.org/workforce/dwdframe/>.

### **Graduation**

Upon successful program completion, the student will be awarded a certificate. The specific requirements for the certificates are given in the descriptions of the individual programs published in this catalog. Upon program completion, students are expected to participate in graduation exercises.

### **Career Pathways**

College level technical courses are available to high school students in the six-county area who plan to pursue a Career and Technical Education certificate or a college degree at NFCC. Students must maintain a B average in class and pass a college-level exit exam with a C or better in order to qualify for credit. Students are urged to see their counselor for more details or call the Career Pathways Coordinator at (850) 973-5022.

## Allied Health - Patient Care Technician (PCT)

Program Code 5007

### 600 Clock Hours | 20 Vocational Credit Hours

The Patient Care Technician program is designed to prepare students to begin work at the technical, assistant level in a variety of settings including home health, hospitals, clinics, nursing homes or other long term care facilities under the supervision of a registered nurse.

The program includes lecture, laboratory, and clinical components. All students will have clinical rotations at locations designated by the College. Following the Health Careers Core, each component or module is completed in sequence through the Patient Care Technician module. Upon successful completion of the first three modules, the student can apply to the Florida Board of Nursing to take the certification exam to become a certified nursing assistant. Upon successful completion of all seven modules, the graduate can apply to take the national certification exam for patient care technician.

### **Enrollment Requirements**

For Fall entry, applications for the program are accepted from March 1 through June 1 annually. For Spring entry, applications for the program are accepted from August 1 through November 1. The Patient Care Technician (PCT) program is a limited access program. Only the most qualified applicants are accepted. In the case where equally qualified applicants are identified, residents of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor counties will be given precedence for admission. Students enter into the program in either August for Fall or January for Spring.

Students must:

1. Complete and submit a NFCC application and application fee to the NFCC admissions office.
2. Be at least 18 years of age.
3. Have a high school diploma or G.E.D.
4. Complete and return the Patient Care Technician application package to the Allied Health Student Advisor. Applications are available in the office of Allied Health.
5. Complete the Test of Adult Basic Education (TABE) and achieve the following minimum scores (program exit requirement): Reading 10.0, Language 10.0, combined Mathematics 10.0. Successful completion of college coursework or appropriate scores on an acceptable postsecondary readiness test may exempt students from TABE requirements. A \$10 fee is required at the time of testing. See program advisor for more details.
6. Other key components for application to the program include a security background investigation and 10 panel drug screen. Both components are required for entry into clinical courses.
  - Prior to admission in the Allied Health Programs at NFCC, the student must have completed a FDLE, Level II security background investigation. The Director of Allied Health programs will clear applicants with minor noncriminal offenses or no investigative findings. If an applicant's security background investigation reveals anything other than a minor noncriminal offense, the program Director shall convene an interdisciplinary admission review board to examine the student's application. The review board will make recommendations for admission on a case by case basis. Applicants who are not cleared for admission by the program Director or admission review board will be disqualified for entry into any of the Allied Health programs. The cost of the security background investigation is the responsibility of the student.  
(Reference: Pursuant to Section 456.0635 Florida Statutes)
7. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

**Program Courses.....600 Clock Hours**

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
HSC 0003	Health Careers Core	90
HCP 0121C	Articulated Nursing Assistant	75
HCP 0332C	Advanced Home Health Aide	50
HCP 0020C	Patient Care Assistant	75
HSC 0016C	Allied Health Assistant	150
MEA 0580C	Advanced Allied Health Assistant	100
PRN 0094C	Patient Care Technician	60
<b>Total Clock Hours:</b>		<b>600</b>

The program and course content include, but is not limited to:

- Interpersonal skills
- Medical terminology
- Legal and ethical responsibilities
- Safe and efficient work practices
- Documentation skills
- Basic patient care
- Life span including gerontology
- Nutrition
- Employability skills
- AIDS/HIV - 4 Hour Core

**NOTE:** Students are required to buy designated school uniforms and accessories for classroom and clinical settings. There is also a supply fee which includes CPR materials, malpractice insurance, and lab supplies.



## Allied Health - Practical Nursing (LPN)

Program Code 5002

### 1350 Clock Hours | 45 Vocational Credit Hours

The Practical Nursing Program at NFCC is designed to prepare students to function as members of the health team in the prevention of illness and in the care and rehabilitation of the sick and injured. This program will prepare the graduate to apply to take the National Licensure Examination for Practical Nurses (NCLEX-PN). Achievement of a passing score on this exam and licensure by the Florida State Board of Nursing will enable the graduate to seek employment as a Licensed Practical Nurse in the state of Florida.

The Practical Nursing certificate program is an eleven-month program with program start dates in the fall. Access to the program is competitive and limited. The program includes lecture, laboratory, and clinical components. All students will have clinical rotations at locations designated by the College. The application period for the fall program begins on February 1 and concludes on May 1.

### Entrance Requirements

Applications for the program are accepted from February 1 through May 1 annually. The Practical Nursing (PN) program is a limited access program. Only the most qualified applicants are accepted. In the case where equally qualified applicants are identified, residents of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor counties will be given precedence for admission. Students enter into the program in August annually.



**Enrollment Requirements**

Students must:

1. Complete and submit a NFCC application and application fee to the NFCC admissions office.
2. Be at least 18 years of age.
3. Have a high school diploma or GED.
4. Complete and return all required components of the practical nursing application package to the Allied Health Student Advisor. (Applications are available in the office of Allied Health)
5. Complete the Test of Adult Basic Education (TABE) and achieve the required minimum scores (program exit requirement): Reading 11.0, Language 11.0, and combined Mathematics 11.0. A \$10 fee is required to be paid at the time of testing.
6. Applicants may be interviewed by a selection committee after all application requirements have been met.
7. Other key components for application to the program include a security background investigation and 10 panel drug screen. Both components are required for entry into clinical courses.
  - Prior to admission in the Allied Health Programs at NFCC, the student must have completed a FDLE, Level II security background investigation. The Director of Allied Health programs will clear applicants with minor noncriminal offenses or no investigative findings. If an applicant's security background investigation reveals anything other than a minor noncriminal offense, the program Director shall convene an interdisciplinary admission review board to examine the student's application. The review board will make recommendations for admission on a case by case basis. Applicants who are not cleared for admission by the program Director or admission review board will be disqualified for entry into any of the Allied Health programs. The cost of the security background investigation is the responsibility of the student.  
(Reference: Pursuant to Section 456.0635 Florida Statutes)
8. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

**Program Courses.....1350 Clock Hours**

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
HSC 0003	Health Careers Core	90
HCP 0121C	Articulated Nurse Assistant	75
PRN 0063C	Practical Nurse I	335
PRN 0380C	Practical Nurse II	560
PRN 0121C	Practical Nurse III	<u>290</u>
<b>Total Clock Hours:</b>		<b>1350</b>

**NOTE:** Students are required to buy designated school uniforms and accessories for classroom and clinical settings. There is also a supply fee, which includes CPR materials, malpractice insurance, and lab supplies.

## Early Childhood Professional Certificate (ECPC)

Program Code 5014

### 600 Clock Hours | 20 Vocational Credit Hours

The Early Childhood Education Program focuses on broad, transferable skills for the Early Childhood industry:

- Planning, management, finance, and technology skills
- Understanding of labor, community, health, safety, and environmental issues
- Developmentally appropriate practices for children (Birth-8 Years)

The Early Childhood Professional Certificate (ECPC) is a 600-hour program with four occupational completion points. Each level consists of classroom instruction and direct work with children. The four levels are:

- Child Care Worker 1 (150 hours): Students who complete this level and pass the required Department of Children and Families (DCF) exams with a score of 70 or better will have completed the DCF 40-hour Mandated Introductory Child Care Training (Part I and II).
- Child Care Worker 2 (150 hours)
- Teacher Aide - Preschool (150 hours)
- Preschool Teacher (150 hours)

Completion of all of four levels of the ECPC program meets the staff credential requirement for the Florida Department of Children and Families. In Florida, this program is equivalent to the National Child Development Associate (CDA).

*Students who have an AA degree are encouraged to complete six (6) college credit hours of Early Childhood Education, rather than complete this program.*

### **Enrollment Requirements:**

Students must:

1. Be at least 18 years of age.
2. Provide documentation of a high school diploma or GED
3. Complete the NFCC application and pay non-refundable application fee
4. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program. It is strongly recommend that the basic skills examination be completed prior to entry into the program.

### **Program Courses:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
HEV 0870	Child Care Worker 1 (OCP A)	5	150
HEV 0871	Child Care Worker 2 (OCP B)	5	150
HEV 0872	Teacher Aide - Preschool (OCP C)	5	150
HEV 0873	Preschool Teacher (OCP D)	<u>5</u>	<u>150</u>
<b>Total Hours:</b>		<b>20</b>	<b>600</b>

**ECPC Certificate Requirements:**

Students must complete the following requirements BEFORE an Early Childhood Professional Certificate (ECPC) will be awarded:

- Complete the program courses with a grade of "C" or higher.
- Earn TABE scores of 9.0 in Reading, 9.0 in Mathematics, and 9.0 in Language. Successful completion of college coursework or appropriate scores on an acceptable postsecondary readiness test may exempt students from TABE requirements. See program advisor for more details.
- Pass the required DCF mandated training competency exams with a score of 70 or higher.
- Complete a DCF approved 5-hour literacy course
- Provide documentation of current certification for Infant/Child CPR and First Aid
- Complete 480 hours of direct work with children in an approved child care setting.
- Documented observation by a qualified observer
- Completion of the Professional Resource File (Portfolio)
- NFCC Application for Graduation

Any requirement not finished by the end of the HEV 0873, must be completed within one year from the course finish date.



## Child Care Center Director Program

Program Code 5031

### 45 Clock Hours | 1.5 Vocational Credit Hours

The Child Care Center Director Program focuses on broad, transferable skills for the program directors/managers in the Early Childhood industry. Topics include:

- Reflective Management Practices
- Organizational, Fiscal, Personnel, and Facilities Management
- Managing Health and Safety Issues as well as Food Service
- Educational Programming and Family Support
- Marketing and Public Relations
- Assessment and Evaluation
- Leadership and Advocacy

The Child Care Center Director Program is a 45-hour program with one occupational completion point. This class meets the Overview of Child Care Management requirement for the Florida Department of Children and Families (DCF) Director Credential, which is required for directors of licensed child care facilities in Florida.

#### **Enrollment Requirements:**

- Provide documentation of a high school diploma or GED
- Complete the NFCC application and pay non-refundable application fee

#### **Program Course:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
HEV 0160	Child Care Program Director (OCP A)	1.5	45

Students who complete this course must also meet all of the Florida Department of Children and Families' Director Credential requirements in order to be certified by the State. The requirements may be found by visiting the DCF Child Care website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare) and select "Training Information."

# Nursery Management

Program Code 5035

## 900 Clock Hours

The Nursery Management Program is designed to prepare students for work as horticultural specialists, small farmers, and nursery workers in the agriculture, food and natural resource settings. The program also provides supplemental training for persons previously or currently employed in any of these occupations. This program can be used to train for immediate employment or as the starting point for continued education.

### Enrollment Requirements

Students must:

1. Complete and submit an NFCC application and \$20 application fee to NFCC admissions office.
2. Be at least 18 years of age.
3. Possess a high school diploma or GED.
4. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum TABE scores of 9.0 in Reading, 9.0 in Mathematics, and 9.0 in Language prior to program completion. Successful completion of college coursework or appropriate scores on an acceptable postsecondary readiness test may exempt students from TABE requirements. A \$10 fee is required to be paid at the time of testing. Students not having achieved the minimum scores will not be awarded a certificate of completion. See program advisor for more details.

### **Program Courses.....900 Clock Hours**

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>	<u>Term</u>
ORH 0862C	OCP A Nursery Workers	300	Fall
ORH 0863C	OCP B Nursery & Greenhouse Managers 1	450	Spring
ORH 0864C	OCP C Nursery & Greenhouse Managers 2	<u>150</u>	Summer

**Total Clock Hours: 900**

This program has one statewide articulation agreement approved by the Florida State Board of Education:

- Landscape and Horticulture Technology AS – 6 credits

Students must hold the Certified Horticulture Professional industry certification to be eligible for this articulation agreement.

### **Course Content**

Throughout the program, students learn broad, transferable skills that are the foundation for success in agriculture and natural resource environments. The program stresses understanding and demonstration of the elements of horticultural nursery management for vegetables and ornamentals. The coursework is designed to begin training in technical skill proficiency and competency-based applied learning of basic horticultural principles and practices with a focus in sustainable horticulture.

The course content will include, but is not limited to:

- Employability Skills
- Communication
- Basic Plant Science-Identification & Propagation
- Basic Soil Science-Fertility & Water Conservation
- Crop Production Plan, Harvest, & Market
- Leadership – Team Building
- Integrated Pest Management
- Ability to Maintain and Analyze Records
- Safely Operate Nursery/Farm Equipment
- Math, Communication, Computer & Language Arts in Learning Activities Documentation

# Office Technology - Administrative Office Specialist

Program Code 5023

## 1050 Clock Hours | 35 Vocational Credit Hours

The Administrative Office Specialist Program is designed to prepare students for work as file clerks, office clerks, secretaries, or administrative specialists. The program also provides supplemental training for persons previously or currently employed in any of these occupations. This program can be used to train for immediate employment or as the starting point for continued education.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For additional information call (850) 973-9493.

### Enrollment Requirements

Students must:

1. Complete and submit an NFCC application and \$20 application fee to NFCC admissions office.
2. Possess a high school diploma or GED -OR- Have the approval of high school principal and the Coordinator of Workforce Education.
3. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum TABE scores of 10.0 in Reading, 10.0 in Mathematics, and 10.0 in Language prior to program completion. Successful completion of college coursework or appropriate scores on an acceptable postsecondary readiness test may exempt students from TABE requirements. A \$10 fee is required to be paid at the time of testing. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.

Students should note that a grade of "C" or higher is required to progress from one program course to the next program course.

### Program Courses.....1050 Clock Hours

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>	<u>Term</u>
OTA 0040C	OCP A BTE Core: Information Technology Assistant	150	Fall
OTA 0041C	OCP B Front Desk Specialist	300	Fall
OTA 0030C	OCP C Assistant Digital Production Designer	150	Spring
OTA 0043C	OCP D Administrative Assistant	450	Spring
<b>Total Clock Hours:</b>		<b>1050</b>	

The PSAV component of this program has one statewide articulation agreement approved by the Florida State Board of Education:

- Office Administration AS – 18 credits

### Course Content

Throughout the program, students learn broad, transferable skills that are the foundation for success in all business environments. The program stresses understanding and demonstration of the elements of the office support services industry. The coursework is designed to begin training in basic office skills and progress to more complex skill levels.

The course content will include, but is not limited to:

- Employability Skills
- Communication
- Business English
- Business Math
- Computing Fundamentals
- Productivity Software
- The Internet for Office Professionals
- Desktop Publishing
- Keyboarding
- Machine Transcription
- Records Management

# Office Technology - Medical Administrative Specialist

Program Code 5034

## 1050 Clock Hours | 35 Vocational Credit Hours

The Medical Administrative Specialist Program is designed to prepare students for work as office clerks, secretaries, or administrative specialists in a medical setting such as doctor's offices, hospitals, and medical research facilities. The program also provides supplemental training for persons previously or currently employed in any of these occupations. This program can be used to train for immediate employment or as the starting point for continued education. The program includes lectures, classroom activities and clinical components. All students will have clinical rotations at locations designated by the College.

This is a ten month, 1050 clock hour program. Students enter into the program in August annually. The application period for the fall start of the program concludes on July 1. Should there be limited access to the program due to the number of qualified applicants, residents of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor counties will be given precedence for admission. Students in this program should be advised by the instructor or the program manager before enrolling in courses. For additional information call (850) 973-9493.

### **Enrollment Requirements**

Students must:

1. Complete and submit an NFCC application and \$20 application fee to NFCC admissions office.
2. Possess a high school diploma or GED -OR- Have the approval of high school principal and the Coordinator of Workforce Education.
3. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum TABE scores of 10.0 in Reading, 10.0 in Mathematics, and 10.0 in Language prior to program completion. Successful completion of college coursework or appropriate scores on an acceptable postsecondary readiness test may exempt students from TABE requirements. A \$10 fee is required to be paid at the time of testing. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.
4. Application to the program includes an FDLE, Level II security background investigation and 10 panel urine drug screen. Both are required for entry into internship sites. Applicants with minor noncriminal offenses or no investigative findings will be cleared for site internship. If an applicant's security background investigation reveals anything other than a minor noncriminal offense, the program Director shall convene an interdisciplinary admission review board to examine the student's application. The review board will make recommendations for admission on a case-by-case basis. Applicants who are not cleared for admission by the program Director or admission review board will be disqualified for entry into the program. Students must have a negative 10 panel urine drug screen. The cost of the security background investigation and the drug screen is the responsibility of the student and must be conducted by NFCC-approved sites.

**NOTE:** Students are required to buy designated school uniforms and accessories for classroom and clinical settings. There is also a supply fee which includes CPR materials and First aid materials.

Students should note that a grade of "C" or higher is required to progress from one program course to the next program course.

**Program Courses.....1050 Clock Hours**

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>	<u>Term</u>
OTA 0040C	OCP A BTE Core: Information Technology Assistant	150	Fall
OTA 0041C	OCP B Front Desk Specialist	300	Fall
OTA 0631C	OCP C Medical Office Technologist	300	Spring
OTA 0651C	OCP D Medical Administrative Specialist	<u>300</u>	Spring
<b>Total Clock Hours:</b>		<b>1050</b>	

The PSAV component of this program has one statewide articulation agreement approved by the Florida State Board of Education:

- Office Administration AS – 18 credits

**Course Content**

Throughout the program, students learn broad, transferable skills that are the foundation for success in all medical environments. The program stresses understanding and demonstration of the elements of the office support services industry. The coursework is designed to begin training in basic office skills and progress to more complex skill levels.

The course content will include, but is not limited to:

- Employability Skills
- Interpersonal Skills
- Communication Skills
- Leadership Skills
- Safe and efficient work practices
- Legal and ethical responsibilities relating to work practices
- Business English
- Basic and Business Math
- Computing Fundamentals
- Productivity Software
- The Internet for Office Professionals
- Keyboarding
- Medical Document Transcription
- Records Management
- Medical Terminology
- Medical Office Procedures

**Medical Administrative Specialist Certificate Requirements:**

Student must complete the following requirements BEFORE a Medical Administrative Specialist Certificate will be awarded:

- Complete each of the program courses with a grade of "C" or higher.
- Earn TABE scores of 10.0 in Reading, 10.0 in Mathematics, and 10.0 in Language prior to program completion.
- Complete 160 hours of direct work in an NFCC-approved Internship site.
- Provide to the instructor a completed evaluation of your internship by both the student and the internship site. NOTE: This is to be provided to the instructor by the designated date each term.
- Completion of the Professional Resource File (Portfolio).
- Students must meet all of the basics requirements of this program as set by the Florida Department of Education Curriculum Frameworks.
- NFCC Application for Graduation.

## Public Safety Academy Programs

### Florida CMS Corrections and CMS Law Enforcement Post Secondary Adult Vocational (PSAV) Certificate

The Public Safety Academy at NFCC is one of forty one criminal justice training centers approved by the Florida Criminal Justice Standards and Training Commission to train basic recruits in law enforcement, corrections, recertification programs, and continuing workforce education.

Acceptance in the programs is limited to those meeting requirements established by the Florida Criminal Justice Standards and Training Commission, NFCC, the Public Safety Academy, and our Criminal Justice Advisory Board.

Entrance requirements for basic recruit training:

1. Official, sealed, transcript showing high school diploma or GED (This program is not eligible for dual enrollment).
2. United States citizenship.
3. Successful completion of the Florida Basic Abilities Test for the discipline in which the student will be trained.
4. Sponsorship by a law enforcement or corrections agency is required for basic recruit programs. Students may be employed directly or merely sponsored through a background check conducted by agencies in the State of Florida. Sponsorship may not guarantee employment or payment of student fees.
5. Submission of fingerprints to FCIC/NCIC.
6. Good moral character, having no felony convictions or misdemeanor convictions involving perjury, moral turpitude or domestic violence. (Arrests or convictions during training may result in dismissal from the program.)
7. Honorable discharge from military service (if applicant has served in the military).
8. Adequate physical conditioning to fulfill course requirements as evidenced by a physical examination by a physician. (No exceptions are allowed.)
9. Drug screening will be required for entrance into the program. Random drug screens may be conducted throughout the program. (No exceptions are allowed.)
10. All recruits must be exposed to pepper gas. (No exceptions are allowed.)
11. To begin the Academy, students must be 18 years of age. Graduates must be 19 years of age to be certified.

Recruits attending Academy programs must abide by the rules set forth in the Academy Recruit Manual. The manual details attendance, grade, and behavior requirements. Violations of rules may result in disciplinary action up to and including dismissal from the Academy. For more information on our programs, contact Rick Davis at (850) 973-1617 or at [davisr@nfcc.edu](mailto:davisr@nfcc.edu).

Uniforms are required and must be worn as outlined in the Academy Recruit Manual.

## **Combined CJSTC - Corrections and Law Enforcement Basic Dual Certification**

Program Code 5039

### **909 Clock Hours**

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program addressing all tasks required for correctional officers and law enforcement officers. Upon completion, recruits must take the State of Florida Officers Certification for both disciplines in order to be eligible for dual certification.

### **Required Courses Include:**

CJK 0300	Introduction to Corrections
CJK 0305	Communications
CJK 0310	Officer Safety
CJK 0315	Facilities and Equipment
CJK 0320	Intake and Release
CJK 0325	Supervising in a Correctional Facility
CJK 0330	Supervising Special Populations
CJK 0335	Responding to Incidents and Emergencies
CJK 0340	Officer Wellness and Physical Abilities
CJK 0051	Defensive Tactics
CJK 0040	Firearms
CJK 0031	First Aid

Recruit exits the program to take State Officer Certification Exam (SOCE) and may re-enter the program with passing Correctional State Exam to complete the following courses:

CJK 0290	Correctional Cross-Over to Law Enforcement Introduction & Legal Overview
CJK 0291	Correctional Cross-Over to Law Enforcement Human Interactions and Communications
CJK 0292	Correctional Cross-Over to Law Enforcement Response to Human Issues
CJK 0294	Correctional Cross-Over to Law Enforcement Patrol 2
CJK 0393	Cross-Over Program Updates
CJK 0295	Correctional Cross-Over to Law Enforcement Officer Wellness
CJK 0392	Cross-Over Handgun Transition Course
CJK 0061	Patrol 1
CJK 0076	Crime Scene Investigations
CJK 0071	Criminal Investigations
CJK 0082	Traffic Stops
CJK 0083	DUI Traffic Stops
CJK 0086	Traffic Crash Investigations
CJK 0020	CMS Law Enforcement Vehicle Operations
CJK 0422	Dart Firing Stun Gun

**This program may be eligible for financial aid.**

**CMS Law Enforcement Recruit Academy - 1177**

Program Code 5028

**770 Clock Hours**

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program addressing tasks required of law enforcement officers. Upon completion, recruits must sit for the State of Florida Officer Certification Examination. Successful completion academy training and the examination are required for certification.

