

*Transform*  
**YOUR  
LIFE**



2017-2018 College Catalog

**NFCC.EDU**

NORTH FLORIDA COMMUNITY COLLEGE

# 2017-2018 College Catalog

This catalog is effective beginning Fall Semester 2017

COLLEGE  
NORTH  
FLORIDA



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 to all programs and activities. 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 race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints 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 this: 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 realities. 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 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. North Florida Community College is a small campus with big possibilities, and we are ready to help you realize your dreams. I personally invite you to drop us a line, send us an email, or give us a call. Even better, come visit our beautiful campus and meet your future instructors, colleagues, and friends, and when you're ready, let us know how we can help.

Sincerely,

A handwritten signature in black ink that reads "John Grosskopf". The signature is written in a cursive, flowing style.

John Grosskopf  
President

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# Campus Directory

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

Department.....	Telephone Number.....	Email Address
Academic Affairs .....	973-1603 .....	academicaffairs@nfcc.edu
Academic Department Chairs/Contacts:		
Biological and Physical Science		
Bonnie Littlefield .....	973-1687 .....	littlefieldb@nfcc.edu
Communication and Literature		
Keisha Martinez .....	973-1718 .....	martinezk@nfcc.edu
Criminal Justice		
Rick Davis.....	973-9492 .....	davisr@nfcc.edu
Developmental Education and Student Life Skills		
Jennifer Page.....	973-1630 .....	pagej@nfcc.edu
History, Humanities, Fine Arts, and Foreign Language		
Jason Welch .....	973-9415 .....	welchj@nfcc.edu
Mathematics		
Phillip Taylor .....	973-1647 .....	taylorp@nfcc.edu
Social Science, Business, Education, and Computer Science		
Sharon Brave Heart .....	973-1619 .....	bravehearts@nfcc.edu
Academic Success Center.....	973-1719 or 9411 .....	asc@nfcc.edu
Accreditation Liaison (SACSCOC) .....	973-1679 .....	odellc@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 .....	basrd@nfcc.edu
Career and Technical Education .....	973-9470 .....	technicalprograms@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 .....	973-1626 .....	alliedhealth@nfcc.edu
(Patient Care Technician, Practical Nursing, Registered Nursing, Bachelor of Science in Nursing)		
Alumni Affairs .....	973-9423 .....	alumni@nfcc.edu
Artist Series/Children's Theater.....	973-1653 .....	artistseries@nfcc.edu
Audio-Video Support.....	973-1733 .....	audiovisual@nfcc.edu
Auditorium (Van H. Priest Auditorium Rental) .....	973-9443 .....	huberts@nfcc.edu
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 and Technical Education Programs .....	973-9470 .....	technicalprograms@nfcc.edu
College Advancement (PR/marketing).....	973-1653 .....	news@nfcc.edu
Community Theater (Sentinel Upstage Players) ...	973-9481 .....	belld@nfcc.edu
Computer Services, Campus.....	973-1672 .....	computerservices@nfcc.edu

# Campus Directory

Custodial Services .....	973-9421	
Developmental Education Program .....	973-1630	pagej@nfcc.edu
Disability Resource Center.....	973-1683	disabilityresourcecenter@nfcc.edu
Distance Learning.....	973-1672 or 9464	distancelearn@nfcc.edu
Dual Enrollment .....	973-1628	dualenrollment@nfcc.edu
Duplication Center (on campus) .....	973-9420	duplication@nfcc.edu
Emergency Medical Services.....	973-1673	kirklandm@nfcc.edu
Employee Services.....	973-9487	humanresources@nfcc.edu
Financial Aid .....	973-1621	financialaid@nfcc.edu
Fitness and Wellness Center.....	973-1639 or 1609	fitnesscenter@nfcc.edu
Foundation (NFCC, Inc.) .....	973-9423	foundation@nfcc.edu
Hardee Center for the Arts.....	973-1643	thompsonl@nfcc.edu
Institutional Effectiveness .....	973-1679	odellc@nfcc.edu
Institutional Research.....	973-1679	odellc@nfcc.edu
Library.....	973-1624	library@nfcc.edu
Maintenance .....	973-9444 or 9445	maintenance@nfcc.edu
Nature Center (Ladell Brothers).....	973-1687	littlefieldb@nfcc.edu
Ombudsman, Student.....	973-9418	ombud@nfcc.edu
Personnel .....	973-9448	humanresources@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.....	973-1623	recruit@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	
Student Center.....	973-9481	studentcenter@nfcc.edu
Student Clubs/Organizations .....	973-9481	studentclubsorganizations@nfcc.edu
Student Support Services.....	973-1683	studentsupportservices@nfcc.edu
Switchboard Operator.....	973-2288	
Technical Programs (Career & Technical).....	973-9440	technicalprograms@nfcc.edu
Testing Center.....	973-9451	testing@nfcc.edu
Transcripts/Records .....	973-1612	transcripts@nfcc.edu
TTY Phone Access .....	973-1611	
Veterans Affairs.....	973-1622	veteransaffairs@nfcc.edu
Webmaster (www.nfcc.edu).....	973-9424	webmaster@nfcc.edu

# College Academic Calendar

	<b>Fall 2017</b> Aug 16 - Dec 12	<b>Spring 2018</b> Jan 8 - May 10	<b>Summer 2018</b> May 14 - July 30
<b>ACADEMIC DATES &amp; DEADLINES</b>			
Classes Begin	Aug. 16	Jan. 8	May 14
Graduation Application Deadline	Sept. 22	Feb. 9	June 21
Withdrawal Deadline	Oct. 25	March 7	June 21
Honors Convocation		April 24	
Classes End	Nov. 30	April 30	July 23
Final Exams	Dec. 1-6	May 1-4	July 24-25
All Grades Due	Dec. 8	May 8	July 30
Term Ends	Dec. 12	May 10	July 30
Grades Available Online	Dec. 12	May 10	Aug. 1
Commencement	Dec. 12	May 10	
<b>HOLIDAYS</b>			
Holidays Campus Closed	Sept. 4 Nov. 10 Nov. 22-24 Dec. 13 - Jan. 1	Jan. 15 Feb. 19 March 12-16	May 28 July 4
<b>FACULTY DATES</b>			
Faculty Report	Aug. 14	Jan. 4	May 14
Last Faculty Duty Day	Dec. 12	May 10	July 30

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



# GENERAL INFORMATION



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## 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, career and technical certificates, and bachelor of science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of North Florida Community College. The official SACSCOC website is [www.sacscoc.org](http://www.sacscoc.org).

The Emergency Medical Services – Paramedic degree (an AS degree) was granted initial accreditation by the Commission on Accreditation of Allied Health Education Programs on September 15, 2017. This accreditation is valid until September 30, 2022.

The Associate in Science Degree-Registered Nurse to Bachelor of Science in Nursing Program and the Associate in Science Degree: Registered Nursing – RN Program are candidates for accreditation by the Accreditation Commission for Education in Nursing. Contact info: Accreditation Commission for Education in Nursing, ACEN; 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; Phone: (404) 975-5000; Fax: (404) 975-5020; Email: [info@acenursing.org](mailto:info@acenursing.org); Web: [www.acenursing.org](http://www.acenursing.org).

## 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. Specific program requirements for A.A. transfer programs can be obtained from academic advisors in the NFCC Office of Advising & Retention.
- Workforce development programs leading to the Associate in Science Degree or to a technical certificate for occupational skills and employment. Certain Associate in Science degrees are transferable to other state colleges as well as to the State University System. Specific program requirements for A.S. transfer programs can be obtained from academic advisors in the NFCC Office of Advising & Retention.
- Bachelor of Science in Nursing Degree - Associate in Science Degree-Registered Nurse to Bachelor of Science in Nursing (ADN-RN to Bachelor's Degree) Program
- Access to additional bachelor 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 1957 Florida Legislature authorized the founding of North Florida Junior College and five other junior colleges in the state. Originally, Hamilton, Lafayette, Madison, Suwannee and Taylor counties were proposed as the NFJC district. In the initial establishment of the College service area, however, Jefferson County replaced Suwannee County. Ultimately, Suwannee County became 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. The first NFJC classes were organized the following September, and in January 1959 ground was broken for the first permanent buildings, the Library and the Science Building.

In 1959, Suwannee River Junior College was established under founding president Dr. James J. Gardener who served until 1961. Mrs. Jenyethel Merritt then served as president until Suwannee River Junior College merged with NFJC in 1966.

Dr. Stephen T. McMahon succeeded Dr. Hamilton as NFJC president, 1970-1978, followed by Dr. Gary P. Sims, 1978-1984, and Dr. Robert W. Ramsay, 1984-1987. Dr. William H. McCoy assumed the presidency August 1, 1987.