**This program may be eligible for financial aid.**

**Required courses include:**

CJK 0007	Introduction to Law Enforcement
CJK 0008	Legal
CJK 0017	Communications
CJK 0011	Human Issues
CJK 0061	Patrol I
CJK 0062	Patrol II
CJK 0076	Crime Scene Investigations
CJK 0071	Criminal Investigations
CJK 0082	Traffic Stops
CJK 0083	DUI Traffic Stops
CJK 0086	Traffic Crash Investigations
CJK 0020	CMS Law Enforcement Vehicle Operations
CJK 0031	CMS First Aid for Criminal Justice Officers
CJK 0040	CMS Criminal Justice Firearms
CJK 0051	CMS Criminal Justice Defensive Tactics
CJK 0422	Dart Firing Stun Gun
CJK 0096	Criminal Justice Officer Physical Fitness Training

**Florida CMS Correctional Basic Recruit Academy - 1190**

Program Code 5036

**420 Clock Hours**

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program, addressing tasks required of correctional officers. Upon completion, recruits must sit for the State of Florida Officer Certification Examination. Successful completion of academy training and the examination are required for certification.

**Required courses include:**

CJK 0300	Introduction to Corrections
CJK 0305	Communications
CJK 0310	Officer Safety
CJK 0315	Facilities and Equipment
CJK 0320	Intake and Release
CJK 0325	Supervising in a Correctional Facility
CJK 0330	Supervising Special Populations
CJK 0335	Responding to Incidents and Emergencies
CJK 0340	Officer Wellness and Physical Abilities
CJK 0051	CMS Criminal Justice Defensive Tactics
CJK 0040	CMS Criminal Justice Firearms
CJK 0031	CMS First Aid for Criminal Justice Officers

## **Florida CMS Correctional Officer Cross-Over to Florida CMS Law Enforcement Basic Recruit Academy - 1191**

Program Code 5037

### **489 Clock Hours**

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program, addressing tasks required of correctional officers who seek law enforcement certification. Upon completion, recruits must sit for the State of Florida Officer Certification Examination. Successful completion of academy training and the examination are required for certification.

#### **Required Courses Include:**

CJK 0290	Correctional Cross-Over to Law Enforcement Introduction & Legal Overview
CJK 0291	Correctional Cross-Over to Law Enforcement Human Interactions and Communications
CJK 0292	Correctional Cross-Over to Law Enforcement Response to Human Issues
CJK 0294	Correctional Cross-Over to Law Enforcement Patrol 2
CJK 0393	Cross-Over Program Updates
CJK 0295	Correctional Cross-Over to Law Enforcement Officer Wellness
CJK 0392	Cross-Over Handgun Transition Course
CJK 0061	Patrol 1
CJK 0076	Crime Scene Investigations
CJK 0071	Criminal Investigations
CJK 0082	Traffic Stops
CJK 0083	DUI Traffic Stops
CJK 0086	Traffic Crash Investigations
CJK 0020	CMS Law Enforcement Vehicle Operations
CJK 0422	Dart Firing Stun Gun

## **Florida CMS Law Enforcement Officer Cross-Over to Florida CMS Correctional Officer Basic Recruit Academy - 1192**

Program Code 5038

### **156 Clock Hours**

This program is designed as specified by the Florida Criminal Justice Standards and Training Commission. It is an application based program, addressing tasks required of law enforcement officers who seek correctional officer certification. Upon completion, recruits must sit for the State of Florida Officer Certification Examination. Successful completion of academy training and the examination are required for certification.

#### **Required Courses Include:**

CJK 0350	Law Enforcement Cross-Over to Correctional Introduction and Legal
CJK 0352	Law Enforcement Cross-Over to Correctional Officer Safety
CJK 0315	Facility and Equipment
CJK 0351	Law Enforcement Cross-Over to Correctional Procedures
CJK 0325	Supervising in a Correctional Facility
CJK 0353	Law Enforcement Cross-Over to Correctional Supervising Special Populations
CJK 0393	Cross-Over Program Updates
CJK 0354	Law Enforcement Cross-Over to Correctional Officer Wellness
CJK 0392	Cross-Over Handgun Transition Course

## Supplemental Recertification Review Courses for State Certification Examination

This course is designed for officers who were previously certified in the State of Florida or another state(s), or the military who wish to be certified in Florida. Students entering this training must meet Florida Criminal Justice Standards and Training Commission training assessment requirements for permission to enroll in the course.

### Required Courses:

- CJD 0210C Law Enforcement Supplemental Review - Equivalency Of Training
- CJD 0213C Corrections Supplemental Review - Equivalency Of Training

## Continuing Workforce Education: Advanced and Specialized Training

NFCC offers Criminal Justice Standards and Training Commission approved courses for certified officers on a regular basis. Courses for which officers may receive incentive pay as well as specialized classes requested by agencies are provided on a non-fee basis for officers employed within FDLE Region IV Trust Fund which includes all counties within the college service district. Other Florida employed officers are admitted on a space available basis. Agency approval is required for entry in these courses.



## Emergency Medical Technician (EMT-Basic)

Program Code 6001

### 11 Credit Hours

This eleven (11) hour college credit program was developed to provide first-phase training in the career structure of the emergency medical technician. In order to be employed with an ambulance service in the State of Florida, a student must be trained and certified through the EMS section of the Department of Health and Rehabilitative Services. Successful completion of this course will enable the student to apply to take the State Registry Examination for EMT.

### **Enrollment Requirements:**

Only students who have completed the total application process will be considered for enrollment in the EMT program. Applicants are notified of placement in the program when all admission criteria have been met.

### **A completed application includes:**

1. Completion of NFCC application and payment of the \$20 non-refundable application fee.
2. Completed CPR course for BLS Health Care Providers. A copy of current card should be attached to application.
3. Completed medical clearance forms.
4. Immunization Records.
5. Documentation of high school graduation (transcript) or copy of GED. Exceptions to this rule will be evaluated on a case-by-case basis.
6. Documentation of birth date (driver's license or birth certificate).
7. Completion of background check and drug screen.
8. PRIOR TO ADMISSION, scores of 10.0 are required in the Language, Reading, and combined Mathematics subtests of the Test of Adult Basic Education (TABE). Successful completion of college coursework or appropriate scores on an acceptable postsecondary readiness test may exempt students from TABE requirements. A \$10 fee is required to be paid at the time of testing. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.
9. Attendance at an orientation session.

### **Required courses include:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EMS 1119	Emergency Medical Technician I	6
EMS 1119L	Emergency Medical Tech I Lab	3
EMS 1411	Emergency Room Clinical Practicum	1
EMS 1421	Rescue Clinical Practicum	1

Students who have satisfactory TABE scores and have successfully completed each course within the EMT program will receive the college credit associated with that course.

**SPECIAL NOTE:** Satisfactory completion of the EMT Program does not guarantee the acceptance by the Bureau of EMS to test for licensure.

# Paramedic

Program Code 4002

## 42 Credit Hours

The Paramedic Program at NFCC was developed to fulfill the requirements to practice, under medical direction, the art and science of out-of-hospital medicine. The goal of the program is to provide the graduate with the knowledge, skill and professional attributes associated with an entry-level paramedic position. Graduates are trained to prevent and reduce mortality and morbidity due to illness or injury. Successful completion of this course will enable the student to apply to take the State Registry Examination for Paramedics.

The certificate program is 11 months in duration and may be articulated into the Associate in Science degree in Emergency Medical Services.

### **Enrollment Requirements:**

Only completed application forms will be considered for enrollment in the Paramedic coursework. Applicants are notified of placement in the program when all admission criteria have been met.

### **A completed application includes:**

1. Completion of the NFCC application and payment of the \$20 non-refundable application fee.
2. Completed medical clearance forms.
3. Documentation of high school graduation (transcript) or copy of GED. Exceptions to this rule will be evaluated on a case-by-case basis.
4. Documentation of birth date (driver's license or birth certificate).
5. Completion of background check.
6. Completion of the Florida Postsecondary Readiness Test (PERT) with minimum scores of 104 in Reading Comprehension, 99 in Writing, and 96 in Mathematics. Successful completion of college coursework may exempt students from PERT requirements. A \$10 fee is required at the time of testing. See program advisor for more details.
7. Florida licensure as an emergency medical technician (or must be eligible to sit for the state licensure exam during the first phase of the paramedic course).
8. Attendance at an orientation session.

### **Required courses include:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EMS 2603C	Paramedic I	10
EMS 2656	Paramedic I Clinical	3
EMS 2604C	Paramedic II	12
EMS 2676	Paramedic II Clinical	5
EMS 2605C	Paramedic III	3
EMS 2658	Paramedic III Clinical	4
EMS 2659	Paramedic III Field Internship	5

**SPECIAL NOTE:** Satisfactory completion of the Paramedic Program does not guarantee the acceptance by the Bureau of EMS to test for licensure.

## Firefighter I

Program Code 5025

### 206 Clock Hours

The Firefighter Program at NFCC prepares students for certification as a Firefighter I.

Upon completion of the course, the students' scores and skills check-off packet will be forwarded to the State Fire Marshal's office. Qualified students will receive a certificate of compliance from the State Fire Marshal's Bureau of Fire Standards and Training as a Firefighter I.

### **Enrollment Requirements:**

Only completed application forms will be considered for enrollment. Applicants are notified of placement in the program when all admission criteria have been met.

### **A completed application includes:**

1. Completion of the NFCC application and payment of the \$20 non-refundable application fee.
2. Completed medical clearance forms.
3. Documentation of high school graduation (transcript) or copy of GED. Exceptions to this rule will be evaluated on a case-by-case basis.
4. Documentation of birth date (driver's license or birth certificate).
5. Completion of FDLE background check.
6. Attendance at an orientation session.

### **Required courses include:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
FFP 0010	Firefighter I	206

### **Corequisite:**

First Responder or equivalency

\*Corequisite must be completed prior to forwarding the scores to the State Fire Marshal's office.

### **Course requirements for graduation:**

The following are mandatory for completion:

- Module 1, 2, 3, 4 tests
- At least 1 live fire training burn

# Continuing Workforce Education

## Continuing Workforce Education

Continuing Workforce Education is instruction that does not result in a technical certificate, diploma, Associate in Applied Science, or Associate in Science degree.

Continuing Workforce Education is for:

- Individuals who are required to have training for licensure renewal or certification renewal by a regulatory or credentialing body. Continuing Education Units (CEU's) are awarded to individuals for successful completion of certain approved credit courses, programs, classes and activities for nurses, EMT's and Paramedics, law enforcement and corrections personnel. One CEU is awarded for every ten (10) contact hours of participation. The CEU serves as a unit of measure to give recognition for an individual's participation in approved non-credit activities. CEU's do not convert to semester credit hours.
- New or expanding businesses.
- Business, industry and governmental agencies whose products or services are changing so that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity.
- Individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train or to upgrade employment.

Contact the individual department for specific course information. For more information about Continuing Workforce Education opportunities at NFCC, contact the Dean of Academic Affairs at (850) 973-1603 or erles@nfcc.edu.

## Enrollment Requirements

Some courses may have specific admission requirements. Such requirements, if any, will be incorporated in the official announcement of the course offering.

## Fees

Fees will be established by the Administration of the College at the time of the course offering.

## Program Courses

Examples of customized training include, but are not limited to the following:

- Supervisor Training
- Business Etiquette
- Presentation Skills
- Customer Service
- Communication Skills
- Time Management
- Team Building

## Financial Assistance

There is no financial assistance for Center for Workforce Development courses.

## Business-Related Certification Programs

NFCC is committed to meeting the employment needs of the business community in its six-county service district and surrounding areas. Business-related certificate programs are developed and implemented on an 'on-demand' basis. An applicant pool must reach a specific level prior to program offering. Please contact the Dean of Academic Affairs at (850) 973-1603 or erles@nfcc.edu for program offering information.

# ed2go Online Non-Credit Classes

## Education to Go (ed2go) Online Non-Credit Classes

This program offers many online non-credit classes for the general public that are available all year in six-week blocks with two lessons per week. All classes are instructor facilitated. The variety of classes changes from term to term and enrollment dates are limited. For course descriptions and enrollment procedures, please refer to the ed2go schedule available online at the NFCC website ([www.nfcc.edu](http://www.nfcc.edu)) or call (850) 973-9481.

### Program Courses

- Art, History, Psychology, & Literature
- Business and Accounting
- Certification Prep
- Child Care & Parenting
- Computer & Programming
- Desktop Publishing & Imaging
- Digital Photography & Digital Video
- Entertainment Industry Careers
- Family & Personal Enrichment
- Grant Writing & Nonprofit Management
- Health Care, Nutrition & Fitness
- Internet
- Languages
- Law and Legal Careers
- Math, Philosophy, & Science
- Personal & Career



# Course Descriptions

## Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 27 participating nonpublic 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."

### Example of Course Identifier

(SEE CHART BELOW)

EXAMPLE OF COURSE IDENTIFIER					
Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
<b>ENC</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has 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 credit 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 sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

### **Authority for Acceptance of Equivalent Courses**

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating non public postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non public control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty 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 varying topics 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, Practica, Study Abroad, Thesis and Dissertations.

- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

### Courses at Non-Regionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Dr. Sharon Erle in the Office of Academic Affairs, Building #3 (the Walter L. Bishop Administration Building), North Florida Community College, Madison, Florida 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>.

## Accounting

**ACG 2021. INTRODUCTION TO FINANCIAL ACCOUNTING:** Three Credits, Three Hours. (Fall)  
This course is a comprehensive course providing students with the basic understanding of underlying principles, theories and concepts guiding the recording and analysis of business transactions, and the preparation and interpretation of the principle financial statements. This course guides students through the complete accounting cycle for a service and merchandising businesses. There is no prerequisite for this course; however, students should have strong math skills including those in algebra. It is strongly recommended that students complete CGS 1100C or have equivalent skills.

**ACG 2071. INTRODUCTION TO MANAGERIAL ACCOUNTING:** Three Credits, Three Hours. (Spring)  
Introduction to Managerial Accounting's main concentration is to provide the students with a complete understanding of how managers use quantitative and qualitative accounting information for decision making. Students will become knowledgeable of accounting concepts, calculation methods for budgeting and income from operations, and preparing performance evaluations in a manufacturing operation. Prerequisite: ACG 2021. It is strongly recommended that students complete CGS 1100C or have equivalent skills.

**ACG 2450. MICROCOMPUTERS IN ACCOUNTING:** Three Credits, Three Hours. (Fall)  
This course applies accounting principles using popular accounting software such as QuickBooks, Peachtree, or Great Plains to prepare and interpret accounting information. This course focuses on small business applications. It is strongly recommended that students complete CGS 1100C or have equivalent skills.

## Agriculture

**AGG 1101. AGRICULTURAL CAREERS:** One Credit, One Hour.  
This course will cover a broad array of careers in agriculture such as forestry, park management, floriculture, grounds maintenance and agricultural sales (equipment & products).

## Art

**ART 1300C. BASIC DRAWING I:** Three Credits, Three Hours. (Fall, Spring)  
A course involving work in basic freehand drawing.

**ART 1301C. BASIC DRAWING II:** Three Credits, Three Hours. (Fall, Spring)  
A continuation of ART 1300C. Prerequisite: ART 1300C, or consent of instructor.

**ART 1759C. CERAMICS I:** Three Credits, Three Hours. (Fall, Spring)  
A course involving work in clay. It will provide experience in creating hand-built and wheel-thrown pottery in addition to slip and glaze techniques in pottery decoration.

**ART 1751C. CERAMICS II:** Three Credits, Three Hours. (Fall, Spring)  
A continuation of ART 1759C with greater emphasis upon practical application. Prerequisite: ART 1759C.

**ART 1930R. SPECIAL TOPICS IN ART:** Three Credits, Three Hours.  
Special topics in art is for students who wish to further explore the field of art. Focus is placed on topical problems, current issues, or emerging trends. This course can be repeated. This course is not automatically transferable. Prerequisite: Consent of instructor.

**ART 2201C. BASIC DESIGN I:** Three Credits, Three Hours. (Fall, Spring)  
A study of form and fundamental design principles in two and three-dimensional media. Studio work and discussion will aid students in understanding cultural bases of design in contemporary society, fine arts professional practice, and teaching.

**ART 2202C. BASIC DESIGN II:** Three Credits, Three Hours. (Fall, Spring)  
A continuation of ART 2201C, with emphasis upon application. Prerequisite: ART 2201C.

**ART 2500C. PAINTING COMPOSITION I:** Three Credits, Three Hours. (Fall, Spring)  
A studio course in two dimensional art, which will include basic painting techniques and fundamentals. This basic course is a catalyst course for professional levels in art media achievement.

**ART 2501C. PAINTING COMPOSITION II:** Three Credits, Three Hours. (Fall, Spring)  
The student may select a painting medium for a study in depth. A continuation of ART 2500C. Prerequisite: ART 2500C.

## Astronomy

**AST 1002. INTRODUCTION TO ASTRONOMY:** Three Credits, Three Hours. (Spring)  
A general introduction to the concepts of modern-day astronomy including classic descriptive astronomy, geocentric to heliocentric models of the universe, light and electromagnetic spectra, optical telescopes, solar system and comparative planetology, formation and evolution of the sun and stars, Milky Way galaxy, cosmology and the expansion of the universe, and extraterrestrial life. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**AST 1002L. INTRODUCTION TO ASTRONOMY LAB:** One Credit, Two Hours. (Spring)  
This course, which consists of outdoor and indoor labs, provides a hands-on introduction to astronomy as an observational science. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test. Corequisite: AST 1002 or instructor approval.

**All science courses with laboratories require an additional lab fee.**

## Biological Sciences

The Biology Department offers a diverse selection of classes. Students must understand which classes will meet the requirements for his/her intended major. Therefore, academic advisement is suggested prior to choosing appropriate courses.

**BOT 2010C. GENERAL BOTANY:** Four Credits, Four Hours - Lecture and Laboratory including field trips. (Spring) An introduction to plant classification, structure, function and ecology; including medicinal and poisonous plants of North Florida. Prerequisite: A grade of "C" or better in REA 0017C or appropriate reading placement score on post secondary readiness test.

**BSC 1005C. INTRODUCTION TO BIOLOGY:** Four Credits, Four Hours - Combined Lecture and Laboratory. (Fall, Spring) An Overview of Biology for non-science majors. Topics include basic chemistry, cell structure and function, basic metabolism, genetics, evolution of biological diversity, and ecology. This course cannot be substituted for BSC 1010C. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**BSC 1010C. PRINCIPLES OF BIOLOGY I:** Four Credits, Four Hours - Lecture and Laboratory. (Fall, Spring, Summer) An exploration of the fundamental principles of living organisms, and a guide to building a basic understanding of morphological and physiological principles of living organisms. Special emphasis is placed on cellular and molecular biology of the cell. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**BSC 1011C. PRINCIPLES OF BIOLOGY II:** Four Credits, Four Hours - Lecture and Laboratory. (Spring) This course is a continuation of BSC 1010C. This course reinforces the main principles of biology through an emphasis on biodiversity. Prokaryotes, protists, fungi, plants and animals are studied within a framework of understanding evolution, structure and function, and ecology. Prerequisite: BSC 1010C with a minimum grade of C.

**BSC 1050. MAN AND ENVIRONMENT I:** Three Credits, Three Hours - Lecture. (Fall, Spring) Topics covered include pollution (air, water, pesticide, chemical dumps), overpopulation, ozone destruction, global-climate change, habitat destruction, loss of rain forests, and endangered species. The biological impact as well as proposed solutions will be addressed. This course includes examples of applied science in the world today. Students who plan to pursue a degree in environmental science should consider BSC 1050 for General Education science credit. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**BSC 2084C. ESSENTIALS OF ANATOMY AND PHYSIOLOGY:** Four Credits, Four Hours - Lecture and Laboratory. (Fall) This course will build a foundation of essential knowledge and understanding of the human body in anatomy and physiology. This includes providing a framework for discussion, interpreting, and applying relevant medical problems in conjunction with the presentation of normal anatomy and physiology. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**BSC 2085C. HUMAN ANATOMY AND PHYSIOLOGY I:** Four Credits, Four Hours - Lecture and Laboratory. (Fall, Spring, Summer) An exploration of the structure and function of molecules, cells, tissues and organs comprising the human body will be emphasized. Prerequisite: BSC 1010C with a minimum grade of C.

**BSC 2086C. HUMAN ANATOMY AND PHYSIOLOGY II:** Four Credits, Four Hours - Lecture and Laboratory. (Fall, Spring, Summer) A continuation of BSC 2085C. The structure and function of the major organ systems of the human body will be described and demonstrated with labs. Topics include: the cardiovascular system, the immune system, the respiratory system, the digestive system, the urinary system, and fluid and electrolyte balance. Prerequisite: BSC 2085C with a minimum grade of C.

**MCB 2010C. MICROBIOLOGY I:** Four Credits, Four Hours - Lecture and Laboratory. (Fall, Spring, Summer) An introduction to the morphology, physiology, genetics, and disease-causing properties of bacteria, viruses, protists, and fungi. How the human body defends against microbial infection will be emphasized. Prerequisite: BSC 1010C with a minimum grade of C or better and a C or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**ZOO 2010C. GENERAL ZOOLOGY:** Four Credits, Four Hours - Lecture and Laboratory. (Fall) Field trips are included. A survey of the animal kingdom emphasizing the structure, function, classification, behavior, and ecology of major animal phyla. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**All science courses with laboratories require an additional lab fee.**

## Business

**BUL 2241. LEGAL ENVIRONMENT OF BUSINESS:** Three Credits, Three Hours. This course is designed to instruct students on the legalities of conducting business, including: the relationship of constitutional law to business; the ethical and social responsibility of a business; dispute resolution procedures; impact on business operations; and laws pertaining to employees.

**ENT 1000. INTRODUCTION TO ENTREPRENEURSHIP:** This course exposes students to the knowledge and skills necessary to become a successful entrepreneur. Students will gain an understanding of the stages of the entrepreneurial process through a practical, hands-on learning environment. This includes gaining knowledge on the challenges of entrepreneurship, such as: idea and product development; building business models; determining marketing prospects through research; discovering funding opportunities; legal concerns; and other management issues. Students will also develop the skills necessary to turn the idea/opportunity into a viable venture, through strategic planning and implementation.

**FIN 1100. PERSONAL FINANCE:** Three Credits, Three Hours. Upon completion of this course students will have a complete understanding of different facets of personal finance. Students will learn how to develop a personal financial plan, manage assets, gain an understanding of how credit works, plan for insurance needs, including life, health and property, manage investments and plan for retirement.

**FIN 2000. PRINCIPLES OF FINANCE:** Three Credits, Three Hours. To familiarize students with the principles of financial management that guide decision making, introduce financial markets in which funds are traded, and the institutions that participate in the flow of funds. Prerequisite: ACG 2021. It is strongly recommended that students complete CGS 1100C or have equivalent skills.

**GEB 1011. INTRODUCTION TO BUSINESS:** Three Credits, Three Hours. This course is designed to give students a broad understanding of business, and the effects of global and domestic economic factors and market factors on business. Students will also gain knowledge on business formation, accounting and human resources in business, business communications, and marketing.

**GEB 1136. INTRODUCTION TO E-BUSINESS:** Three Credits, Three Hours. This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the internet offers for business. Topics covered include a survey of strategies and organizational models for new and existing businesses on the internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-business. Prerequisite: CGS 1100C Computer Applications I or demonstration of technological competency equivalency.

**GEB 2930. BUSINESS ADMINISTRATION CAPSTONE:** Three Credits, Three Hours.

This course is the culminating experience for the Associate of Science in Business Administration degree. Integrating course work taken throughout the degree program, students will complete a service learning capstone project. Students will demonstrate business knowledge and team problem solving and decision making skills by working together to plan, develop, and operate a small scale retailing business. The capstone project goal will be to clear a profit which will then be used for the benefit of the campus community. Prerequisite: Student must be in last semester of study in Associate of Science: Business Administration degree program or Associate in Arts degree with Business Emphasis.

**MAN 2021. PRINCIPLES OF MANAGEMENT:** Three Credits, Three Hours. This course is designed to give students an in-depth understanding of management principles and techniques, including organizational planning, leadership, organizing, and controlling. Students will gain knowledge of how to apply theories and concepts learned to real-life situation through the various assignments.

**MAR 2011. PRINCIPLES OF MARKETING:** Three Credits, Three Hours. This course is designed to acquaint the student with the changing marketing environment. The course will provide an introduction to the basic marketing concepts including the management approach to functions and institutions including analysis of demand, product planning, market segmentation, distribution, retailing, wholesaling, advertising, sales promotion, pricing and market research. The course work will develop the role marketing plays in society, as well as in the business firm. As an introductory course, students will be exposed to the "language of marketing" which includes terminology and basic concepts.

**MNA 2100. HUMAN RELATIONS IN MANAGEMENT:** Three Credits, Three Hours. This course is designed to acquaint the student with the knowledge and skills necessary for successful management of human resources, to include the development and maintenance of human resource functions as they relate to organizational strategic planning, recruitment, training and retention of human resources, while adhering to rules and regulations. This course also enables students to advance their knowledge of behavioral science as it relates to interpersonal interaction applied in a work setting. As an introductory course, the student will learn the "language of human resources" which includes terminology and basic concepts.

**OST 2335. BUSINESS COMMUNICATION:** Three Credits, Three Hours. This course is designed to develop students' ability to effectively communicate in the business arena. Upon completion of this course, students will become effective business communicators, developing skills in: interpersonal and group communication; electronic communication; message preparation; preparing and presenting reports and presentations; and resume preparation and developing proper interview skills. Prerequisite: CGS 1100C.

**SBM 2000. SMALL BUSINESS MANAGEMENT:** Three Credits, Three Hours. In this course students will learn how to successfully establish and maintain a small business, including organization, planning and management. Students will also gain knowledge of the different types of businesses.

**SLS 1350. EMPLOYABILITY SKILLS:** One Credit, One Hour. (Spring, Summer)

A capstone course designed to assist students who are seeking employment upon graduation to assess their personal traits, skills and competencies and then acquire skills necessary to conduct a job search and obtain employment. Students will be instructed how to develop personal and professionally written resumes, how to complete application forms, how to compose cover letters, and practice the skills of interviewing.

## Chemistry

**CHM 1033C. SURVEY OF CHEMISTRY:** Four Credits, Four Hours - Lecture and Lab. (Fall, Spring)

This course is designed to serve the needs for nursing and allied-health related majors and is a preparatory course for students who will need to take additional chemistry courses. Topics covered include scientific method; matter and energy; measurement units and conversions; structure of elements, atoms, compounds and the periodic table; mole concept; chemical reactions and equations; functional classes and reactions in organic chemistry; biological compounds structures, properties, biogenesis, metabolism and their roles in life. Prerequisites: A grade of "C" or better in MAT 1033 or suitable mathematics placement test score on post secondary reading test and a grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**CHM 1045. GENERAL CHEMISTRY I:** Three Credits, Three Hour - Lecture. (Fall)

An introduction to chemical science primarily designed for students majoring in science, engineering and allied fields. Major topics include matter and energy; chemical formulas; equations; and stoichiometry; quantum mechanical model of atomic structure and the periodic table of elements; chemical bonding; periodic properties and chemical classifications. Prerequisite: High school chemistry and/or a grade of "C" or better in CHM 1033C and a grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**CHM 1045L. GENERAL CHEMISTRY I LAB:** One Credit, One Three Hour Session Per Week. (Fall)

Laboratory exercises which stress spectroscopy, gravimetric analysis, titrations, standardizations, filtrations, chemical reactions and the application of the scientific method. Prerequisite or corequisite: CHM 1045.

**CHM 1046. GENERAL CHEMISTRY II:** Three Credits, Three Hour - Lecture. (Spring)

Sequel course to CHM 1045 which includes the following topics: chemical bonding and molecular structure; gaseous, liquid, and solid states of matter and the kinetic-molecular theory; solutions of acids, bases, and salts; chemical equilibrium, thermodynamics, electrochemistry, and an introduction to qualitative analysis. Prerequisite: A grade of "C" or better in CHM 1045. Corequisite CHM 1046L.

**CHM 1046L. GENERAL CHEMISTRY II LAB:** One Credit, One Three Hour Session Per Week. (Spring)

Laboratory exercises which stress isomerism, chemical synthesis, freezing point depression, chemical kinetics, equilibrium, acid-base chemistry, electrochemistry and the application of the scientific method. Prerequisite or corequisite: CHM 1046 and CHM 1045L with a grade of "C" or better.

**CHM 2210. ORGANIC CHEMISTRY I:** Three Credits, Three Hours - Lecture. (Fall)

A study of the compounds of carbon, their properties, preparation, and reactions of alkanes, alkenes, alkynes. A course designed for students majoring in medicine, chemistry, chemical engineering, and allied fields. Prerequisites: A grade of "C" or better in CHM 1045 and CHM 1046.

**CHM 2210L. ORGANIC CHEMISTRY I LAB:** One Credit, One Three-Hour Session Per Week. (Fall)

Experimental topics on separation, purification, chemical and instrumental methods of organic chemical analysis as are normally carried out in the synthesis of organic compounds and their derivatives. Functional group qualitative analyses are included. Prerequisite or corequisite: CHM 2210.

**CHM 2211. ORGANIC CHEMISTRY II:** Three Credits, Three Hour - Lecture. (Spring)

A continuation of CHM 2210 which covers aromatic compounds, spectroscopy, organometallic compounds, alcohols, ethers, aldehydes, ketones, enols, esters, amines, carbohydrates, lipids, and proteins. Prerequisite: A grade of "C" or better in CHM 2210.

**CHM 2211L. ORGANIC CHEMISTRY II LAB:** One Credit, One Three Hour Session per Week. (Spring)

Continuation of CHM 2210L with a focus on multi-step syntheses reactions encompassing oxidations, aromatic substitution and eliminations, aldehydes and ketones, acids, esters, amines, SN1 and SN2. Prerequisites: CHM 2210 and CHM 2210L. Corequisite: CHM 2211.

**All science courses with laboratories require an additional lab fee.**

## Developmental Education

**ENC 0017C. FUNDAMENTALS OF READING AND WRITING I:** Developmental, Zero Credit, Four Hours. (Fall, Spring) This course is designed to provide a review of grammar skills & an introduction to paragraph writing skills. The reading portion of this course teaches basic reading skills, vocabulary, critical reading, and comprehension skills. Successful completion of ENC 0017C requires students to pass this course with a final average of 70% ("C") or higher. Placement is determined by appropriate scores on a post-secondary education readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

**ENC 0025C. FUNDAMENTALS OF WRITING II:** Developmental, Zero Credit, Four Hours. (Fall, Spring, Summer) This course is designed to improve upon the language usage and mechanical skills learned in ENC 0017C, Fundamentals of Reading and Writing I, with emphasis placed on the construction of well-written sentences, paragraphs, and essays. Successful completion of this course requires students to pass the course with a 70% or higher. Prerequisite: A grade of "C" or better in ENC 0017C or the appropriate score on a post secondary education readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

**MAT 0018C. PRE-ALGEBRA:** Developmental, Zero Credit, Four Hours. (Fall, Spring, Summer) This course is for students who need to improve basic arithmetic skills as well as be introduced to some algebra concepts necessary for success in MAT 0028C, Introductory Algebra. It provides instruction and practice in computation with whole numbers, fractions, decimals, ratio and proportion, operation with integers, and percents. Algebra topics include solving linear equations and how to define and evaluate simple algebraic expressions. Successful completion of MAT0018C requires students to pass the course with a final average of 70% ("C") or higher. Placement is determined by an appropriate score on a post secondary readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

**MAT 0028C. INTRODUCTORY ALGEBRA:** Developmental, Zero Credit, Four Hours. (Fall, Spring, Summer) This course is designed to assist students in developing skills for college-level mathematics work. It provides instruction and practice in language and terminology of algebra; operations on signed numbers; simple linear equations and inequalities in one variable; operations on polynomials, including beginning techniques of factoring; integer exponents; a brief introduction to radicals; rational expressions; introduction to graphing; and applications. Successful completion requires students to pass the course with a 70% or higher. Prerequisite: A grade of "C" or better in MAT 0018C or the appropriate score on a post secondary education readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

**REA 0017C. FUNDAMENTALS OF READING II:** Developmental, Zero Credit, Four Hours. (Fall, Spring, Summer) Course assists students in improving reading and higher order comprehension skills. Students will practice essential skills such as find the main idea, identifying supporting details, detecting inference, improving overall comprehension understanding purposes for writing, identifying an audience and practice in vocabulary. Students will be engaged in higher order thinking and comprehending. Successful completion requires students to pass the course with a 70% ("C") or higher. Prerequisite: A grade of "C" or better in ENC 0017C or the appropriate score on a post secondary education readiness test designated by NFCC. THIS COURSE DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

## Computer Science / Networking

**CET 1171C. IT ESSENTIALS:** Three Credits, Four Hours. (Fall and Spring) Upon completion of this course the student will have a basic understanding of the function and operation of the major interior computer components and peripheral devices used with or connected to personal computer systems.

**CET 1600C. CISCO NETWORKING FUNDAMENTALS:** (Cisco Networking Academy) Three Credits, Four Hours. (Fall) This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers the OSI Model and industry standards; network topologies; IP addressing, including subnet masks; and basic network design. This is the first of a four-part series designed to prepare students for the Cisco Certified Networking Associate Exam.

**CET 1610C. CISCO NETWORKING - ROUTER TECHNOLOGY:** Three Credits, Four Hours. (Fall) This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers the beginning router configurations; routed and routing protocols; and an introduction to LAN switching. This is the second of a four-part series designed to prepare students for the Cisco Certified Networking Associate Exam. Prerequisite: CET 1600C.

**CET 2615C. CISCO NETWORKING - ADVANCED ROUTER THEORY:** Three Credits, Four hours. (Spring) This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers the advanced router configurations; LAN switching; network management; and advanced network design. This is the third of a four-part series designed to prepare students for the Cisco Certified Networking Associate Exam. Prerequisite: CET 1610C.

**CET 2620C. CISCO WIDE AREA NETWORK ROUTING:** Three Credits, Four Hours. (Spring) This course is designed to prepare a student to apply and understand the advanced principles, applications, and implementation of networking hardware. The course covers the advanced network design projects and advanced network management projects. This is the fourth of a four-part series designed to prepare students for the Cisco Certified Networking Associate design Exam. Prerequisite: CET 2615C.

**CGS 1030C. BEGINNING COMPUTERS:** One Credit, One Hour. (Fall and Spring) This course is designed for the absolute beginning computer user who may have no previous computer experience up to the computer user who has no experience with using personal computers as a college level student. In addition to learning the basics of how computers operate, students will gain experience with using an operating system, using e-mail for communication, using an online course management system, and effectively using the internet for research and organization of their studies.

**CGS 1100C. COMPUTER APPLICATIONS I:** Three credits, Three Hours. (Fall, Spring and Summer) This course is designed to familiarize students with microcomputers, using some of the more popular commercially available software packages, including an introduction to an operating system and/or user interface. Emphasis is on practical exercises using word processing, spreadsheets, presentations, and databases.

**CGS 1520. MULTIMEDIA PROGRAMMING:** Three Credits, Three Hours. This course will provide students with the skills needed to produce useful and dynamic classroom presentations and educational courseware. An extensive hands-on approach using an authoring language, presentation software, and multimedia (use of text, sound, still images, animation, and video) will enable students to develop effective multimedia presentations and courseware. Prerequisite: CGS 1100C or consent of instructor.

**CGS 1930C. COMPUTER SCIENCE SPECIAL TOPICS:** One Credit, One Hour. Courses centering around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Levels may vary within an institution. This course is repeatable, but not automatically transferable. Prerequisite: CGS 1100C or instructor consent.

**CGS 2571C. COMPUTER APPLICATIONS II:** Three Credits, Three Hours. (Fall, Spring, Summer)  
This course is designed to teach students advanced techniques using some of the more popular commercially available productivity software, emphasizing advanced features through exercises using word processors, spreadsheets, presentations and databases. Prerequisite: CGS 1100C.

**CIS 2252. COMPUTER ETHICS:** Three Credits, Three Hours.  
The course examines theory and practice of computer and information ethics - particularly to study the basis for ethical decision-making and the methodology for reaching ethical decisions concerning computing and informational technology matters. Prerequisite: CGS 1100C.

**All computer courses require an additional lab fee.**

## Criminal Justice

**CCJ 1020. INTRODUCTION TO CRIMINAL JUSTICE:** Three Credits, Three Hours. (On Demand)  
This course is designed as an introduction to the criminal justice system, exploring the history, development and changing philosophies of our system. The roles of law enforcement, the courts and correctional agencies will be explained and analyzed in terms of their procedures and the issues that arise in the execution of these procedures. The interrelationship of the various parts of the system will also be emphasized.

**CCJ 2010. NATURE OF CRIME:** Three Credits, Three Hours. (On Demand)  
This course adopts a series of vantage points to assess the nature, meaning and extent of crime in society. The areas covered include the measurement of crime, media and fictional representations of crime, social histories of crime and punishment, crime in the inner cities, crime in the home, corporate crimes and crimes of the state.

**CCJ 2022. CONCEPTS AND ISSUES IN CRIMINAL JUSTICE:** Three Credits, Three Hours. (On Demand)  
This course is designed as a critical review of the criminal justice system and its processes, policies and practices. The system's strengths and weaknesses will be examined and current trends and issues will be discussed.

**CJC 2350. CORRECTIONAL FACILITY ORGANIZATION/OPERATIONS:** Three Credits, Three Hours. (On Demand)  
Basic instruction in the operational functions utilized in local, county and state jail and correctional facilities. The state and federal rules that guide these procedures will be reviewed. The course will focus on the preliminary knowledge, skills and techniques of line correctional officers.

**CCJ 2053. CRIMINAL JUSTICE ETHICS:** Three Credits, Three Hours. (On Demand)  
This course provides a survey of morality, ethics and human behavior. It includes a review of various ethical systems, the recognition of moral issues and the development of moral and ethical imagination and behavior. Various ethical dilemmas will be presented. Focus will be placed on the ethical issues and problems generally encountered by criminal justice professionals.

**CJE 1301. POLICE PATROL OPERATIONS:** Three Credits, Three Hours. (On Demand)  
This course is a comprehensive presentation of what police do and how they do it. Emphasis will be placed on critical thinking, problem solving and community involvement. The latest research on patrol techniques, cultural diversity and changes in police administration will be explored. The course is geared toward careers in law enforcement.

**CJE 2300. POLICE ADMINISTRATION AND OPERATIONS:** Three Credits, Three Hours. (On Demand)  
This course is designed as an introduction to police organization and management, viewing the local police as a political entity within the larger scope of the city the agency serves. Examined during the course will be various organizational structures and management theories, with an emphasis on proactive rather than reactive management.

**CJL 1100. CRIMINAL LAW:** Three Credits, Three Hours. (On Demand)

This course will explore the history and development of substantive criminal law and the concept of criminal liability. The elements of criminal law in crimes against persons, property and society will be discussed. Government sanctions of individual conduct as formulated by legislatures will be examined as well as current case law handed down through court decisions.

**CJL 2062. CONSTITUTIONAL LAW:** Three Credits, Three Hours. (On Demand)

This course will analyze the provisions of the Constitution to include their development through court interpretations and their application to criminal justice and law enforcement. The course will focus primarily on those amendments that are most relevant to criminal justice, along with a general overview of the Constitution.

**CJL 2500. AMERICA'S COURTS AND THE CRIMINAL JUSTICE SYSTEM:** Three Credits, Three Hours. (On Demand) The course is designed as an in-depth look at America's court system, and the adjudication process. The history, structure and role of both state and federal court systems will be discussed as well as the roles and influences of all court participants. The dynamic process of applying the abstract rules of law to concrete case situations will be explored by analyzing decisions made at each step of the adjudication process, emphasizing the effect of these decisions on the criminal justice system in general and on the public's view of justice.

**CJE 1600. CRIMINAL INVESTIGATIONS:** Three Credits, Three Hours. (On Demand)

Elements of criminal investigations will be taught. This includes crime scene procedures, evidence collection and processing, crimes against persons and property, and drug investigations.

## Early Childhood Education

**CHD 2220. CHILD GROWTH AND DEVELOPMENT:** Three Credits, Three Hours. (Spring, Summer)

The course provides an overview of physical, social-emotional, language and communication, and cognitive growth and development of children prenatal until age eight. Topics include theories of growth and development, environmental influences, family and culture.

**EDG 1940. FIELD EXPERIENCE:** Three Credits, Three Hours. This course provides field placement in educational settings that reflects student's career goals and area of specialization. Students are guided by NFCC instructors and professional mentors to create, reflect upon, and refine a set of goals and principles that will guide them into their educational career.

**EEC 1310. EFFECTIVE CLASSROOM MANAGEMENT: GUIDANCE AND DISCIPLINE:** Three Credits, Three Hours. (Fall) This course is designed to help early childhood education educators in establishing positive classroom environments and programs. The course emphasizes guidance and discipline techniques to create a positive learning environment, setting limits, appropriate behaviors. This course also examines the role of families in creating an effective early childhood program, including communication techniques.

**EEC 1407. PHYSICAL, SOCIAL, AND EMOTIONAL HEALTH FOR YOUNG CHILDREN:** Three Credits, Three Hours. (Spring) This methods class explores the physical, social, and emotional health for children birth through age eight. Topics include fine and gross motor development, pro-social skills, self-concept, self-control, self-esteem, play, relationships, temperament, physical well-being, mental health, and environmental influences. The course also includes assessment of development, as well as designing appropriate accommodations to meet the needs of all children enrolled in the early childhood program. Prerequisite: CHD 2220, DEP 2004 or consent of instructor.

**EEC 1601. OBSERVING AND RECORDING:** Three Credits, Three Hours. (Fall, Spring) This class studies a variety of tools used for observing and recording children's behavior in an objective, anti-bias manner. Students will learn best practices for conducting observations, techniques for sharing results,

strategies for analyzing results to develop and implement educational plans, and suggestions for how to work with professionals to provide the best services for children birth through age eight. Course includes an examination of both formal and informal screening instruments. Prerequisite: CHD 2220, DEP 2004 or consent of instructor.

**EEC 2011. EARLY CHILDHOOD EDUCATOR PROFESSIONALISM:** Two Credits, Two Hours. (Fall, Spring) The course introduces the early child professional to the importance of professional development for themselves and the families they serve. The course emphasizes the child-family-teacher relationship to provide the best learning environment for children, incorporating techniques for working with families, and identifying community resources available for assistance.

**EEC 2218. LANGUAGE AND LITERACY FOR YOUNG CHILDREN:** Three Credits, Three Hours. (Fall) This methods class includes techniques for promoting language and literacy development of children birth through age eight by incorporating the principles of child growth and development. Topics include phonemic awareness, fluency, vocabulary, comprehension, reading/writing process, language acquisition, environmental print, storytelling, and children's literature. The course also includes assessment of development, as well as designing appropriate accommodations to meet the needs of all children enrolled in the early childhood program. Prerequisite: CHD 2220, DEP 2004 or consent of instructor.

**EEC 2226. MATH, SCIENCE, AND TECHNOLOGY FOR YOUNG CHILDREN:** Three Credits, Three Hours. (Spring) This methods class provides students with the knowledge of developmentally appropriate science and math concepts for children birth through age eight and techniques for incorporating them throughout the curriculum. Topics include one-to-one correspondence, number concept, sorting, patterns, measuring, estimating, scientific process, observing, predicting, problem-solving, and appropriate use of technology in the classroom. The course also includes assessment of development, as well as designing appropriate accommodations to meet the needs of all children enrolled in the early childhood program. Prerequisite: CHD 2220, DEP 2004 or consent of instructor.