On April 17, 1988, a tornado damaged many campus buildings and destroyed the Van. H. Priest Auditorium and the 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. William H. McCoy retired in 1995. On January 2, 1996, Dr. Beverly M. Grissom became president and served until her retirement in 2001. Morris G. Steen, Jr., served as interim president from July 2001 through February 2002 before being named NFCC's seventh president on March 1, 2002. Mr. Steen retired in 2008.

In 2008 the College celebrated its 50th year anniversary.

President John Grosskopf succeeded Mr. Steen on January 20, 2009, and continues to serve as NFCC's eighth president.

## The Campus

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 I-10 near I-75, and is near such major Florida cities as Tallahassee and Jacksonville. NFCC is minutes away from the Georgia border and just a short distance from the Gulf of Mexico as well as cities bordering the Atlantic Ocean.

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 leading-edge fitness and wellness center, a library which honors NFCC's history while embracing technologies, a state-of-the-art science learning center and a public safety training facility.

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

### Major NFCC Buildings:

- Marshall W. Hamilton Library (1959, 1998), Building 4
- Developmental Education/Mathematics Classrooms (1959, 2008), Building 6
- Business Education Building (1961), Building 7
- Student Center (1962), Building 9
- Walter L. Bishop Administration Building (1963), Building 3
- Colin P. Kelly Fitness Center (1965, 2010), Building 12
- Fine Arts Building (1965), Building 10

- Testing Center (1965), Building 16
- General Classroom Building (1966), Building 8
- Maintenance Building (1967), Building 17
- Technology Center (1967, 2008), Building 5
- Career and Technical Education Center (1967), Building 13
- Administrative Services Center (1967), Building 2
- Van H. Priest Auditorium (1969, 1991), Building 1
- Hardee Center for the Arts (1993, 2009), Building 11
- Morris G. Steen, Jr. Science Learning Center (2007), Building 34
- Public Safety Academy Building (2008), Building 35
- Development & External Affairs/NFCC Foundation, Building 36
- College Advancement/Artist Series, Building 32

**Other Named Buildings and Facilities:**

- The Norman O. and Leone N. Protsman Bell Tower was erected in 1992.
- The Frank Cantey Softball Field was dedicated in 1999.
- The original Hardee Chapel was built in 1973 and dedicated to Mrs. Clare Hardee Parramore. The Chapel, 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 and originally named the A.J. Hargrove Science Building, was renovated and renamed in 2008.
- The Florida Collection, housed in the Marshall W. Hamilton Library, is dedicated to the memory of Mr. 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 21, 2013.

## 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 de Romand 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

The Hardee Center for the Arts (Bldg. 11) opened in September 2009. 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](http://www.nfcc.edu).

### **Colin P. Kelly Fitness and Wellness Center**

The Colin P. Kelly Fitness and Wellness Center (Bldg. 12) is NFCC's recreational fitness and wellness facility. The Center is fully equipped with the latest cardio and resistance training equipment, free weights, functional training equipment and a full-sized basketball court.

In addition to the indoor activities available at the Colin P. Kelly Fitness and Wellness Center, patrons can enjoy a half-mile outdoor fitness walking trail located on the NFCC campus. The Ladell Brothers Outdoor Environmental Center is also available for hiking, bird watching and nature walks. More information and operation hours are available at [www.nfcc.edu](http://www.nfcc.edu) or by calling (850) 973-1651.

### **Ladell Brothers Outdoor Environmental Center**

The 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. In 1978, the Center was renamed the Ladell Brothers Outdoor Environmental Center in honor of Mr. S. Ladell Brothers, Director of Campus Services of North Florida Junior College. Mr. Brothers began his NFJC career in 1967 as the Director of Landscape and Instructor in Horticulture. The Center's main entrance, located in 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 (Bldg. 34). Information about the nature center is available from the NFCC Science Department, (850) 973-1687, or online at [www.nfcc.edu](http://www.nfcc.edu).

### **Marshall W. Hamilton Library**

The Marshall W. Hamilton Library (Bldg. 4) offers a wealth of resources necessary for support of student learning both on site and online. The Library houses the Academic Success Center/Tutor Lab and an extensive collection of print and electronic resources. The Library features Wi-Fi access indoors and out. Online resources consist of the Library's catalog, full-text periodical databases, 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. Forty-six 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.