**EEC 2240. SOCIAL STUDIES AND CREATIVE EXPRESSION FOR YOUNG CHILDREN:** Three Credits, Three Hours. (Spring) This methods class provides students with the knowledge of developmentally appropriate social studies and creative expression concepts for children birth through age eight and techniques for incorporating them throughout the curriculum. Topics include culture, time, people, places, individual and global identify, sense of community, dramatic play, music, art, and creative movement. The course also includes assessment of development, as well as designing appropriate accommodations to meet the needs of all children enrolled in the early childhood program. Prerequisite: CHD 2220, DEP 2004 or consent of instructor.

**EEC 2521. CHILD CARE MANAGEMENT:** Three Credits, Three Hours. (Fall, Spring) The course provides an overview of the core competencies required of current and potential child care program directors managing early childhood programs. Topics include budgeting, legal issues, personnel, working with families and community partners, food service, health issues, and program safety management. This course fulfills the Overview of Child Care Management course requirement for the Florida Department of Children and Families Child Care Director Credential.

**EEC 2734. HEALTH, SAFETY, AND NUTRITION:** Three Credits, Three Hours. (Spring) This course provides an overview of health, safety, and nutrition issues related to early childhood programs. Students will learn how to implement policies and procedures to ensure safe and healthy learning environments are available for children. Topics include proper emergency preparedness procedures, recognition and prevention of childhood diseases, child abuse and neglect, and USDA recommendations for food service and management.

**EEX 1010. TEACHING EXCEPTIONAL CHILDREN:** Three Credits, Three Hours. (Fall, Spring) This course is designed to provide an orientation to exceptional child education. Emphasis will be placed on appropriate needs, placement, and resources for exceptional children with a focus on designing programs that enable all children to become active participants in the learning process.

**HEV 0160. CHILD CARE DIRECTOR:** The Child Care Center Director Program focuses on broad, transferable skills for the program directors/managers in the Early Childhood industry. Topics include: Reflective Management Practices; Organizational, Fiscal, Personnel, and Facilities Management; Managing Health and Safety Issues as well as Food Service; Educational Programming and Family Support; Marketing and Public Relations; Assessment and Evaluation; Leadership and Advocacy. This class meets the Overview of Child Care Management requirement for the Florida Department of Children and Families (DCF) Director Credential, which is required for directors of licensed child care facilities in Florida.

**HEV 0870. CHILD CARE WORKER 1:** 150 clock hours. This course covers the competencies for the Department of Children and Families and general competencies for initial employment. Students will acquire competency in state rules and regulations that govern child care; child abuse and neglect; establishing and maintaining a safe, healthy learning environment; food service and nutrition; principles of child development, both typical and atypical; developmentally appropriate practices for programs serving children from birth to age twelve; communication skills relating to child care; observation and recording methods; and appropriate methods of guidance. Special fees apply.

**HEV 0871. CHILD CARE WORKER 2:** 150 clock hours. This course allows a student to become well versed in the child care industry. The course provides an overview of early childhood career options and responsibilities. The course provides instruction in professionalism; knowledge of community needs and resources; interpersonal relationships skills; roles of the child care center staff; observation and recording methods; leadership and organizational skills; intercommunication with families; and positive communication techniques. This course includes supervised direct field experience, which enables the student to put into practice the concepts learned in the classroom. Special fees apply. Prerequisite: HEV 0870

**HEV 0872. TEACHER AIDE (PRESCHOOL):** 150 clock hours. This course will support the acquisition of knowledge and skills necessary to implement a supportive, developmentally appropriate, safe, family focus group care environment for children birth to age three. Included will be instruction in health, safety and nutrition of infants and toddlers; theories of child development; basic curriculum development; sensory integration and physical development activities of infants and toddlers; developmentally appropriate physical activities for preschool children. This course includes supervised direct field experience, which enables the student to put into practice the concepts learned in the classroom. Special fees apply. Prerequisite: HEV 0871.

**HEV 0873. PRESCHOOL TEACHER:** 150 clock hours. This course will enable the student to acquire the professional development and leadership skills necessary to effectively motivate children and to interact professionally with children, parents, and staff; demonstrate activities that are anti-bias, nonviolent and from a multicultural perspective; demonstrate the ability to provide for inclusion of special needs children; demonstrate mentoring skills for team building and collaboration; demonstrate currency in trends and issues in early childhood education. This course includes supervised direct field experience, which enables the student to put into practice the concepts learned in the classroom. Special fees apply. Prerequisite: HEV 0872.

## Economics

**ECO 2013. MACROECONOMICS:** Three Credits, Three Hours.

This course is a study of the effects of fiscal and monetary policy on the economy. Specific areas covered are national income accounting, money and banking, inflation, unemployment, stabilization, and supply side economics. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**ECO 2023. MICROECONOMICS:** Three Credits, Three Hours.

A survey of selected individual components of the economic structure. Major emphasis is placed on how these components function and their performances in the U.S. economy. Areas studied include supply and demand, elasticity, production and costs, factor prices, comparative economic systems, and micro

problems of modern society. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

## Education

**EDF 2005. INTRODUCTION TO THE TEACHING PROFESSION:** Three Credits, Three Hours. (Fall, Spring, Summer) This is a survey course including historical, sociological and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida educator accomplished practices, sunshine state standards, and the professional educator competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or internet.

**EDF 2085. INTRODUCTION TO DIVERSITY FOR EDUCATORS:** Three Credits, Three Hours. (Fall, Spring, Summer) Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida educator accomplished practices, sunshine state standards, and the professional educator competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or internet.

**EME 2040. INTRODUCTION TO TECHNOLOGY FOR EDUCATORS:** Three Credits, Three Hours. (Fall, Spring, Summer) Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards. Prerequisite: CGS 1100C.

## Emergency Medical Technician

**EMS 1119. EMERGENCY MEDICAL TECHNICIAN I:** Six Credits, Six Hours. (Fall, Spring)  
This course is designed to prepare a person for employment as an emergency medical technician or to provide supplemental training for a person previously or currently employed in the health occupations field. Corequisites: EMS 1119L, EMS 1411, EMS 1421.

**EMS 1119L. EMERGENCY MEDICAL TECHNICIAN I LAB:** Three Credits. (Fall, Spring)  
This course provides the student with supervised instruction and practical application of those skills practiced by the EMT in the job environment. Corequisites: EMS 1119, EMS 1411, EMS 1421.

**EMS 1411. EMERGENCY ROOM:** One Credit. (Fall, Spring)  
This clinical course enables the student to perform basic patient care and participate as a team member in an actual emergency room. Corequisites: EMS 1119, EMS 1119L, EMS 1421.

**EMS 1421. RESCUE CLINICAL:** One Credit. (Fall, Spring)  
This clinical course enables the student to perform basic patient care and participate as a team member on an actual emergency ambulance. Corequisites: EMS 1119, EMS 1119L, EMS 1411.

## English

**CRW 2001. INTRODUCTION TO CREATIVE WRITING:** Three Credits, Three Hours.

This course introduces students to fiction and poetry, with the help of assigned readings, revised drafts, and writing exercises. Students will learn to read as writers and apply a number of fiction and poetry techniques to their own creative work and publication. The class is meant to encourage constructive criticism, challenge commonly held assumptions about fiction and poetry, and sharpen creative writing skills. Prerequisite: ENC 1101.

**ENC 1101. FRESHMAN ENGLISH I:** Three Credits, Three Hours. (Fall, Spring, Summer)

A college credit composition course in which the student composes expository writing in various modes. Research methods and library skills are introduced and a documented paper is required. Prerequisite: A grade of "C" or better in ENC 0025C or satisfactory placement scores and a grade of "C" or better in REA 0017C or satisfactory placement scores.

**ENC 1102. FRESHMAN ENGLISH II:** Three Credits, Three Hours. (Fall, Spring, Summer)

A college credit composition course in which the student composes expository writing in various modes and is exposed to various literary genres and their characteristics. Freshman English II requires the study of short fiction, poetry and drama, a continuation of the writing of expository prose, and the development of effective research techniques culminating in the writing of a formal research paper. Prerequisite: ENC 1101.

**ENC 1130. INTRODUCTION TO COLLEGE COMPOSITION:** Three Credits, Three Hours. (Fall, Spring, Summer) This course includes practice in writing short essays, locating and using college level sources, and it encompasses a comprehensive review of grammar, mechanics, style, and MLA format. Placement in this elective course is determined by 1) successful completion of ENC 0025C, or 2) by a writing score on the PERT of 99 or above. This course is strongly recommended for students who need advanced practice in academic writing following successful completion of Fundamentals of Writing II, ENC 0025C. Students who have successfully completed ENC 1101 may not enroll without permission from the instructor or the Dean of Academic Affairs.

## Firefighter

**FFP 0010. FIREFIGHTER I:** 206 Clock Hours. Prepares students for certification as a Firefighter I.

Upon completion of the course, the students' scores and skills check-off packet will be forwarded to the State Fire Marshal's office. Qualified students will receive a certificate of compliance from the State Fire Marshal's Bureau of Fire Standards and Training as a Firefighter I.

## French

**FRE 1120. ELEMENTARY FRENCH I:** Four Credits, Four Hours. (Fall)

For the beginning student in French: a foundation in the language and civilization, stressing an oral-aural approach. The course is open to students with no language background and to those with less than one year of high school French whose language placement test indicates a need for further foundation work.

**FRE 1121. ELEMENTARY FRENCH II:** Four Credits, Four Hours. (Spring)

A continuation of FRE 1120. Prerequisite: FRE 1120 or equivalent, or consent of the instructor based on language placement scores.

**FRE 2200. INTERMEDIATE FRENCH I:** Three Credits, Three Hours. (Fall)

Designed to develop a facility for reading and oral discussion. A thorough review of French grammar and an introduction to French culture and literature are included. Prerequisite: FRE 1121 or equivalent, or consent of instructor based on language placement test scores for those with two or more years of high school French.

**FRE 2201. INTERMEDIATE FRENCH II:** Three Credits, Three Hours. (Spring)

A continuation of FRE 2200, with an emphasis on the introduction to literature. The course is designed to deepen the student's knowledge of French and improve his/her fluency and writing. By the end of the semester the student should also have an awareness of the most important literary movements in France and have a familiarity with a few select works studied in class. Prerequisite: FRE 2200 or consent of the instructor.

## Graphic Arts

**GRA 1213. BASIC ELECTRONIC IMAGING:** One Credit, One Hour.

Utilizing industry standards in Electronic Imaging Software, this course will include instruction in the basics of image editing including the fundamentals of how to use the software to acquire and enhance original images. Image enhancements in this basics course will include resizing images, modifying color and contrast, and applying filters and special effects to digital images. Students should have basic computer knowledge prior to beginning this class.

**GRA 1952. PORTFOLIO REVIEW:** One credit, One hour.

Students at the end of their degree work will compile past coursework, self assess, and update the materials, and then prepare a portfolio of their work which can be used for job searches or to further their education. This capstone course will also include instruction in the job search process will include researching careers fields, preparing an application including a resume and cover letter, and job interviewing techniques. Prerequisite: Instructor approval.

**GRA 2117C. COMPUTER ASSISTED GRAPHIC DESIGN:** Three Credits. Three Hours.

Utilizing the industry standard software for the production of digital graphics, this course will involve the creation of original artwork, drawings, and illustrations. Specifically, computer software will be used to select, create, and transform objects to create both raster and vector based graphics and to add a variety of text and special effects. The graphics created can be used for both on the web and in print documents.

**GRA 2121C. PUBLICATION DESIGN:** Three Credits. Three Hours.

Utilizing the industry standard in publication design software, this course will include instruction on how to create professional looking publications which effectively integrate images, illustrations, text type and other visual elements. The layout and design process will result in pages that can be used in single or multi page publications such as magazines, newspaper, catalogs, newsletter, books or annual reports which potentially can be placed on the web or printed using spot, process color separations for professional printing.

**GRA 2131C. ELECTRONIC IMAGING:** Three Credits, Three Hours.

Utilizing industry standards in Electronic Imaging Software, this course will include instruction in creating a variety of image types including enhancement of original images and compilations of existing images and other graphic elements to create digital media/multimedia project suitable for printing, presentations or for use on the web. Basic design principles will be applied from concept to finished product. Students should have basic computer knowledge prior to beginning class.

**GRA 2140C. INTERACTIVE MEDIA:** Three Credits. Three Hours.

Utilizing the industry standard in computer animation software and digital graphic production software, this course will include instruction on how to create a highly interactive computer animation which include student created original vector based graphics. Students will use a service learning approach

to design and develop a short tutorial to be used on campus to enhance student learning in a variety of subject matter. Specifically students will learn how to add and manipulate text, images, audio, and video in their animated digital media/multimedia project including developing a user-friendly navigation structure for non-linear environments. With the instructor's assistance and supervision, the student will design and manage the entire project from conception and design to publishing the tutorial to a website. Prerequisites: GRA 2144C, GRA 2160C, GRA 2117C.

**GRA 2143C. ADVANCED WEB DESIGN:** Three Credits, Three Hours.

Utilizing the industry standard in web development software, this course will include advanced instruction in creating web content with a focus on the practical application of skills learned in GRA 2144C Fundamentals of Web Design. Using a service-learning approach, students will work with a local organization as a client to create web content including developing client specific design, navigational structure, multimedia and other content. With the instructor's assistance and supervision, the student will design and manage the entire project from conception and design to publishing the live website to the client's choice of server. Prerequisite GRA 2144C. Corequisite ART 2201C.

**GRA 2144C. FUNDAMENTALS OF WEB DESIGN:** Three Credits, Three Hours.

Utilizing industry standards in web development software, this course will include instruction in creating web content including assessing the needs of the end user; designing a non-linear navigational structure and page layouts; incorporating other forms of media; setting styles and behaviors; and publishing to a web server. Examples of good design will be used from concept to finished product. Students should have basic computer knowledge prior to beginning this class.

**GRA 2160C. COMPUTER ANIMATION:** Three Credits, Three Hours.

Utilizing the industry standard in computer animation software, this course will include instruction on how to create animations including graphics, short movies, and dynamic web content. Specifically, students will learn how to add and manipulate text, images, audio and video in their animated digital media/multimedia project. Students will also learn how to control animation using basic action scripting to create interactivity and how to publish that animation in a variety of formats.

**GRA 2207C. ADVANCED ELECTRONIC IMAGING:** Three Credits, Three Hours.

Utilizing the industry standard in electronic imaging software, this course will include advanced instruction in electronic image editing and optimizing with a focus on the practical application of skills learned in GRA 2131C Electronic Imaging. Using a service-learning approach, students will work with local organizations as clients to create a professional level digital image portfolio. With the instructor's assistance and supervision, the student will design and manage the entire project from conception and design to presenting the printed display of the images at a student art showcase on campus. Prerequisite: GRA 2131C. Corequisites: ART 2201C, PGY 2401.

## Health and Nutrition

**HSC 1100. PERSONAL HEALTH:** Three Credits, Three Hours. (Fall, Spring)

A study of personality theories, mental health, stress management, drug use and abuse, human sexuality, cardiovascular health, nutrition, physical fitness, sexually transmitted diseases, and other infectious diseases, aging, death and dying.

**HSC 1531. MEDICAL TERMINOLOGY FOR ALLIED HEALTH:** Three Credits, Three Hours.

(Fall, Spring) Designed to teach allied health majors the recognition and application of basic medical terminology. The course consists of sixteen units, each covering a specific body system. In each unit the student will be presented basic word parts from which he/she will be able to build and recognize thousands of medical terms. Each unit builds on word parts mastered in previous units.

**HUN 2201. FUNDAMENTALS OF HUMAN NUTRITION:** Three Credits, Three Hours. (On Demand)

Deals with the nutrients, vitamins, minerals and water needed by the human body to function. It emphasizes the role of food intake in appropriate quantities to meet these needs. Consumer issues,

food labeling, dietary guidelines, energy needs and expenditure, and disease/health problems will be addressed. Prerequisite: BSC 1010C or BSC 1005C or CHM 1033.

## History

**AMH 1070. HISTORY OF FLORIDA:** Three Credits, Three Hours. (Fall) A survey of the development of Florida from the discovery, exploration, and colonization to the present. The course includes a study of Florida's Spanish heritage, its territorial days, the period of the Civil War and Reconstruction and an evaluation of modern Florida's industrial and urban characteristics. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

**AMH 2010. AMERICAN HISTORY I:** Three Credits, Three Hours. (Fall, Spring, Summer) A political, social, economic, intellectual, and cultural survey of American History from the Pre-Columbian Indians and the Age of European Exploration to the end of the Civil War. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

**AMH 2020. AMERICAN HISTORY II:** Three Credits, Three Hours. (Fall, Spring, Summer) A political, social, economic, intellectual, and cultural survey of American History from the Reconstruction Period and the present day. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

**AMH 2091. AFRICAN-AMERICAN HISTORY AND CULTURE:** Three Credits, Three Hours. (Spring) A survey course covering African-American history from the early American colonial period to the present. The course will describe the contributions of African-Americans to American life and the role of African-Americans in the economic, political, military, social and cultural history of the United States. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

**AMH 2097. RACE, NATIONALITY, AND ETHNICITY IN U.S. HISTORY:** Three Credits, Three Hours. (On Demand) This course will provide the reference needed to develop an appreciation for the ways in which the dual concepts of race and ethnicity have influenced the scope of American History. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

**WOH 1012. WORLD HISTORY TO 1600:** Three Credits, Three Hours. (Fall, Spring, Summer) This course provides a broad global perspective of World History from prehistoric times through the age of discovery – (1600 A.D.). As it considers all geographic areas and civilizations, it identifies and explores the links among civilizations that produce a multi-centered World History. It will survey the major political, economic, cultural and intellectual movements that have shaped the development of our world. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

**WOH 1022. WORLD HISTORY SINCE 1600:** Three Credits, Three Hours. (Fall, Spring, Summer) This course provides a broad global perspective of World History from the scientific revolution through the modern age of terror and international interrelationships. As it considers all geographic areas and civilizations, it identifies and explores the links among civilizations that produce multi-centered World History. It will survey the major political, economic, cultural and intellectual movements that have shaped the development of our world. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

**WOH 2040. WORLD HISTORY IN THE TWENTIETH CENTURY:** Three Credits, Three Hours. (Fall and Spring) This course will begin with European Imperialism and World War I. It will examine the important political, military, economic, intellectual, social, and cultural developments in the world during the last century. Prerequisites: A grade of "C" or better for both REA 0017C and ENC 0025C or appropriate placement scores on post secondary readiness test.

## Horticulture

**HOS 1010. SUSTAINABLE HORTICULTURE:** Three Credits, Three Hours. This course provides an orientation and practical overview of environmental horticulture with an emphasis on sustainable growing methods for all types of plant material. Woody landscape plants and trees, dooryard fruit and nut trees, and vegetable culture practices will be included. Organic systems for crop production and integrated pest management will be covered from the perspective of sustainable horticulture.

**ORH 0862C. NURSERY MANAGEMENT:** 300 Clock Hours. (Fall) This introductory course is designed to prepare students for employment or advanced training in the horticulture and landscape industry. Students will learn the basic horticulture skills such as plant identification, propagation and integrated pest management. Introductory knowledge of soils, plant nutrition/growth, irrigation and entrepreneurship will be taught. Safety, employability, critical thinking, and teamwork will be vital components of this course.

**ORH 0863C. NURSERY & GREENHOUSE MANAGERS 1:** 450 Clock Hours. (Spring) This course is designed to build upon introductory knowledge and experience learned in ORH 862. Students will apply previous knowledge to practical horticultural skills, such as classifying plants and identifying their care needs, implementing integrated pest management system and fertilizer regiment, and using and maintaining farm equipment, preparing soil media, and irrigating plants. Prerequisite: ORH 0862C.

**ORH 0864C . NURSERY & GREENHOUSE MANAGERS 2:** 150 Clock Hours. (Summer) This course is designed to allow students to apply horticultural principles and best management practices through successful implementation of projects and deliverables. Students will maintain growing space and bring products to the point of sale. Maintenance skills include developing an irrigation plan and operate and repair nursery equipment and facilities. Sales skills like harvesting and processing, marketing products for sale, and identifying business principles. Students will be able to work on individual and team projects. Prerequisites: ORH 0862C, ORH 0863C.

## Humanities

**ARH 2000. HUMANITIES ART:** Three Credits, Three Hours. (Fall, Spring) A study of the major achievements of Western civilization in graphic, plastic, and building arts. The course is designed to familiarize the student with his/her artistic heritage and to foster an awareness of widely differing art forms as expressions of the societies, which produced them. Prerequisite: ENC 1101.

**HUM 2210. GENERAL HUMANITIES I; HUMANITIES FROM PREHISTORIC TO RENAISSANCE:** Three Credits, Three Hours. Provides an overview of important art, music, literature and ideas from the earliest Western foundations into the 14th century, emphasizing the interrelationships of ideas and structures present in the various creative forms. Prerequisite: ENC 1101.

**HUM 2230. GENERAL HUMANITIES II; FROM RENAISSANCE TO PRESENT:** Three Credits, Three Hours. Provides an overview of important art, music, literature and ideas from the early Renaissance to the contemporary period, with an emphasis on the interrelationships of ideas and structures present in the various creative forms. This is not a sequel course HUM 2210. Prerequisite: ENC 1101.

**HUM 2931R. SPECIAL TOPICS IN HUMANITIES:** Three Credits, Three Hours. Provides intensive reading in particular concept, topic, or genre of popular interdisciplinary arts and humanities appeal. Examples of prospective course topics might include the history of Hispanic music, historical links between literature and ballet, or the historical links between art and politics. This course may be repeated for credit with a change of topic. Prerequisite: ENC 1101.

**MUH 2011. HUMANITIES MUSIC:** Three Credits, Three Hours. (Fall, Spring) A study of the basic elements, forms, and media of music and its role in enriching human existence from primitive through contemporary times. No knowledge of music or music reading is required. Prerequisite: ENC 1101.

**PHI 2010. INTRODUCTION TO PHILOSOPHY:** Three Credits, Three Hours. (Fall, Summer, Spring) This course is an introduction to some of the central problems in philosophy. Students will also learn how to construct and criticize arguments and develop their own philosophical positions as they study philosophers of the past and present. Prerequisite: ENC 1101.

**REL 2300. INTRODUCTION TO WORLD RELIGION:** Three Credits, Three Hours. (Fall, Summer, Spring) An introductory examination of the fundamental, sociological, theoretical, and practical concepts of the study of the world religions. The course compares and contrasts the features and expressions found in the world's religions. The study of religious literature, religious thought, and the relationship of religion and culture is incorporated. Prerequisite: ENC 1101.

## Journalism

**JOU 2400. PARTICIPATION IN NEWSPAPER PUBLICATIONS:** One Credit, Two Hours. (Fall, Spring) Laboratory class designed to produce The Sentinel Sun. Students gather information to write and prepare articles for online publication, design, take photographs, and prepare artwork. Assignments are based on students' interest and abilities. Typing/word processing skills are required. Knowledge of Microsoft Word is a plus. Registration may be repeated up to eight credits. Prerequisites: ENC 1101 with a minimum grade of "B" and permission of the instructor/advisor.

## Library and Information Science

**LIS 1001. INTRODUCTION TO INFORMATION SKILLS:** One Credit, One Hour. (Fall, Spring, On Demand) This course introduces students to the organization, collections, and services of an academic library and enables them to become more competent in finding, evaluating, and using electronic and traditional print resources. The Internet, electronic indexes and databases, and electronic books are included.

**LIS 2004. INTRODUCTION TO INTERNET RESEARCH:** One Credit, One Hour. (Fall, Spring, On Demand) On-line course offered by the Florida public community college system. This course focuses on methods of accessing and evaluating information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate and cite Internet resources.

## Literature

**AML 2010. AMERICAN LITERATURE I:** Three Credits, Three Hours. (On Demand) A study of the development of our national literature from colonial times to the end of the Civil War. Prerequisite: ENC 1102 or CRW 2001.

**AML 2020. AMERICAN LITERATURE II:** Three Credits, Three Hours. (On Demand) A study of the rise of modern American literature. Literary trends and selected major writers of the period are stressed. (This is not a sequel course and may be taken without having AML 2010.) Prerequisite: ENC 1102 or CRW 2001.

**ENL 2012. BRITISH LITERATURE I:** Three Credits. Three Hours. (On Demand) A course designed to acquaint the student with the great masterpieces of English literature from Beowulf to the Age of Johnson. Prerequisite: ENC 1102 or CRW 2001.

**ENL 2022. BRITISH LITERATURE II:** Three Credits. Three Hours. (On Demand) Selected masterpieces of English literature from the Romantic Era to the Modern Era. (This is not a sequel course and may be taken without having taken ENL 2011) Prerequisite: ENC 1102 or CRW 2001.

**LIT 1330. ESSENTIALS OF CHILDREN'S LITERATURE:** Three Credits, Three Hours. (On Demand) Provides an overview of literature for adults who work with children, as well as ways literature can be used to further literacy and appreciation for literary heritage. This course cannot be used to satisfy either the Gordon Rule or NFCC's literature/humanities requirement for transferable degrees. Prerequisite: ENC 1101.

**LIT 2020. SHORT STORY:** Three Credits, Three Hours. (On Demand) A study of selected short stories written by authors from various countries from the 19th century through the present. A study of short fiction will include tone, narration, form, and theme. Prerequisite: ENC 1102 or CRW 2001.

**LIT 2110. WORLD LITERATURE I:** Three Credits, Three Hours. (On Demand) A comprehensive survey that deals with the major works of the Western literary heritage. The reading selections range in time from Genesis and Homer to Renaissance literature. Prerequisite: ENC 1102 or CRW 2001.

**LIT 2120. WORLD LITERATURE II:** Three Credits, Three Hours. (On Demand) A comprehensive survey that deals with the major works of the Western literary heritage from the Enlightenment Period to the Modern Era. This is not a sequel course and may be taken without having taken LIT 2110. Prerequisite: ENC 1102 or CRW 2001.

**LIT 2931R. SPECIAL TOPICS IN LITERATURE:** Three Credits, Three Hours. (On Demand) Provides intensive reading in particular concept, topic or genre of popular literary appeal. Examples include women in literature, fantasy, science fiction, horror, literature and film, the historical novel. It may be repeated for credit with a change of topic. Prerequisite: ENC 1102 or CRW 2001.

## Mathematics

Any mathematics course may require the purchase of new textbooks, scientific or graphing calculators, access to online course delivery systems or other materials. Check with the bookstore or instructor for more information.

**MAT 1033. INTERMEDIATE ALGEBRA:** Three Credits, Three Hours. (Fall, Spring, Summer) Knowledge of the skills taught in Intermediate Algebra is required in all college level mathematics courses. Its major topics include the following: Factoring; algebraic fractions; radicals and rational exponents; complex numbers; quadratic equations; rational equations; linear equations and inequalities in two variables and their graphs; systems of linear equations and inequalities; introduction to functions and applications of the given topics. A scientific calculator is required. You may need access to an online learning site, which is free with a new text, or access may be purchased online. MAT 1033 is a prerequisite for STA 2023 (Introductory College Statistics), MAC 1105 (College Algebra), MGF 1106 (Liberal Arts Mathematics), and MGF 1107 (Liberal Arts Mathematics II). Prerequisite: A grade of "C" or better in MAT 0028C or a suitable placement score. DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

**MAC 1105. COLLEGE ALGEBRA:** Three Credits, Three Hours. (Fall, Spring and Summer) MAC 1105 is designed for students whose majors require College Algebra or courses beyond College Algebra, but who are not yet ready for the higher-level courses. The major topics included are the following: functions, and functional notation; domains and ranges of functions; graphs of functions and

relations; operations on functions; inverse functions; linear, quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; applications (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.) The T1-83 or TI-84 graphing calculator is required. You may need access to an online learning site, which is free with a new text, or access may be purchased online. Prerequisites: Grades of "C" or better in MAT 1033 and REA 0017C or suitable math and reading placement scores.

**MAC 1114. TRIGONOMETRY:** Three Credits, Three Hours. (Spring)

MAC 1114 is designed for all students who need the calculus sequence or require a trigonometry course. Its major topics include the following: Trigonometric functions, their properties and graphs; inverse trigonometric functions, their properties and graphs; trigonometric identities; conditional trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; and applications. The T1-83 or TI-84 graphing calculator is required. Prerequisite: MAC 1105 with a grade of C or better or a suitable placement score.

**MAC 2140. PRECALCULUS:** Three Credits, Three Hours. (Fall, Summer)

MAC 2140 is designed for all students whose major requires the calculus sequence. The major topics included are the following: polynomial, rational, and other algebraic functions, their properties and graphs; exponential and logarithmic functions; piecewise defined functions; conic sections; sequences and series; mathematical induction; Binomial Theorem applications, theory of equations and inequalities; partial fraction decomposition, and review of algebra skills used in Calculus. The T1-83 or TI-84 graphing calculator is required. Prerequisites: MAC 1105 with a grade of C or better and suitable placement test score.

**MAC 2233. CALCULUS FOR BUSINESS AND SOCIAL SCIENCES:** Three Credits, Three Hours.

(Spring) An introductory calculus course with emphasis on applications. Topics include limits, continuity, differentiation of algebraic, logarithmic, and exponential functions, and basic methods of integration. The T1-83 or TI-84 graphing calculator is required. Prerequisite: MAC 1105 with a grade of C or better or suitable placement score.

**MAC 2311. CALCULUS WITH ANALYTIC GEOMETRY I:** Five Credits, Five Hours. (Fall)

Topics include the following: limits and continuity; differentiation; anti differentiation; the definite integral; trigonometric functions, applications of derivative and the Fundamental Theorem of Calculus. The T1-83 or TI-84 graphing calculator is required. Prerequisite: MAC 2140 AND MAC 1114 with grades of C or better or the consent of the instructor.

**MAC 2312. CALCULUS WITH ANALYTIC GEOMETRY II:** Five Credits, Five Hours. (Spring)

A continuation of MAC 2311. Includes differentiation and integration of transcendental functions, formal integration, and applications of the definite integral, polar and parametric graphing, applications of integration, and infinite series. Prerequisite: MAC 2311 with a grade of C or better.

**MAC 2313. CALCULUS WITH ANALYTIC GEOMETRY III:** Three Credits, Three Hours. (Summer)

A continuation of MAC 2312. Includes two- and three-dimensional vectors, partial derivatives, and multiple integrals with applications. Prerequisite: MAC 2312 with a grade of C or better.

**MAP 2302. ORDINARY DIFFERENTIAL EQUATIONS:** Three Credits, Three Hours. (On Demand)

Topics include methods of solution of ordinary differential equations, linear and non-linear systems of differential equations, and boundary value problems. Methods include operators, undetermined coefficients, variation of parameters, Laplace transforms, and series solutions. Prerequisite: MAC 2312 with a grade of "C" or better.

**MGF 1106. MATHEMATICS FOR LIBERAL ARTS I:** Three Credits, Three Hours. (Fall, Spring,

Summer) The major topics may include the following: systematic counting; probability; statistics; history of mathematics; geometry; sets; and logic. You may need access to an online learning site, which is free with a new text, or access may be purchased online. A scientific calculator may be required. Prerequisites: Grades of "C" or better in MAT 1033 and REA 0017C or suitable math and reading placement scores.

**MGF 1107. MATHEMATICS FOR LIBERAL ARTS II:** Three Credits. Three Hours. (Fall and on Demand) Appropriate for liberal arts students who plan to concentrate in field that requires no specialized mathematics beyond general education level. Includes topics on numeration systems, selected topics from number theory, financial mathematics, linear & exponential growth, linear programming and introduction to networks. MGF 1107 can be taken before, after, or at same time as MGF 1106. You may need access to an online learning site, which is free with a new text, or access may be purchased online. A scientific calculator may be required. Prerequisites: Grades of "C" or better in MAT 1033 and REA 0017C or suitable math and reading placement scores.

**MTB 1370. MATH FOR MEDS:** Two Credits, Two Hours. (Summer) Basic concepts of arithmetic, use and conversion of metric, and household measurements for the purpose of giving medications. Prerequisite: MAT 0018C or appropriate scores on accepted placement test and at least one college level math.

**MTG 2204. GEOMETRY FOR COLLEGE STUDENTS:** Three Credits. Three Hours. (Spring) A hands-on informal Euclidean geometry course with content and activities appropriate for those interested in teaching. The content will be consistent with NCTM recommendations for geometry. Geometer's Sketchpad (GS) tool software will be used in the course to help manipulate, construct, and visualize the ideas, definitions, postulates and relationships of geometry. Prerequisites: Grades of "C" or better in MAT 1033 and REA 0017C or suitable math and reading placement scores.

**STA 2023. INTRODUCTORY COLLEGE STATISTICS:** Three Credits, Three Hours. (Fall, Spring, On Demand) This course is designed to introduce students to the fundamentals of descriptive and inferential statistics. The major topics include the following: methods of analyzing and describing data, probability, probability distributions, the normal distribution, estimation, confidence intervals, hypothesis testing, and correlation and regression. You may need access to an online learning site, which is free with a new text, or access may be purchased online. The TI-83 or TI-84 graphing calculator is required. Prerequisites: Grades of "C" or better in MAT 1033 and REA 0017C or suitable math and reading placement scores.

## Nursing - Registered

**NUR 1021. NURSING PROCESS I:** Six Credits, Six Hours. (Spring) This course introduces concepts and principles of holistic nursing care. Theory content includes an introduction to health care system; ethical – legal aspects of nursing practice; health and illness; communications, functional health patterns of clients; stress-adaptation; professional behaviors (e.g., caring behaviors). Prerequisite: Acceptance into RN Program. Corequisite: NUR 1021L.

**NUR 1021L. NURSING PROCESS I CLINICAL EXPERIENCE:** Three Credits, Twelve Hours. (Spring) This course introduces the student to the role of the associate degree nurse in providing direct, holistic nursing care to young, middle-aged and elderly adults who are hospitalized or cared for in nursing home settings. Emphasis is on applying all steps of the nursing process with emphasis on assessment skills. Critical thinking is an expected behavior along with skills in working effectively with peers and other health care professionals as a team member. Demonstrating caring behaviors and therapeutic communication with clients as a provider of bedside, technical nursing care is a requirement. The student is expected to demonstrate safe performance of basic nursing skills, e.g., physical assessment and comfort care. Prerequisite: Acceptance into RN Program. Corequisite: NUR 1021.

**NUR 1024C. FOCUSED CLINICAL STUDIES I:** 2.5 Credits, 2.5 Hours. (Summer-Year 1) This course complements NUR 1021 and NUR 1021L, building on competencies presented in these courses. The student will continue to focus on the nursing process with emphasis on the utilization of the nursing process as the framework for providing nursing care. As provider of care, the student will have opportunity for continued theory and skill development while caring for adults with specific dysfunctional health patterns. Prerequisites: NUR 1021, NUR 1021L. Corequisite: NUR 1141C.

**NUR 1141C. PHARMACOLOGIC PRINCIPLES IN NURSING:** One Credit, One Hour. (Summer-Year 1) This course provides an introduction to the concepts and principles of Pharmacology related to safe administration of therapeutic agents by the student nurse. Prerequisites: NUR 1021, NUR 1021L. Corequisite: NUR 1024C.

**NUR 1231. NURSING PROCESS II:** Six Credits, Six Hours. (Fall) The nursing process continues with emphasis on the planning of nursing care for adult clients experiencing threats to functional health patterns. Basic concepts and principles of holistic nursing are built upon with interpersonal relationships focusing on the adults and elderly clients. Professional behaviors, (e.g. therapeutic relationships) continue with students working with the elderly client through the life review process. Students further develop critical thinking skills through case studies and simulation scenarios planned to provide students with problem-solving skills in analyzing, planning, and prioritizing care for clients whose health problems are more chronic or acute. While caring for the adult with specific dysfunctional health patterns, the student will have additional opportunities to apply knowledge, skills and attitudes related to effective safety, communications, documentation, critical thinking, problem solving, and caring interventions. Students begin learning basic management skills as a team member caring for a limited number of clients in hospitals with emphasis on coordination of nursing care and discharge planning. Conflict management skills are highlighted as the student increases in their role as a team member and manager of care. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C. Corequisites: NUR 1231L, NUR 1180.

**NUR 1231L. NURSING PROCESS II CLINICAL EXPERIENCE:** Three Credits, Twelve Hours. (Fall) This course complements the Nursing Process II course, building on competencies presented in the Nursing Process I course regarding the role of the associate degree nurse in providing direct, holistic nursing care to middle-aged and older adults who are hospitalized or cared for in community settings. Emphasis also continues to reflect on application of all steps of the nursing process with focus on analysis, nursing diagnosis, and planning of care. Critical thinking is an expected behavior along with skills in working effectively with peers and other health care professionals as a team member. Demonstrating caring behaviors and therapeutic communications is also emphasized. Students continue to work with older adults in community settings to build caring professional relationships through life review. Students must continue to demonstrate safe performance of all basic and intermediate nursing skills to successfully pass the course. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C. Corequisites: NUR 1231, NUR 1180.

**NUR 2236. NURSING PROCESS III:** Six Credits, Six Hours. (Spring) Students will continue to use the nursing process and critical thinking skills in caring for adults experiencing threats to functional health patterns. Practice issues continue to focus on legal ethical issues related to acute/chronic illness and disability both physical and biopsychosocial. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180. Corequisites: NUR 2236L, DEP 2004.

**NUR 2236L. NURSING PROCESS III CLINICAL EXPERIENCE:** Three Credits, Twelve Hours. (Spring) While working in the role of provider and manager of care, students will continue to apply knowledge and skills learned in previous nursing courses in providing nursing care for hospitalized persons whose health problems are more complex and/or chronic. Clinical sites will also include clinics, schools, and other community settings. Students must maintain all previously learned nursing skills and must perform safely all advanced nursing skills in order to successfully complete this course. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180. Corequisites: NUR 2236, DEP 2004.

**NUR 1940C. FOCUS CLINICALS STUDIES II:** 2.5 Credits. (Summer-Year 2) Compliments NUR 1231, NUR 1231L, and NUR 1141C, building on competencies presented in these courses. The student will continue to utilize the nursing process as the framework for providing care specific to the pediatric patient. The patient may be cared for in the community, outpatient setting, or in the acute care setting. While working in the role of provider and manager of care the student must continue to demonstrate safe performance of all nursing skills to successfully complete this course. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180, NUR 2236 and NUR 2236L, DEP 2004.

**NUR 2241. NURSING PROCESS IV:** Six Credits, Six Hours. (Fall) This course compliments previous nursing process courses, building on competencies regarding the role of the associate degree nurse in providing direct holistic care to the child bearing family including high-risk circumstances. Students will also have the opportunity to integrate the principles of biophysical and psychosocial sciences to inform the nursing process. Students will demonstrate leadership and application of nursing knowledge in a variety of settings. Self evaluation is part of the student socialization process as they begin to make the transition from student to graduate. Prerequisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180, NUR 2236, NUR 2236L, DEP 2004, NUR 1940C. Corequisite: NUR 2241L.

**NUR 2241L. NURSING PROCESS IV CLINICAL EXPERIENCE:** Three Credits, Twelve Hours. (Fall) Students will apply knowledge and principles of the biophysical and psychosocial sciences to inform the nursing process of assessment, planning, implementation, and evaluation of holistic nursing care of all age groups including members of the childbearing family. The student may work with a preceptor in providing/assisting with care of patients in high-risk circumstances. Students will also expand on management of care skills (communication, delegation, conflict management, and professional development) in preparation for assuming their role as a graduate nurse. Practice issues continue to focus on leadership, legal, and ethical issues related to acute or chronic illness and disability. Perquisites: NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, NUR 1180, NUR 2236, NUR 2236L, DEP 2004, NUR 1940C. Corequisite: NUR 2241.

## Nursing - Practical

**HSC 0003. HEALTH CAREERS CORE:** 90 Clock Hours. (Fall) This course is basic knowledge necessary for any health occupations career. The course covers the first eleven competencies required by the Florida Department of Education as Post Secondary performance standards. An overview of the health care team, legal and ethical aspects of the health care professional, communication and relationships with the health care team, legal and ethical aspects of the health care, safety, infection control measures, basic first aid, employability skills, and basic math concepts. Prerequisite: acceptance into Practical Nursing program.

**HCP 0121C. ARTICULATED NURSING ASSISTANT:**

75 Clock Hours. (Fall) This course provides the student with knowledge and skills necessary to safely care for patients in a long term care facility. Satisfactory completion of this course and associated clinical experiences qualifies the student to apply to take the State Certification Examination for Nursing Assistant. Prerequisite: HSC 0003.

**PRN 0063C. PRACTICAL NURSE I:** 335 Clock Hours. (Fall) The first of three practical nursing courses PRN 0063 units/modules provide the student with critical information related to the role, function and skills/procedure of the practical nurse, normal body structure and function, nutrition, and growth and development. Supervised laboratory and clinical experience gives the student numerous opportunities to develop proficiency in the performances of skills/procedure and in the application of theoretical concepts. Prerequisites: HSC 0003, HCP 0121C.

**PRN 0380C. PRACTICAL NURSE II:** 560 Clock Hours. (Spring) The second of three practical nursing courses, PRN 0380 units/modules introduce the student to concepts and principles related to the administration of medication and care of the patient with common medical-surgical conditions. Utilizing the nursing process as a framework, students will learn to utilize critical thinking skills to provide patient care within a holistic framework. Supervised laboratory and clinical experience gives the student numerous opportunities to continue to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts. Prerequisites: HSC 0003, HCP 0121C, PRN 0063C.

**PRN 0121C. PRACTICAL NURSE III:** 290 Clock Hours (Spring). The third of three practical nursing courses, PRN 0121 units/modules introduce the student to concepts and principles related to the care of the maternal/newborn, pediatric, and mental health patients living in the community. Utilizing the nursing process as a framework, students will employ critical thinking skills to provide care within a holistic framework to patients in a variety of settings. Additional modules/units will provide the graduate student with concepts and principles related to employment, professional roles, relationships, and responsibilities. Supervised laboratory and clinical experiences gives the student numerous opportunities to develop proficiency in the application of newly acquired skills and theoretical concepts. Prerequisites: HSC 0003, HCP 0121C, PRN 0063C, PRN 0380C.

## Office Technology Applications

**OTA 0030C. ASSISTANT DIGITAL PRODUCTION DESIGNER:** 150 Clock Hours. (Spring) This course presents the concepts and topics essential for producing business documents using desktop publishing. Students will identify elements of design and perform layout, design, and measurement activities using desktop publishing applications. Prerequisites: OTA 0040C, OTA 0041C.

**OTA 0040C. INFORMATION TECHNOLOGY ASSISTANT:** 150 Clock Hours. (Fall) This course provides an overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on fundamental computer concepts and developing proficiency with touch keyboarding.

**OTA 0041C. FRONT DESK SPECIALIST:** 300 Clock Hours. (Fall) In this course, students learn about and perform office functions and responsibilities, including records management, financial functions, transcription, use of information management tools, and communications systems. Students will use technology and productivity software to increase office productivity and enhance performance. Special emphasis is given to customer service strategies, business vocabulary, communication skills, quality service and production, standards of personal ethics, and interpersonal skills. Prerequisite: OTA 0040C.

**OTA 0043C. ADMINISTRATIVE ASSISTANT:** 450 Clock Hours. (Spring) This course further develops the skills students need for success in administrative office environments. Students will continue to practice skills learned during prior courses of the program and will demonstrate leadership behavior and supervision techniques, train and assist others, deliver impromptu and planned speeches and serve as liaison in public relations situations. Emphasis is placed on work-based learning experiences, developing a career portfolio, obtaining industry certification, and demonstrating job-seeking skills required for the pursuit of a career as a secretary or administrative assistant. Prerequisites: OTA 0040C, OTA 0041C, OTA 0030C.

**OTA 0631C. MEDICAL OFFICE TECHNOLOGIST:** 300 Clock Hours. (Spring) This course is designed to prepare individuals to work in a medical office. Students will use technology to perform such duties as health insurance verification, billing and collections. Knowledge of legal and ethical procedures is included. Leadership skills of maintaining effective working relationships with others are taught. OSHA regulations are also important concepts in this course. Prerequisites: OTA 0040C, OTA0041C.

**OTA 0651C. MEDICAL ADMINISTRATIVE SPECIALIST:** 300 Clock Hours. (Spring) This is one of four courses in the medical administrative assistant program. Students prepare to work in a medical office, using technology. Work-based experiences are provided, along with employability skills and entrepreneurial skills. Students learn business management skills and business ethics. They learn about legal responsibilities and about health, safety, and environmental management systems in the business office. Also, included are personal money-management concepts, procedures. Prerequisites: OTA0040C, OTA0041C, OTA0631C.

## Paramedic

Courses count toward A.S. Degree or Certificate only.

**EMS 2603C. PARAMEDIC I:** Ten Credits, Ten Hours. This course is designed to reinforce theory and concepts learned at EMT level and integrate this knowledge with beginning advanced life support concepts and skills. Course includes Health Science Core, math for meds, defensive techniques, etc. Prerequisites: EMS 1119, EMS 1119L, EMS 1411, EMS 1421, and BSC 2084C or higher. Corequisite: EMS 2656.

**EMS 2604C. PARAMEDIC II:** Twelve Credits, Twelve Hours. This course is designed to reinforce and expand upon information and clinical skills learned in EMT and Paramedic I and to integrate prior learning with enhanced advanced life support concepts and skills. The competency-based lab exercises emphasize patient assessment, medication administration, ECG equipment, ECG interpretation and treatment strategies, cardiovascular therapeutic interventions and Advanced Cardiac Life Support resuscitative care. Prerequisites: EMS 2603C, EMS 2656. Corequisites: EMS 2676.

**EMS 2605C. PARAMEDIC III:** Three Credits, Three Hours. This course is designed to reinforce and expand upon the information and clinical skills learned and to integrate prior learning to enhance advanced life support concepts and skills. The labs are designed to develop an EMS professional who is capable of providing basic and advanced life support in all aspects of emergency care. Prerequisites: EMS 2604C, EMS 2676. Corequisites: EMS 2658, EMS 2659.

**EMS 2656 PARAMEDIC I CLINICAL:** Three Credits, Three Hours. This practicum provides the opportunity for each student to develop competency in clinical skills within the hospital setting. Stresses the integration and application of EMT skills with advanced paramedic skills and techniques with directed clinical experiences in the emergency departments, community center OR/RR, and emergency medical services. Prerequisites: EMS 1119, EMS 1119L, EMS 1411, EMS 1421 and BSC 2084C or higher. Corequisite: EMS 2603C.

**EMS 2676. PARAMEDIC II CLINICAL:** Five Credits, Five Hours. This practicum provides the opportunity for in hospital and out of hospital settings for each student to develop competency in clinical skills necessary to serve as a member of an advanced life support team. Directed clinical experiences include pre-hospital, emergency departments, critical care units, operating room and recovery room. Prerequisites: EMS 2603C, EMS 2656. Corequisite: EMS 2604C.

**EMS 2658. PARAMEDIC III CLINICAL:** Four Credits, Four Hours. This practicum provides the opportunity within the hospital setting for each student to develop competency in clinical skills necessary to serve as a member of an advanced life support team. Directed clinical experiences include obstetrical units, pediatric emergency departments, pediatric urgent care, and geriatric and mental health facilities. Prerequisites: EMS 2604C, EMS 2676. Corequisites: EMS 2605C, EMS 2659.

**EMS 2659. PARAMEDIC III FIELD INTERNSHIP:** Five Credits, Five Hours. Under the auspices of the medical director, the course is designed to provide the student with intensive out of hospital clinical experience which fosters the development of leadership skills, expands and further develops clinical skills and allows for the transition from observer to team leader in the professional paramedic role. Students will independently perform a focus history and physical exam, arrive at an accurate pre-hospital diagnosis and formulate and implement appropriate field treatment plans. Prerequisites: EMS 2604C, EMS 2676. Corequisites: EMS 2605C, EMS 2658.

## Patient Care Technician

**HSC 0003. HEALTH CAREERS CORE:** 90 Clock Hours. (Fall, Spring) An orientation to a foundation of knowledge, understanding, and skills, common to a variety of health technologies to serve as a base from which special technologies can depart. This course is designed to provide students with communication skills, legal and ethical behavior, employability skills. Prerequisite: Acceptance into program.

**HCP 0121C. ARTICULATED NURSING ASSISTANT:** 75 Clock Hours. (Fall, Spring) This course is designed to prepare a nonprofessional worker with minimal skills and knowledge to perform carefully selected patient care activities, in a nursing home only, under the direction of the Registered Professional Nurse. Upon successful completion the graduate can apply for certification as a Certified Nursing Assistant. Course content includes classroom activities, simulated laboratory experiences and "hands on" experience in a designated clinical agency. Prerequisite: HSC 0003.

**HCP 0332C. ADVANCED HOME HEALTH AIDE:** 50 Clock Hours. (Fall, Spring) This course gives the student knowledge necessary for caring for the client in the home setting. The student in this course has already completed the Articulated Nursing Assistant Course. Prerequisites: HSC 0003, HCP 0121C.

**HCP 0020C. PATIENT CARE ASSISTANT:** 75 Clock Hours. (Fall, Spring) This course is designed to provide students with job related skills and knowledge of the structure and function, interrelatedness and needs of the human body systems. Patient care activities of daily living, health and hygiene are provided for all age groupings with particular emphasis on care of the patient in the hospital setting. Prerequisites: HSC 0003, HCP 0121C, HCP 0332C.

**HSC 0016C. ALLIED HEALTH ASSISTANT:** 150 Clock Hours. (Fall, Spring) This course will allow the student to delve further into one to three Allied Health Areas and perform skills representative of 1 to 3 selected allied health areas. Prerequisites: HSC 0003, HCP 0121C, HCP 0332C, HCP 0020C.

**MEA 0580C. ADVANCED ALLIED HEALTH ASSISTANT:** 100 Clock Hours. (Fall, Spring) Students enrolled in this course have completed the Patient Care Assistant and Allied Health Assistant competencies and /or are adding these skills to be a more multi-skilled worker. Students will perform skills representative of one to three areas of Allied Health Care in the laboratory and clinical settings. Prerequisites: HSC 0003, HCP 0121C, HCP 0332C, HCP 0020C, HSC 0016C.

**PRN 0094C. PATIENT CARE TECHNICIAN:** 60 Clock Hours. (Fall, Spring) This course is designed for the Patient Care Assistant who has completed coursework in 1 to 3 selected Allied Health Areas. This course emphasizes the Patient Care Technician as a team member. Prerequisites: HSC 0003, HCP 0121C, HCP 0332C, HCP 0020C, HSC 0016C, MEA 0580C.

## Photography

**PGY 2401. INTRODUCTION TO PHOTOGRAPHY:** Three Credits. Three Hours. This course is an introduction to photographic equipment, materials, processes and philosophy. Includes experiments in location and studio photography with special emphasis given to projects involving the development of camera vision and conceptual ideas. Students will explore photo composition, lighting, focusing, and the use of various lenses.

## Physical Education

**PEM 2131. WEIGHT TRAINING:** One Credit, Two Hours. (On Demand) Muscular development through a planned program of resistive exercises. Attention will be given to proper lifting and safety techniques.

**PEM 2132R. ADVANCED WEIGHT TRAINING:** One Credit, Two Hours. (On Demand) Continuation of PEM 2131 with more in-depth training to further improve physical appearance, fitness level, and health. Added emphasis is on goal setting for individuals. Prerequisite: PEM 2131 or consent of instructor.

## Physical Science

**PSC 1341C. PHYSICAL SCIENCE I:** Three Credits, Three Hours - Lecture and Laboratory. (Fall, Spring) Designed for students of the arts, social sciences, education, and business as a survey course to help nonscientists gain an understanding of science and technology and their role in modern society. Extensive use of experimentation is an integral part of the course. Prerequisites: Prerequisite or corequisite of MAT 1033 or satisfactory mathematics placement score and a grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**All science courses with laboratories require an additional lab fee.**

## Physics

**PHY 1053. GENERAL PHYSICS I:** Three Credits, Three Hours - Lecture. (Fall) An introduction to concepts and application of physics from a non-calculus viewpoint. Designed for students majoring in biological sciences, medicine and related health professions, and as a background course for students planning to major in engineering or the physical sciences. Topics of study include scalars and vectors, kinematics, Newton's laws and momentum, circular and rotational motion and dynamics, work and energy, fluid mechanics, vibrations and waves, heat and thermodynamics. Prerequisite: A grade of "C" or better in MAC 1114 or equivalent with instructor permission.

**PHY 1053L. GENERAL PHYSICS I LAB:** One Credit, One two-hour session per week. (Fall) Lab exercises on measurements, treatment of measurement uncertainties, application of the scientific method, kinematics, statics, dynamics, heat and thermodynamics. Prerequisite or corequisite: PHY 1053.

**PHY 1054. GENERAL PHYSICS II:** Three Credits, Three Hours - Lecture. (Spring) Sequel course to PHY 1053, which includes the following topics: properties of matter, electricity, and magnetism, AC and DC circuits, light and optics and special relativity and quantum mechanics. Prerequisite: A grade of "C" or better in PHY 1053. Corequisite: PHY 1054L.

**PHY 1054L. GENERAL PHYSICS II LAB:** One Credit, One two-hour session per week. (Spring) Continuation of lab exercises on gas laws, fluid statics and dynamics, electricity and magnetism, AC and DC circuits, optics, and nuclear physics. Prerequisite or corequisite: PHY 1054.

**PHY 2048. PHYSICS I WITH CALCULUS:** Four Credits, Four Hours - Lecture. (Fall) An introductory calculus-based physics lecture course for students majoring in engineering physics and other sciences, which include: scalars and vectors, kinematics, Newton's laws and momentum, circular and rotational motion and dynamics, work and energy, fluid mechanics, vibrations and waves, heat and thermodynamics. Corequisite: MAC 2311 or equivalent calculus I; Corequisite: PHY 2048L.

**PHY 2048L. PHYSICS I WITH CALCULUS LAB:** One Credit, One two-hour session per week. (Fall) Laboratory course for first semester of calculus based physics for science and engineering majors. Corequisite: PHY 2048.

**PHY 2049. PHYSICS II WITH CALCULUS:** Four Credits, Four Hour - Lecture. (Spring) Sequel course to PHY 2048. For students majoring in engineering, physics and other sciences which include: properties of matter, electricity, and magnetism, AC and DC circuits, light and optics and special relativity and quantum mechanics. Prerequisites: Grades of "C" or better in PHY 2048 and MAC 2311. Corequisite: MAC 2312.

**PHY 2049L. PHYSICS II WITH CALCULUS LAB:** One Credit, One two-hour session per week. Two Hours. (Spring) Laboratory course designed to demonstrate and verify physics concepts/principles covered in the parent course, PHY 2049. Corequisite: PHY 2049.

**All science courses with laboratories require an additional lab fee.**

## Political Science

**POS 2041. AMERICAN NATIONAL GOVERNMENT:** Three Credits, Three Hours. (On Demand) A study of the government of the United States with emphasis on the U. S. Constitution, federalism, public policy development, political participation, civil rights, and current domestic and foreign policy issues. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

## Psychology

**CLP 1140. ABNORMAL PSYCHOLOGY:** The purpose of this course is to enable students in the conceptualization of a variety of psychological disorders from a research practitioner framework. The course will cover condition such as depression, suicide, bipolar disorder, borderline personality disorder, schizophrenia and psychological therapies. Prerequisite: PSY 2012.

**DEP 2004. HUMAN DEVELOPMENT:** Three Credits, Three Hours. (Fall, Spring, Summer) A survey of the development of language, personality, intelligence, and motor functions from the prenatal period to old age and death. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**EDP 2002. EDUCATIONAL PSYCHOLOGY:** Three Credits, Three Hours. (Fall, Spring, Summer) A survey of the psychology of education, learning, and motivation. The course analyzes the different variations in ability among students and discusses their achievement of personal and social adjustment. PSY 2012 is recommended, but not required.

**PSY 2012. GENERAL PSYCHOLOGY:** Three Credits, Three Hours. (Fall, Spring, Summer) An introduction to the field of psychology with the emphasis on such topics as perception, intelligence, learning, social behavior, and personality. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

## Public Safety

(Law Enforcement / Corrections / Cross-Over Basic Recruit)

**CJD 0210C. LAW ENFORCEMENT SUPPLEMENTAL REVIEW - EQUIVALENCY OF TRAINING:**

This course is designed as a review for previously certified law enforcement officers from other states or Florida whose certification has lapsed. It includes demonstrations of proficiency in firearms, defensive tactics and first aid, vehicle operations as well as a comprehensive review of academic objectives of the law enforcement recruit certification program in preparations for the state certification examination.

**CJD 0213C. CORRECTIONS SUPPLEMENTAL REVIEW - EQUIVALENCY OF TRAINING:**

This course is designed as a review for previously certified corrections officers from other states or Florida whose certification has lapsed. It includes demonstrations of proficiency in firearms, defensive tactics and first aid as well as a comprehensive review of academic objectives of the corrections recruit certification program in preparations for the state certification examination.

**CJK 0007. INTRODUCTION TO LAW ENFORCEMENT:** This is a basic course providing an introductory overview of the criminal justice system, ethics and criminal justice values. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

**CJK 0008. LEGAL:** This course is a requirement for Law Enforcement Recruits. United States Constitutional law and its application to public and officers are examined. Laws including evidence procedures, arrest law, search and seizure, and various statutory laws common to police are examined. Various civil law applications are also presented. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

**CJK 0011. CMS HUMAN ISSUES:** This course teaches recruits the appropriate procedures for dealing with people who have special needs, such as mentally ill, mentally retarded, substance abusers and persons with physical disabilities.

**CJK 0017. CMS COMMUNICATIONS:** Law enforcement officers communicate daily with other officers, supervisors, victims, witnesses, suspects, and their friends and relatives. This course covers telecommunications, communications and interpersonal skills, human interaction issues, interviewing ideology, and report writing principles and mechanics.

**CJK 0020C. LAW ENFORCEMENT VEHICLE OPERATIONS:** This course presents the dynamics of emergency vehicle operations and develop skills in operating a motor vehicle in the law enforcement environment. A demonstration of proficiency is required.

**CJK 0031. CMS FIRST AID FOR CRIMINAL JUSTICE OFFICERS:** This course prepares the student to apply basic first aid knowledge and techniques to emergencies.

**CJK 0040. CMS CRIMINAL JUSTICE FIREARMS:** This course includes firearms safety procedures; use of deadly force; basic handling procedures for the handgun (revolver and semiautomatic pistol); shotgun, and semiautomatic rifle/carbine, including their component parts and functions. It also covers the types of ammunition commonly used by 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 designated firearms.

**CJK 0051. CMS CRIMINAL JUSTICE DEFENSIVE TACTICS:** This course includes lecture and practical application of defensive tactics for criminal justice officers as prescribed by the Criminal Justice Standards and Training Commission. The defensive tactics curriculum offers criminal justice basic recruits effective, tactically sound, and legally defensible training in defensive tactics and control techniques. This course teaches recruits to select and properly execute techniques that are reasonable and necessary given the circumstances and factors of a situation.

**CJK 0061. PATROL I:** This course is designed to familiarize the student with the law enforcement officer's duties while on patrol: community oriented policing, patrol and problem solving techniques, officer safety, arrest, custody and other related patrol functions.

**CJK 0062. PATROL II:** This course provides an overview of Law Enforcement techniques and tactics focusing on ICS training, crowd control situations, and bombs and explosives.

**CJK 0071. CMS CRIMINAL INVESTIGATIONS:** This course is available only to students who are accepted into the Basic Law Enforcement Certificate Program. Course includes: Module 7 of CJST curriculum. Course involves investigative techniques.

**CJK 0076. CRIME SCENE INVESTIGATIONS:** This course will cover the sequence of steps to initiate upon arriving at an incident or crime scene to protect all parties, gather information to identify, separate, and interview subjects, and successfully complete the initial investigation.

**CJK 0082. TRAFFIC STOPS:** Course is based on the current curriculum, as developed and approved by the Florida department of law enforcement, criminal justice standards and training commission. This course is designed to familiarize the student with the procedures and safety issues related to traffic stops.

**CJK 0083. DUI TRAFFIC STOPS:** Course is based on the current curriculum, as developed and approved by the Florida department of law enforcement, criminal justice standards and training commission. The course is designed to familiarize the student with the procedures and safety issues related to driving under the influence (DUI) and traffic stops.

**CJK 0086. CMS TRAFFIC CRASH INVESTIGATIONS:** To introduce the student to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash.

**CJK 0096. CRIMINAL JUSTICE OFFICER PHYSICAL FITNESS TRAINING:**

This is a required physical training course for Basic Recruit Law Enforcement. This course is a 60-hour course for the CMS Criminal Justice Program and consists of lectures on nutrition, stress management, physical fitness and individual physical assessments including, but not limited to vertical jumps, one-minute sit-ups, 300-meter runs, standard push-ups (may be modified for female basic recruits), and 1.5 mile runs/walks.

**CJK 0261. LAW ENFORCEMENT OFFICER PROFICIENCY COURSE:** This course is designed to update officers who were previously certified either in Florida, other states or the military in preparation to take the Florida Officer Certification Examination.

**CJK 0262. CORRECTIONAL OFFICER PROFICIENCY COURSE:** This course is designed to update officers who were previously certified either in Florida, other states or the military in preparation to take the Florida Officer Certification Examination.

**CJK 0290. CORRECTIONAL CROSS-OVER TO LAW ENFORCEMENT INTRODUCTION AND LEGAL OVERVIEW:** This course is part of the correctional officer cross-over training to Florida CMS Law Enforcement Basic Recruit training program, and provides a legal foundation for the law enforcement profession.

**CJK 0291. CORRECTIONAL CROSS-OVER TO LAW ENFORCEMENT HUMAN INTERACTIONS AND COMMUNICATION:** This course provides basic information regarding human interaction, interviewing skills, telecommunications equipment and procedures, and report writing.

**CJK 0292. CORRECTIONAL OFFICER CROSS-OVER TO LAW ENFORCEMENT RESPONSE TO HUMAN ISSUES:** This course provides a foundation for responding and intervening in a variety of situations involving persons with disabilities, substance abuse, and other crises.

**CJK 0294. CORRECTIONAL OFFICER CROSS-OVER TO LAW ENFORCEMENT PATROL 2:** This course provides basic patrol training for the law enforcement profession.

**CJK 0295. CORRECTIONAL CROSS-OVER TO LAW ENFORCEMENT OFFICER WELLNESS:** This course is part of the correctional officer cross-over training to Florida CMS Law Enforcement Basic Recruit training program. The academy and instructor are charged with developing wellness and nutritional materials for this course. The wellness nutritional component can be in outline format and should be structured to improve the overall health of the recruits. The plan should cover the basic elements of nutrition, weight control, stress management, and other applicable topics. Training centers may also choose to include a physical fitness component; however, instructors are not required to conduct the two physical fitness tests required by CJSTC rules in a full basic recruit training program or submit form CJSTC-67a. A copy of the wellness and nutritional materials must be kept on file in the class folder for review. A written end-of-course exam is required for this course.

**CJK 0300. INTRODUCTION TO CORRECTIONS:** This course introduces students to the legal and ethical responsibilities of a correctional officer. Legal terms and definitions are explained.

**CJK 0305. COMMUNICATIONS:** This course provides instruction for effective verbal, non-verbal, and written communication between officers and inmates, fellow officers, supervisors, and/or the public in a correctional setting.

**CJK 0310. OFFICER SAFETY:** This course provides instruction for effective officer safety and security in a correctional setting.

**CJK 0315. FACILITIES AND EQUIPMENT:** This course provides instruction for correctional officers to become familiar with equipment, hazardous materials, sanitation and health issues at a correctional facility.

**CJK 0320. INTAKE AND RELEASE:** This course provides instruction to the correctional officer regarding practical and legal issues for the intake and release of inmates of a correctional institution.

**CJK 0325. SUPERVISING IN A CORRECTIONAL FACILITY:** Students learn the appropriate procedures for supervising inmates in a correctional facility. They also learn to detect crimes and rule violations in various correctional settings.

**CJK 0330. SUPERVISING SPECIAL POPULATIONS:** Students learn how to identify and supervise special population groups, such as threat groups, juveniles, elderly and mentally ill inmates.

**CJK 0335. RESPONDING TO INCIDENTS AND EMERGENCIES:** This course provides instruction to effectively recognize and respond to incidents and emergency situations in a correctional facility.

**CJK 0340. OFFICER WELLNESS AND PHYSICAL ABILITIES:** This is a 30 hour course designed to evaluate the students' level of physical fitness, and then develops a program of improvement through exercise and instruction in the areas of nutrition, stress management and basic training techniques. The student will be able to demonstrate push-ups, sit-ups and a vertical jump. Demonstrate a 1.5 mile walk/run, and a 300 meter run. Participate in aerobic and strength training to be better prepared for several physical tasks that are related to the job of a correctional officer.

**CJK 0350. LAW ENFORCEMENT CROSS-OVER TO CORRECTIONAL INTRODUCTION AND LEGAL:** This provides a legal foundation for understanding the role and duties of a correctional officer. Understand the importance of ethics, values, and professionalism a basic understanding of the retention and limitation of inmate rights have an understanding of the laws and rules concerning contraband be able to articulate the legal justification for the use of force.

**CJK 0351. LAW ENFORCEMENT CROSS-OVER TO CORRECTIONAL PROCEDURES:** This course provides instruction for intake and release procedures and for responding to incidents and emergencies within a correctional facility. Understand the classification process for placing inmates in appropriate housing areas know inmate security levels understand the process for releasing an inmate explain how to check for any outstanding holds or detainers on an inmate identify standard procedures and equipment used when responding to inmate escapes, riots, hostage incidents, facility assaults, fires, man-made and natural disasters.

**CJK 0352. LAW ENFORCEMENT CROSS-OVER TO CORRECTIONAL OFFICER SAFETY:** This course provides a foundation to practice officer safety within a correctional facility. Understand the identification requirements of their facility recognize the potential danger of being manipulated and deceived locate and control contraband.

**CJK 0353. LAW ENFORCEMENT CROSS-OVER TO CORRECTIONAL SUPERVISING SPECIAL POPULATIONS:** This provides instruction to effectively supervise and maintain the care, custody and control of special population inmates.

**CJK 0354. LAW ENFORCEMENT CROSS-OVER TO CORRECTIONAL OFFICER WELLNESS:** The Academy and instructor are charged with developing wellness and nutritional materials for this course. The wellness nutritional component can be in outline format and should be structured to improve the overall health of the recruits. The plan should cover the basic elements of nutrition, weight control, stress management, and other applicable topics. Training centers may also choose to include a physical fitness component; however, instructors are not required to conduct the two physical fitness tests required by CJSTC rules in a full basic recruit training program or submit form CJSTC-67a. A copy of the wellness and nutritional materials must be kept on file in the class folder for review. A written end-of-course exam is required for this course.

**CJK 0392. CROSS-OVER HANDGUN TRANSITION COURSE:** This course provides training and transitions a student from the use of a semiautomatic handgun to a revolver, or vice versa. Students must demonstrate proficiency for both handgun daytime and handgun nighttime using the course of fire specified in this course. Safe weapon handling identification of weapons parts and ammunition handgun drawing and holstering weapon loading and unloading basic shooting principles proficiency on the CJSTC basic firearms courses of firing with a handgun (revolver or semi-automatic pistol) during daylight and nighttime proficiency for weapon handling proper intervention for weapon malfunctions.

**CJK 0393. CROSS-OVER PROGRAM UPDATES:** This course is designed for instructors to deliver expanded or updated instruction on curriculum topics contained in this cross-over program. The eight hours do not have to be taught in one block but may be distributed as needed throughout the program with the approval of the training center director. For example, additional time may be used to integrate updated techniques or instruction from the high liability textbook, apply relevant case law, or review topics from the curriculum textbook not specifically designated for classroom instruction in this cross-over program. Because these hours may be distributed to other courses in the cross-over program, a written end-of-course exam is not required for the cross-over program updates course.

**CJK 0422. DART-FIRING STUN GUNS FOR LAW ENFORCEMENT OFFICERS:** This course will introduce the student to the basics of the stun gun as well as the dart-firing stun gun and provide some fundamental knowledge on this emerging tool in criminal justice.

## Sociology

**SYG 1000. INTRODUCTORY SOCIOLOGY:** Three Credits, Three Hours. (Fall, Spring, On Demand)

A study of the organization of human society and the forces, principles and processes influencing individual and group activities. Attention is given to culture, group life, the family, and some of the more urgent social problems on the world scene. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**SYG 2010. SOCIAL PROBLEMS:** Three Credits, Three Hours. (Fall, Spring)

A study of major social problems and deviance in contemporary American society that emphasizes defining causes, consequences, and means of coping with these conditions. Topic areas will include marriage, family relations, education, economics, government, American minority groups, crime and delinquency, population problems, and problems of ecology and urban living. Prerequisite: A grade of "C" or better for REA 0017C or appropriate reading placement score on post secondary readiness test.

**SYG 2322. JUVENILE DELINQUENCY:** Three Credits, Three Hours. (On Demand)

Considered will be the problem of defining and measuring delinquency; the broad social and cultural aspects with the developmental process of delinquent behavior, causal theories, the police role, the development of the juvenile court, including current jurisdiction and function. Special consideration will be given to traditional and contemporary training schools, treatment and aftercare.

**SYG 2323. INTRODUCTION TO CRIMINOLOGY:** Three Credits, Three Hours. (Fall, Spring)

An overview of the criminology field, including theories and factors in causation of criminal behavior, criminal justice in operation, penal and correctional procedures, and aspects of prevention.

**SYG 2430. MARRIAGE AND THE FAMILY:** Three Credits, Three Hours. (On Demand)

A functional course designed to assist in developing perspective concerning the planning of courtship, marriage, and family life. Social, cultural and personal factors related to success and failure in mate selection and marriages are considered. SYG 1000 suggested but not required.

## Spanish

**SPN 1000. CONVERSATIONAL SPANISH:** Three Credits, Three Hours. (On Demand)

This course concentrates on the development of oral and conversational skills in the language. There is an additional emphasis on workplace terminology and on communicative habits and cultural patterns that influence everyday conversation. It is designed to help the student gain practical knowledge of Spanish in a working environment. The course does not fulfill the general education foreign language requirements of the State University System and cannot be substituted for SPN 1120 or SPN 1121.

**SPN 1120. ELEMENTARY SPANISH I:** Four Credits, Four Hours. (Fall)

For the beginning student in Spanish: a foundation in the language and civilization, stressing an oral-aural approach. The course is open to students with no language backgrounds and to those with less than one year of high school Spanish whose language placement test indicates a need for further foundation work.

**SPN 1121. ELEMENTARY SPANISH II:** Four Credits, Four Hours. (Spring)

A continuation of SPN 1120. Prerequisite: SPN 1120 or equivalent or consent of the instructor based on language placement scores.

**SPN 2200. INTERMEDIATE SPANISH I:** Three Credits, Three Hours. (Fall)

Designed to develop a facility for reading and composition. A thorough review of Spanish grammar and an introduction to Spanish culture and literature are included. Prerequisite: SPN 1121 or equivalent, or consent of instructor based on language placement test scores for those with two or more years of high school Spanish.

**SPN 2201. INTERMEDIATE SPANISH II:** Three credits, Three hours.

For the intermediate student of Spanish, this 4th semester of college Spanish is designed for the student who has successfully completed three college semesters, three high school level years of Spanish or the equivalent, and who therefore already has a solid foundation in the basics of the Spanish language, its vocabulary and its grammar. At this level the class is conducted almost exclusively in Spanish and includes more reading/discussion of material, including the reading of literary excerpts from a graded reader.

## Speech

**SPC 1608. FUNDAMENTALS OF SPEECH:** Three Credits, Three Hours. (Fall, Spring, On Demand)

This course is designed to give students the skills necessary to be good public speakers. Students will learn to construct, research, deliver and evaluate various types of oral presentations.

## Student Life Skills

**SLS 1103. STRATEGIES FOR ACADEMIC SUCCESS:** Three Credits, Three Hours (Fall, Spring, Summer). This three-hour college credit survey course is designed to help students develop skills that are essential for academic and personal success. Students will be introduced to topics including study skills, note-taking and test-taking strategies, personal improvement and wellness strategies, and goal setting. The curriculum will include interaction with NFCC resources including the library, college technology, and student services. Additionally, students will use self-assessment instruments to identify areas of interest and strength so that they can develop the specific strategies necessary for success in the classroom, in the workplace, and in their personal lives. **Although this course is an elective, a student who is placed into two (2) or more Developmental Education courses must enroll in this course during his or her first or second semester at NFCC.**

# Faculty and Administration

## **Adleburg, Frances S.**

Director of Teaching and Learning  
A.A., North Florida Junior College  
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M.A. Valdosta State College

## **Agama, Francis**

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M.S., University of Florida

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## **Brave Heart, Sharon**

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M.B.A., University of Phoenix

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Ph.D., Florida State University

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## **Hunter, William**

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# Faculty and Administration

## **Mulkey, Amelia A.**

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M.S., Southeastern Baptist  
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## **Robinson, Billye**

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## **Taylor, Susan**

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## **Townsend, Julie R.N., M.S.N.**

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## **Welch, Jason**

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## **Wheeler, Mary Anne**

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# Faculty and Administrators Emeriti

**Joe A. Akerman, Jr. (1965-2003)**  
Professor of History  
B.A., M.A.

**Jules deR. Bacot (1969-1983)**  
Professor of Arts/Humanities  
B.F.A., M.Ed.

**Barry A. Barnhart (1969-2007)**  
Professor of Biology  
B.A., M.A., Florida State University

**Walter L. Bishop (1968-1985)**  
Vice President of Academic Affairs  
B.S., M. Ed.

**William O. Brazil (1970-2000)**  
Vice President of Academic  
and Student Affairs  
B.S., M.A.

**Brown, Lorraine J. (1979-2007)**  
Cosmetology Instructor  
A.A., B.S.

**Mildred S. Bruner (1958-1981)**  
Director of Admissions  
and Financial Aid  
B.A., M.S.

**Bobby Joe Buchanan (1974-2004)**  
Professor of Sociology  
B.A., M.S.

**James O. Catron, Jr. (1966-2003)**  
Registrar  
B.A., M.A.

**Sylvia Catron (1983-2003)**  
Professor of Mathematics  
B.S., M.S.

**Phillip Combs (1987-1996)**  
Professor of Music  
A.A., B.A., M.S.

**Edith H. Day (1963-1997)**  
Dean of Academic Affairs  
B.S., M.A., Ph.D.

**Sandra S. Ebberson (1973-2008)**  
Coordinator, Criminal Justice  
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**Nita Fico, R.N. (2001-2011)**  
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**Thomas R. Fico (1980-2002)**  
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B.S., M.S.

**William F. Gardner, Jr.  
(1975-2004)**  
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**Clare B. Gray (1961-1987)**  
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and English  
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**Dale Hackle (1978 – 2013)**  
Director of Physical Plant

**Robert G. Harper (1973-2002)**  
Professor of Drafting  
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**Sheila Hiss (1977-2009)**  
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B.A., M.L.S.

**Jacqueline Humes (1979-1996)**  
Professor of Nursing  
R.N., B.S.N., M.S.N.

**George M. King (1990-2004)**  
Professor of Mathematics  
B.A., M.S., Ph.D.

**Dr. Rosario D. Leparulo  
(1987-2011)**  
Professor of Foreign Languages  
B.A., M.A., Ph.D

**William Lindstrand (1987-2000)**  
Professor of Business  
B.A., M.S.

**John W. Maguire 1985-1996)**  
Vice President/Academic Dean  
A.B., M.S., Ph.D.

**Elinor M. Mays (1966-1979)**  
Professor of Business  
B.S., B.A., M.A.

**Abe Mills (1975-1997)**  
Professor of Masonry

**Mollie L. Monk (1965-1976)**  
Professor of Chemistry  
B.S., M.A., M.Ed.

**Valentine A. Nicholson  
(1967-1993)**  
Professor of English  
A.B., M.A., C.A.S.

**Mildred L. Parrish (1963-1975)**  
Director of Public Relations/  
Publications  
B.J., M.S.

**Thomas M. Phillips (1967-2004)**  
Professor of Biology  
B.A., M.S.

**Leone N. Protsman (1962-1974)**  
Director of Student Center/  
College Nurse  
R.N., B.A.

**Doris McMillan Putnal  
(1990-2006)**  
Director, Associate in Science/  
Applied Science Degree Program  
Development  
A.A., B.A.

**Katherine H. Sale (1978-2013)**  
Librarian  
B.S., M.L.S.

**Lu Alice Sands (1961-1991)**  
Director of Library Services  
B.A., M.A.

**Morris G. Steen, Jr. (1997-2008)**  
President  
B.S., M.S.

**Mariam H. Stephens (1973-2003)**  
Professor of Nursing Assistants  
R.N.

**Louis C. Thompson, Jr.  
(1959-1987)**  
Professor of Physical Education  
B.S., M.S.

**Ruby M. Ulm (1966-1979)**  
Assistant Librarian  
B.S., M.S.

**Kathleen H. Van Alst  
(1958-1981)**  
Director of Counseling and  
Placement Services  
A.A., B.S., M.S.

**David V.S. Van Alstyne  
(1967-1989)**  
Professor of Reading and  
Journalism  
B.S., M.S.

**Hazel D. Walker (1963-1981)**  
Professor of Mathematics  
B.S., M.A.

**James T. Walker (1963-1981)**  
Professor of Mathematics  
A.A., B.S., M.A.

**White, Nancy L. (1979-2009)**  
Instructor, English  
A.S., B.A., M.A.,

**Emma F. Wyche (1958-1997)**  
Business Manager  
B.S.

**Alma McKinney Wynn  
(1963-1990)**  
Professor of Mathematics  
B.S., M.S.

**Helen L. Zaynor (1968-1986)**  
Professor of Vocational Education  
B.S.Ed., M.Ed.

# Professional and Support Staff

**Alexander, Claudette**  
Switchboard Operator

**Alexander, Clyde**  
Director, Fitness Center  
B.S., Canisius College  
M.S., Florida A & M University

**Baldwin, Russ**  
Senior Staff Assistant  
Academic Affairs  
A.A., North Florida Community College  
B.S., Florida State University

**Bass, Debbie**  
Allied Health Advisor  
Career Education Advisor  
Employee Ombudsman  
B.A., Valdosta State University

**Bell, Betty**  
Manager, Testing Center  
Administrative Assistant Certificate,  
North Florida Community College

**Bell, Denise**  
Coordinator of Student Activities  
and Student Center  
Equity Coordinator  
A.A., North Florida Community College  
B.A., Saint Leo University

**Bethea, Diane**  
Admissions/VA Specialist  
Veteran's Affairs

**Bethea, John**  
Maintenance Worker

**Bivens, Gwendolyn**  
Manager, Food Services

**Blanton, Tony**  
Maintenance Specialist

**Brown, Linda**  
Instructional Technology Specialist

**Burnett, Cindy**  
IT Administrative Support  
Help Desk Specialist  
A.A., North Florida Community College

**Cashwell, Suzie Dr.**  
Director of Student Support  
Services/SDS  
B.S.W. Northern Michigan University  
M.S.W. Florida State University  
Ph.D. Florida State University

**Coody, Tyler**  
Coordinator, Fitness and Wellness  
B.S., University of Central Florida

**Dickinson, Wendy**  
Admissions and Registration  
Specialist

**Ellison, Amy**  
Director  
North Florida Rural Health Care  
Workforce Development Network  
A.A., North Florida Community College

**Everett, Karen**  
Bookkeeper/Staff Assistant  
Resource Development/Foundation  
Business Education Program,  
Taylor Technical Institute

**Ferriss, James**  
Maintenance Equipment Specialist

**Ford III, Lonnie**  
Retention Advisor  
B.S., Florida A&M University

**Freeman, Tish**  
Staff Assistant  
Maintenance

**Gaylard, Cindy M.**  
Executive Assistant  
President's Office

**Gonzales, Elizabeth**  
Coordinator, Developmental  
Education Resources  
A.A., North Florida Community College  
B.S., National University of Colombia

**Goyette, Isaac**  
System Support Specialist  
A.A., North Florida Community College

**Hackle, Gail**  
Senior Staff Assistant  
Public Safety Academy

**Harris, Peggy**  
Financial Aid Specialist  
A.A., North Florida Community College

**Hidy, Kathy**  
Records Manager  
Graduation Specialist

**Horne, Tammy**  
Duplication Specialist

**Hubert, Scott**  
Macintosh Support  
Theatre Technical Director  
B.S., Florida State University

**James, Desiree**  
College Advancement Specialist  
A.A., North Florida Community College

**Kosec, Randy**  
Coordinator, Criminal Justice  
A.S., Broward Community College

**Leggett, Sr., Albert "Mac"**  
Coordinator/Director  
Paramedic/EMT Program

**Lillis, Nancy**  
Coordinator of Grants  
B.S., East Texas State University  
M.S.W., Florida State University

**Mauldin, Mary Frances**  
Academic Advisor  
A.A., North Florida Junior College

**Mitchell, Janie**  
Manager, Bookstore  
Office Administration Certificate,  
North Florida Junior College

**Nelson, Hansel**  
Groundskeeper Supervisor

**Newsome, Sarah P.**  
Purchasing Specialist  
A.A., North Florida Junior College

# Professional and Support Staff

**Orlowski, Tara**

Coordinator, Institutional Effectiveness  
 Instructor, Early Childhood Education Program  
 M.S., University of Florida  
 B.A., University of Florida  
 B.S., University of Florida

**Palmer, Kimberly**

Network Support Specialist

**Phillips, Margie L.**

Chief Information Officer (CIO)  
 Coordinator Databases and Reports  
 A.A., North Florida Junior College  
 B.A., Saint Leo University

**Phillips, Tisha**

System Support Specialist  
 A.A., North Florida Community College

**Pleasant, Lori**

Registrar  
 A.A., North Florida Community College  
 B.A., Saint Leo University

**Reichert, Jhan**

Library Technical Assistant  
 A.A., North Florida Community College  
 B.A., Florida State University

**Scarboro, Kimberly**

Coordinator, College Advancement  
 A.A., North Florida Community College  
 B.A., Valdosta State University

**Scott, Robert**

Coordinator, High School and College Relations  
 B.F.A., Valdosta State College

**Sherrod, Ellen**

Senior Staff Assistant  
 Enrollment Services  
 A.A., North Florida Community College  
 B.A., Saint Leo University

**Sirmon, John D.**

Network Administrator  
 A.A., North Florida Community College  
 B.S.Ed., Valdosta State University

**Smith, Neil**

Maintenance Mechanic

**Surles, Karen R.**

Senior Staff Assistant  
 Administrative Services

**Tharpe, Melissa**

Staff Assistant  
 Allied Health  
 A.A., North Florida Community College

**Thigpen, Carolyn S.**

Database Systems Analyst/  
 Coordinator Instructional Technology  
 A.A., North Florida Community College  
 B.S., Florida State University

**Thompson, Wesley**

Maintenance Worker

**Thornton, Annette**

Fiscal Assistant  
 A.A., North Florida Community College

**Turner, Karen**

Human Resource Specialist

**Vickers, Wayne**

Maintenance Mechanic

**Waller, Glenn**

Senior Accountant  
 A.A.S., Community College of the Air Force

**Waller, Lynn E.**

Transfer Advisor  
 Student Support Services Grant  
 A.A., North Florida Junior College  
 B.A., Park College

**Watts, Shantina**

Food Service Worker

**Wilkerson, Margaret**

Coordinator,  
 Website and Public Relations  
 B.F.A., Valdosta State University

**Wilkerson, Philip**

Director of Advising and Retention  
 B.F.A., Valdosta State University  
 M.P.A., Valdosta State University

**Wyche, Lynn**

Coordinator, Library Services  
 A.A., North Florida Community College  
 B.S., M.L.S. Valdosta State University

# NFCC District Board of Trustees



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Chair  
Madison County



**Ricky N. Lyons**  
Vice Chair  
Lafayette County



**Dr. Bill Brothers**  
Suwannee County



**Richard "RB" Davis**  
Hamilton County



**Brantly Helvenston**  
Suwannee County

Governor Rick Scott announced four new appointments to the North Florida Community College District Board of Trustees on July 1, 2013:

**Dawn Gunter**  
Taylor County

**William "Billy" Washington**  
Madison County

**Ann "Sharon" Benoit**  
Madison County

**Lloyd "Gary" Wright**  
Jefferson County

*The appointments are subject to confirmation by the Florida Senate.*

For more information, visit [www.NFCC.edu](http://www.NFCC.edu) or contact the President's Office at (850) 973-1618.

# Index

## A

Academics .....58  
 Academic Calendar .....8  
 Academic Dishonesty .....59  
 Academic Freedom, Student.....59  
 Academic Honors .....64  
 Academic Probation .....64  
 Academic Programs .....68  
 Academic Regulations.....59  
 Academic Suspension .....65  
 Accreditation.....10  
 Admissions .....15  
     Admission Application.....162  
     Career & Tech .....17, 92  
     Degree Student .....16  
     Eligibility.....15  
     General Information .....15  
     Limited Access Program.....17  
     Non-Degree Student.....17  
     Requirements .....15  
 Advanced Technical Diploma  
     EMT-Basic .....87, 110  
 Advanced Placement .....18  
 Advising, Academic.....19  
     Student Responsibility .....19  
     University Transfer Info .....19  
 Application for Admission .....162  
 Art Galleries .....12  
 Artist Series .....39  
 Associate in Arts.....69  
     Business Emphasis (A.A.).....72  
     Degree Requirements .....70  
     Education Emphasis (A.A.) .....73  
     Nursing Emphasis (A.A.) .....74  
     Transfer Guarantee.....69  
 Associate in Science .....75  
     Business Administration .....76  
     Criminal Justice Technology....80  
     Digital Media | Multimedia.....82  
     Early Childhood Education.....84  
     Emergency Medical Services...86  
     Registered Nursing (RN) .....89

Attendance Policy .....61  
 Audit Students .....17  
 Auditing Courses .....17

## B

Bachelor's Degree Opportunities..69  
 Board of Trustees .....157  
 Bookstore (Virtual) .....51  
 Bright Futures Scholarships.....29

## C

Calendar, College.....8  
 Campus Alert System.....56  
 Campus Description.....11  
 Campus Directory.....6-7  
 Campus Life.....38  
 Campus Map.....166  
 Campus Security .....56  
 Career Pathways (technical).....93  
 Career & Tech Credit Admission...17  
 Career & Technical Education .....91  
     Admin Office Specialist .....102  
     Admissions .....92  
     Child Care Center Director .....100  
     Early Childhood Professional ....98  
     Medical Admin Specialist.....103  
     Nursery Management .....101  
     Patient Care Technician .....94  
     Practical Nursing .....96  
     Public Safety Academy .....105  
 Catalog, Effective Policy .....25  
 Changing Class Schedule .....22  
 CJ-BAT .....18  
 Clery Act Statistics.....57  
 Clubs and Organizations .....38  
 College Credit .....61  
 College Credit Certificates  
     Business Operations .....78  
     Accounting/Budgeting .....78  
     Management Specialization ..78  
     Small Business .....78  
 Digital Media | Multimedia .....83  
     Authoring Specialization .....83

Instructional Technology .....83  
 Production Specialization.....83  
 Web Production .....83  
 Early Childhood Education .....85  
     Child Care Cntr Management...85  
     Preschool Specialization .....85  
 Human Resources Admin.....79  
 Paramedic .....88, 111  
 College Personnel.....152  
     Administration .....152  
     Faculty .....152  
     Staff.....155  
 Community Education.....39  
 Community Theatre.....39  
 Continuing Workforce Education..113  
 Counseling Services (Student).....51  
 Course Attempt Limits .....63  
 Course Descriptions.....115-151  
 Course Load .....62  
 Course Numbering System.....115  
 Course Substitution .....23  
 Crime Statistics .....57

## D

Dean's Honor Roll.....64  
 Developmental Education .....19  
 Drug and Alcohol Policy .....49  
 Dual Enrollment .....17, 93

## E

Early Admission.....16  
 Education to Go (ed2go).....40, 114  
 Email Accounts, Students.....51  
 Enrollment Services .....14  
 Enrollment Steps.....21  
 Excess Hours Advisory .....20

## F

Faculty .....152  
 Faculty & Admin Emeriti.....154  
 Federal Grants .....29  
 Federal Grant Repayment.....27  
 Fees .....26

Financial Assistance (Student).....28  
 Fitness and Wellness Center..... 39  
 Food Service .....51  
 Foreign Language Requirement ...23

**G**

General Education Philosophy.....66  
 General Education Requirements  
     (A.A.) .....70  
 General Information .....9  
 Grade, Appeal of Final ..... 63  
 Grade Point Average.....62  
 Grade Point System .....62  
 Graduation Honors ..... 64  
 Graduation information .....23  
 Graduation Requirements.....23  
 Grants, Student.....29  
 Grievance Procedure, Student ..... 47

**H**

Handbook, Student..... 41  
 Health, Student.....53  
 Hazing Policy .....49  
 History of College.....10  
 Housing.....51

**I**

International Students ..... 16

**L**

Ladell Brothers Environ. Center ...12  
 Library, Marshall W. Hamilton .....12

**M**

Memberships, College.....13  
 Mission Statement, College ..... 10

**N**

Nature Center (Ladell Brothers)...12  
 Non-Degree Admissions ..... 17

**O**

Ombudsman (Student) ..... 37, 50  
 Organizations, Student ..... 38

**P**

Parking.....54  
 Payments/Fees.....26  
 Pell Grant .....29  
 President’s Honor Roll.....64  
 Prerequisites, Admissions..... 61  
 Probation, Academic.....64  
 Public Safety Academy..... 105  
     Continuing Education ..... 109  
     Correctional Recruit..... 107  
     Crossover ..... 108  
     Dual Certification ..... 106  
     EMT-Basic.....87, 110  
     Firefighter I ..... 112  
     Law Enforcement Recruit..... 107  
     Paramedic ..... 88, 111  
     Supplemental..... 109

**R**

Re-Admission ..... 16  
 Records, Student.....20  
 Refunds.....27  
 Registrar.....20  
 Registration .....20  
 Regulations, Academic..... 59  
 Residency Requirements .....27

**S**

Saint Leo University.....69  
 Schedule Changes .....22  
 Scholarships .....31  
 Senior Citizens, Admissions .....17  
 Service Learning at NFCC.....67  
 Sexual Harassment Policy .....50  
 Social Security # Collection/Use ..52  
 Special Non-Degree Student.....17  
 Standards of Dress .....50  
 Student Activities & Clubs .....38  
 Student Advocate..... 37, 50  
 Student Code of Conduct .....41  
 Student Development .....37  
 Student Disability Services .....35  
 Student Email Accounts .....51  
 Student Government Association .38  
 Student Grievance Procedure .....47  
 Student Handbook.....41

Student Health .....53  
 Student Housing ..... 51  
 Student ID Cards.....51  
 Student Learning Resources.....35  
 Student Load ..... 62  
 Student Ombudsman..... 37, 50  
 Student Organizations .....38  
 Student Records.....20  
 Student Responsibilities ..... 41  
 Student Rights .....41  
 Student Services .....34  
 Student Support Services.....37  
 Students - Serious Illnesses .....35

**T**

Technical Programs ..... 91  
 Testing .....18  
     AP.....19  
     CJ-BAT .....19  
     Placement Testing (PERT).....18  
     PERT .....18  
     TABE.....18  
 Tobacco Policy.....49  
 Transcript Request.....22  
 Transfer, University Parallel... 19, 69  
 Transfer Students .....16  
 Transient Students ..... 17  
 Trustees, Board of ..... 157  
 Tuition (Cost of Attending) .....26  
 Tuition Payment Plan ..... 31

**U**

University Parallel Transfer .... 19, 69

**V**

Vaccine Advisory .....53  
 Van H. Priest Auditorium .....13  
 Veteran Affairs .....36  
 Vision Statement, College .....10  
 Voc-Rehab Assistance Program....30

**W**

Wardlaw-Smith-Goza Center..... 13  
 WIA Assistance ..... 30  
 Withdrawal (classes | college) ....22  
 Work Study, Student..... 30  
 Workforce Education ..... 113

## PROGRAM CODES FOR NFCC APPLICATION FOR ADMISSION

0000	Undeclared
0101	DE-College Credit
0103	Non-Degree Seeking Employment
0104	Non-Degree Seeking Personal Objectives
0108	Non-Degree Pre-Nursing

### **CR Associate Degrees**

1001	Associate in Arts (General)
1102	AA Business
1104	AA Education
1106	AA Nursing

### **CR Associate in Science**

2025	AS	Business Administration: Accounting/Budgeting Operations Management Specialization
2026	AS	Business Administration: Business Development and Entrepreneurship Specialization
2027	AS	Business Administration: Small Business Management Specialization
2007	AS	Emergency Medical Services
2009	AS	Registered Nurse
2010	AS	Digital Media/Multimedia Technology
2011	AS	Early Childhood Education
2024	AS	Criminal Justice Technology

### **CR Credit Certificate**

4002	CCC	Paramedic
4006	CCC	Business Operations
	4007	Accounting/Budgeting Operations
	4008	Management
	4020	Small Business Management
4011	CCC	Digital Media/Multimedia Authoring Specialization
4012	CCC	Digital Media/Multimedia Production Specialization
4013	CCC	Digital Media/Multimedia Instructional Technology
4015	CCC	Digital Media/Multimedia Web Production Specialization
4016	CCC	Early Childhood Ed. Preschool Specialization
4017	CCC	Early Childhood Ed. Child Care Center Management Specialization
4018	CCC	Human Resources Administrator

## PROGRAM CODES FOR NFCC APPLICATION FOR ADMISSION

**PS Vocational Certificate**

- 5002 Practical Nursing
- 5007 Patient Care Technician
- 5014 Early Childhood Education
- 5023 Administrative Office Specialist
- 5025 Firefighter Officer
- 5028 CMS Law Enforcement
- 5031 Childcare Director
- 5033 Home Health Aide
- 5034 Medical Administrative Specialist
- 5035 Nursery Management
- 5036 Corrections Basic Recruit
- 5037 Crossover Corrections to CMS-LE
- 5038 Crossover LE to Corrections
- 5039 Corrections/LE Dual Certification

**PS Applied Technology Diploma**

- 6001 Emergency Medical Tech-Basic

**WF Workforce/Supplemental**

- 7001 Workforce

The Application for Admission is valid for one (1) year (August-July)

PROGRAM CODES



# ADMISSION APPLICATION FOR NORTH FLORIDA COMMUNITY COLLEGE

325 NW Turner Davis Drive, Madison, Florida 32340

Contact NFCC Admissions for more information: 850/973-1622 or 850/973-9405 or email [ADMISSIONS@NFCC.EDU](mailto:ADMISSIONS@NFCC.EDU). Fax 850/973-1697

<b>1 SOCIAL SECURITY NUMBER</b>	<b>2 HAVE YOU PREVIOUSLY ATTENDED NFCC?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO* <small>*All first time Applications MUST include \$20.00 Nonrefundable fee</small>
---------------------------------	---

<b>3 LEGAL NAME</b>  _____ (LAST) _____ (FIRST) _____ (MIDDLE)
--

<b>4 PRIOR NAMES USED (Maiden)</b>	<b>5 PHONE NUMBERS</b>
<b>6 MAILING ADDRESS</b>  _____ (Street) _____ (APT #)  _____ (City) _____ (County) _____ (State / Zip Code)	Home _____ - _____  Work _____ - _____  Cell _____ - _____

<b>7 EMERGENCY CONTACT INFORMATION</b> Name: _____ Relationship: _____ Phone: _____
--

THE FOLLOWING INFORMATION IS REQUIRED BY THE U.S. DEPARTMENT OF EDUCATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND THE TITLE IX OF THE EDUCATIONAL ADMENDMENTS OF 1972 TO BE USED FOR REPORTING PURPOSES AND IS NOT USED IN DETERMINING ADMISSIONS TO NORTH FLORIDA COMMUNITY COLLEGE.

<b>8 SEX</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>10 CITIZENSHIP</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Refugee Alien <input type="checkbox"/> F-1 Student <input type="checkbox"/> Other, Non-citizen <input type="checkbox"/> Visa Other Than F-1 Visa type _____ <input type="checkbox"/> Permanent Resident Alien  Country of Citizenship if not U.S.: _____ <small>PASSPORT, VISA AND/OR ALIEN CARD REQUIRED AT ADMISSIONS</small>	<b>11 ETHNICITY</b> Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>12 ETHNICITY</b> <input type="checkbox"/> Asia or Pacific Islander <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> White (Not Hispanic)	<b>13 RACE</b> <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	<b>14 WHAT IS YOUR PRIMARY LANGUAGE?</b> (I.E. THE LANGUAGE YOU USE MORE THAN 50% OF THE TIME)  _____  <b>15</b> DID BOTH OF YOUR PARENTS EARN A FOUR-YEAR COLLEGE DEGREE? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>9A DATE OF BIRTH</b>  ____/____/____ (Month/Day/Year)	<b>9B PLACE OF BIRTH:</b>  City _____ State _____ Country _____				

<b>16 DEGREE OBJECTIVE</b> <input type="checkbox"/> ASSOCIATE IN ARTS _____ <input type="checkbox"/> TRANSIENT STUDENT _____ <input type="checkbox"/> ASSOCIATE IN SCIENCE _____ <input type="checkbox"/> NON-DEGREE SEEKING _____ <input type="checkbox"/> CREDIT CERTIFICATE _____ <input type="checkbox"/> JOB RELATED TRAINING _____ <input type="checkbox"/> TECHNICAL DIPLOMA _____ <input type="checkbox"/> PERSONAL GROWTH _____ <input type="checkbox"/> VOCATIONAL CERTIFICATE _____ <input type="checkbox"/> SENIOR CITIZEN (must be 65 or older & DOB must be verified)	<b>17 ENTERING YEAR</b> <div style="border: 1px solid black; padding: 2px; text-align: center; width: 40px; margin: 0 auto;">20</div> <input checked="" type="checkbox"/> TERM <input type="checkbox"/> FALL (AUGUST) <input type="checkbox"/> SPRING (JANUARY) <input type="checkbox"/> SUMMER A (MAY) <input type="checkbox"/> SUMMER B (JUNE)
--	--

<b>18 EDUCATION BACKGROUND (APPLICANTS WITH SPECIAL DIPLOMAS MUST OBTAIN A GED DIPLOMA BEFORE APPLYING)</b>		
	DATE RECEIVED/ANTICIPATED	High School Name / State / Country
HOME SCHOOLED (NOTARIZED AFFIDAVIT REQUIRED)	____/____/____	_____
GED DIPLOMA	____/____/____	_____
STANDARD HIGH SCHOOL DIPLOMA	____/____/____	_____

All college credit and PSAV applicants must have a Standard or College-ready high school diploma or GED certificate. Please have an official transcript sent from the high school to NFCC Admissions. For GED completers, please provide a copy of the GED Certificate and an official copy of the test scores.

List the full names of the colleges and universities previously attended. **DO NOT USE ABBREVIATIONS.** Failure to list all institutions could result in your application being denied or your admission being rescinded. *Use separate sheet if necessary and attach it to the application.*

**An official transcript from each postsecondary school, college or university you have attended must be provided.**

NAME OF COLLEGE/UNIVERSITY (DO NOT USE ABBREVIATIONS)	CITY & STATE	YEARS ATTENDED	HRS OR DEGREE EARNED	ELIGIBLE TO RETURN?

Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or if still pending, could result in probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license? **Failure to disclose this information may result in revoking your application or immediate suspension from NFCC.** (You are not required to include traffic violations which only resulted in a fine.)

Yes  No

If your answer is YES, you may be required to schedule an interview with the Dean of Student Services (or designee) and submit a full statement of relevant facts explaining the final disposition of proceedings.

**20 STUDENT NOTIFICATIONS** Read the following important notices.

**Confidentiality of Student Records:** The Family Rights and Privacy Act of 1974 provides that "Directory Information" may be released to the general public upon request unless the student has specially requested in writing that some or all of the information not be released. A form is available upon request from the office of the Registrar.

**Student Disabilities:** Any student with a disability who wants to request accommodations, assistance, or information should contact Student Disability Services at (850) 973-1611 (TTY).

**Collection of Student Social Security Numbers:** In compliance with Florida Statute (F.S.) 119.071(5)(a), North Florida Community College (NFCC) issues this notification regarding the purpose for the collection and use of your Social Security Number (SSN). In addition, 119.071(2)(a)(II), F.S., authorizes NFCC to collect and use your SSN to perform the College's duties and responsibilities for the following purposes: student record management; identification and verification; tracking (also authorized by 1008.386, F.S.); VA benefits (also mandated by 38 USC 3471); and reporting to authorized agencies of the state and federal government (also authorized by 26 USC 6050S). To protect your identity, NFCC will maintain the privacy of your SSN and never release it to unauthorized parties. The College assigns you a unique student identification number which is used for educational purposes at NFCC, including access of your college records.

**Excess Hours Advisory Statement:** Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for students seeking baccalaureate degrees at state universities. It is critical that students, including those entering Florida College System institutions, are aware of the potential for additional course fees. For the 2012-13 academic year and thereafter, "excess hours" are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a bachelor's 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 requirements 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.

**21 STUDENT AGREEMENT** Read the following statement and sign below.

I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residency statement may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned pursuant to 837.06, Florida Statutes. I certify that I will abide by all the regulations of North Florida Community College and the laws of the State of Florida. I agree that as a condition of my admission, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol during enrollment at North Florida Community College. I further certify that if it becomes necessary for NFCC to engage the services of a collection agency or to initiate legal action to collect fees for tuition or any other services provided by NFCC, I will be responsible for all costs of collection, including but not limited to reasonable attorneys' fees.

I understand that this application is for admission to the program identified on page 1 and is valid only for the academic year in which I apply. A new application will be required if I wish to change my educational goal.

I also understand and agree that I will be bound by the college's regulations concerning application deadlines and admission requirements. I further agree to the release of any transcript, student record, and test scores to the college (including my ACT Inc., Florida College Entry-Level Placement Test, or SAT-I score reports that the college may request from the College Board, ACT Inc., or another Florida public college or university.) I understand and agree that I will be bound by the College's regulations as published in the college catalog and the student handbook.

I hereby authorize NFCC to release electronically my transcript and placement scores to a Florida college or university. I also authorize NFCC to electronically request transcripts on my behalf. Should any of the information I have given change prior or during my enrollment at the college, I shall immediately notify the Office of the Registrar in writing. I understand that the \$20 payment I submit with this application is a **nonrefundable fee**.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## INFORMATION FOR RESIDENCY CLASSIFICATION

A Florida resident for tuition purposes is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve (12) months. Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien, granted indefinite stay by the Immigration and Naturalization Service. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and Board of Regents. All other persons are ineligible for classification as a Florida resident for tuition purposes. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents are presumed to be legal residents of the same state as their parents.

### NON-FLORIDA RESIDENTS

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for reclassification as a Florida resident.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*You do not need to complete the rest of pages 3 or 4.*

## FLORIDA RESIDENTS

**This section must be completed in full if you claim Florida residency for tuition purposes. Attach copies of required documents.** A notarized copy of your and/or your parent's most recent tax return or other documentation **MAY** be requested to establish dependence/independence.

**Dependent:** a person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.

**Independent:** a person who provided more than 50% of his/her own support.

A copy of the marriage certificate is **required** in all cases of spouse claiming partner's residency.

✓ (Check applicable item.)

- A. I am an **independent** person and have maintained legal residence in Florida for at least 12 months.
- B. I am a **dependent** person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- C. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months. Required: Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.
- D. I am married to a person who has maintained legal residency in Florida for at least 12 months. I have now established legal residency and intend to make Florida my permanent home. Required: Copy of marriage certificate, claimant's voter registration, driver's license and vehicle registration.
- E. I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
- F. According to the United States Citizenship and Immigration Services (USCIS), I am a permanent resident alien or other legal alien granted indefinite stay and have maintained a domicile in Florida for at least 12 months. Required: USCIS documentation and proof of Florida residency status.
- G. I am a member of the armed services of the United States and I am stationed in Florida on active duty pursuant to military orders, or whose home of record is Florida, or I am a member's spouse or dependent child. Required: Copy of military orders or DD2058 showing home of record.
- H. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education, or I am the employee's spouse or dependent child. Required: Copy of employment verification.
- I. I am part of the Latin American/Caribbean Scholarship Program. Required: Copy of scholarship papers.
- J. I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s.240.551, F.S.)
- K. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the FSU Panama Canal Branch, or I am the student's spouse or dependent child. Required: Copy of marriage certificate or proof of dependency.
- L. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. Required: Copy of employment verification

**PERSON CLAIMING RESIDENCY MUST COMPLETE THE FOLLOWING SECTION IN FULL....**

**Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term in which a Florida resident classification is sought. All documentation is subject to verification.**

Name of Student: \_\_\_\_\_ Student's Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

All of the questions below pertain to the person claiming Florida residency. If the student is a dependent, the person claiming Florida Residency is the parent or legal guardian. The person claiming Florida residency is also referred to as the "claimant."

1. Name of person claiming Florida residency (claimant): \_\_\_\_\_

2. Claimant's date of birth: \_\_\_\_\_

3. Date claimant established Florida Residency and domicile: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

4. Relationship of claimant to student: \_\_\_\_\_

5. Claimant's permanent legal address: \_\_\_\_\_  
(PO Box cannot be used)

6. Claimant's telephone numbe (Home): \_\_\_\_\_

(Work): \_\_\_\_\_

7. Claimant's Florida driver's license: \_\_\_\_\_  
Number Original Issue Date

8. Claimant's Florida vehicle registration: \_\_\_\_\_  
Decal Number Original Registration Date  
Vehicle Make/Model: \_\_\_\_\_

9. Claimant's Florida voter registration: \_\_\_\_\_  
Number Issue Date

*For NFCC employee use:* The above documents were verified through the Florida Highway Safety and Motor Vehicles and/or the Florida Division of Elections website(s). Employee / Date: \_\_\_\_\_

**CERTIFICATION**

I do hereby swear or affirm that the above named student meets all requirements for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to the penalties for making a false statement pursuant to 837.06, Florida Statutes.

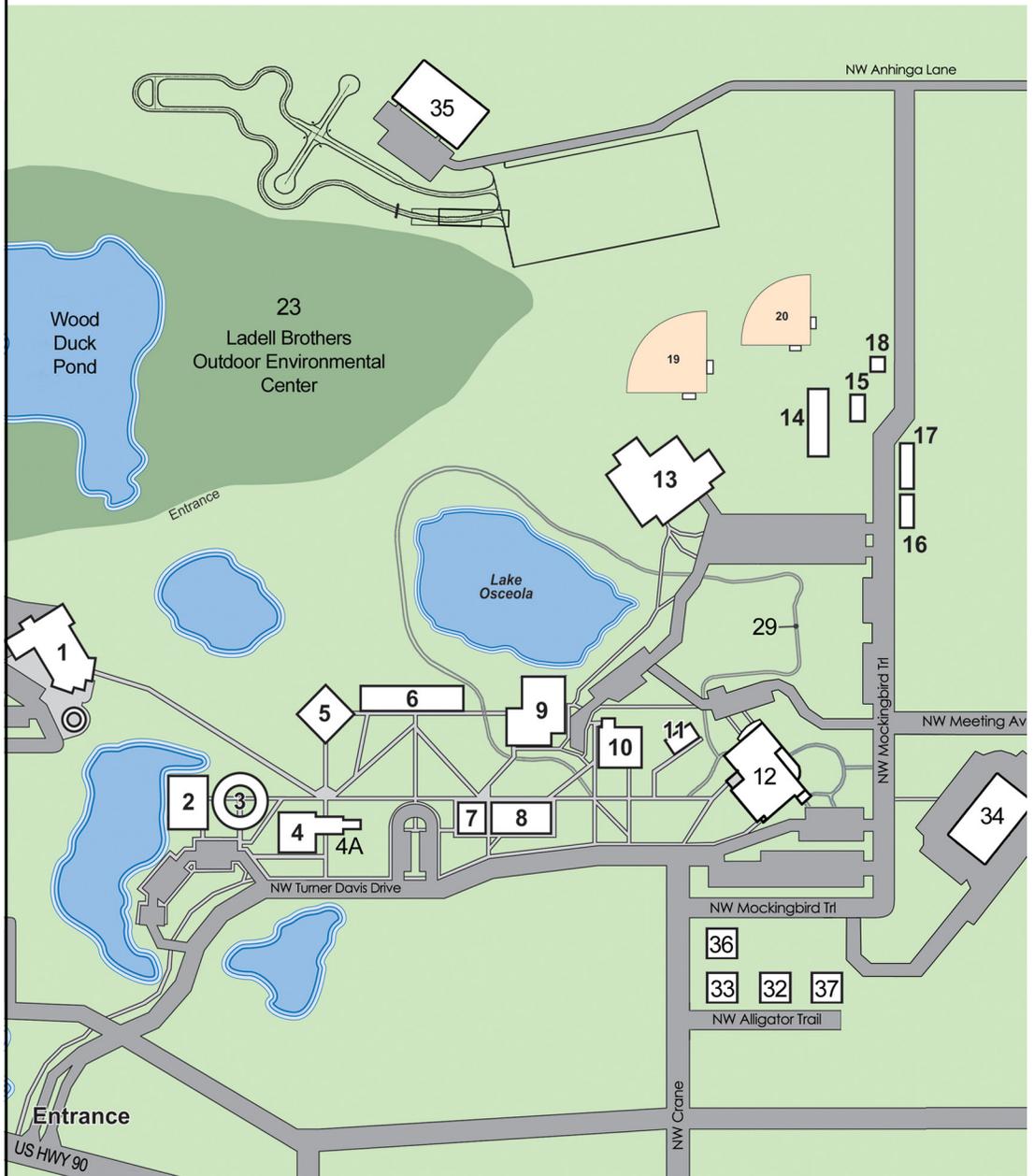
\_\_\_\_\_  
Signature of person claiming Florida residency \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date



# NFCC CAMPUS MAP

## NFCC CAMPUS MAP

1. Van H. Priest Auditorium
2. Administrative Services
3. Walter L. Bishop Administration Building
4. Marshall W. Hamilton Library
- 4A. NFCC Board Room
5. Technology Center
6. Developmental Education Mathematics Classrooms
7. Business Education
8. General Classrooms
9. Student Center
10. Fine Arts/Fine Arts Auditorium
11. Hardee Center for the Arts
12. Colin P. Kelly Fitness Center
13. Career and Technical Education
14. Warehouse
15. Greenhouse
16. Testing Center
17. Maintenance
18. Warehouse
19. Sentinel Baseball Field
20. Frank Cantey Softball Field
23. Ladell Brothers Outdoor Environmental Center
29. Fitness Walking Trail
32. College Advancement Artist Series
33. University Programs Saint Leo University
34. Morris G. Steen, Jr. Science Learning Center
35. Public Safety Academy
36. Special Programs



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