The Library collections include over 30,000 print books, over 190,000 electronic books, 100 electronic databases, over 800 DVDs and 24 periodical subscriptions. 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 and library staff are available 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 named Van H. Priest Auditorium (VHP-Bldg. 1) was rebuilt to serve the people of Hamilton, Jefferson, Lafayette, Madison, Suwannee and Taylor counties. VHP is home to NFCC graduation ceremonies, performances of the NFCC Artist Series and NFCC Community Theater, various other College activities and is also rented for a variety of community events throughout the year. VHP seats 580 and has a performing stage under the direction of experienced technical personnel, a lobby, ticket area, dressing rooms and loading dock. More information is available by calling (850) 973-9429.

## Memberships

- American Association of Community Colleges
- Association of Florida Colleges
- Council for Higher Education Accreditation
- Council of Resource Development
- Council on Culture and Arts
- Florida Association of College Tests
- 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 Chamber of Commerce
- Florida College System Activities Association
- Florida College System Foundation
- 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
- Southern Association of Colleges and Schools Commission on Colleges
- Suwannee County Chamber of Commerce
- Taylor County-Perry Chamber of Commerce





# ENROLLMENT SERVICES



## TRANSFORM YOUR LIFE

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## Admissions

Application for admission to North Florida Community College is made through the Office of Enrollment Services located in the Administration Building (Bldg. 3). An application for admission is available online 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 16 years or older who meet stated admission requirements may enter the College. 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 a bachelor’s degree program requires the applicant to be a graduate of a regionally accredited college with an associate in science degree. Admission to specific programs of study at NFCC is based on a number of factors, none of which is the sole determinant in deciding eligibility. For information about Enrollment Services and the Bachelor of Science in Nursing, see page 126.

## 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 Section 1002.41, FS
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. 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 enroll without meeting any specific admission requirements.

## Requirements

NFCC requires documentation indicated by an “X” in the chart (right) from 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 for new students. A non-refundable \$30 application fee is required for a bachelor’s degree program.

	Application Form	Application Fee	Declaration of Residence	Official High School or GED Transcript	Official College Transcript(s)	Dual Enrollment Forms	Course Approval Form	T.O.E.F.L. Scores	Financial Statement	Placement or Program Test Scores	Additional Requirements
Degree Seeking Students	X	X <sup>1</sup>	X	X	X <sup>2</sup>					X <sup>4</sup>	
PSAV Students	X	X <sup>1</sup>	X	X	X <sup>2</sup>					X <sup>4</sup>	
Transient Students	X	X <sup>1</sup>	X				X				
Audit Students	X	X <sup>1</sup>	X							X <sup>4</sup>	
Dual Enrollment Students	X			X <sup>3</sup>		X				X <sup>4</sup>	
Foreign Students	X	X <sup>1</sup>		X	X <sup>2</sup>			X	X	X <sup>4</sup>	
Supplemental	X		X				X			X <sup>4</sup>	
Limited Access Program	X	X <sup>1</sup>	X	X <sup>3</sup>	X <sup>2</sup>						X <sup>5</sup>
Bachelor’s Degree	X	X <sup>1</sup>	X	X <sup>3</sup>	X <sup>2</sup>						X <sup>5</sup>

<sup>1</sup> Application fee payable first time in attendance at North Florida Community College; first time applicant for Bachelor’s Degree  
<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.  
<sup>4</sup> Possible exemption; see advisor.  
<sup>5</sup> See program advisor for additional admission requirements.

## Degree Student Admission

### First Time in College

An applicant for admission to an Associate in Arts, Associate in Science or College Credit Certificate 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 a standard high school diploma. Eligibility for degree seeking status or financial aid eligibility is based on the withdrawal code assigned by the high school. For additional information, contact Admissions.
- 2. High School Equivalency Diploma (GED):** Students are eligible for admission with a state-issued General Education Development (GED) diploma. 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 are required to provide proof of registration with their 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 NFCC 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 a Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status) 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 Section 1007.271, FS. In cooperation with the District School Boards of Hamilton, Jefferson, Lafayette, Madison, Suwannee and Taylor counties, NFCC 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. A student enrolled in the Dual Enrollment or Early Admissions program must have an application for admission and official evidence of an acceptable placement test score (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 and Technical Credit Admission

Florida State Board of Education (SBE) Rule 6A-10.040, FAC (Florida Administrative Code) states students who enroll in a vocational program of 450 hours or more shall complete a basic skills examination within the first six weeks after admission into the program and must demonstrate the minimum basic skills required for the program prior to completion. A student may not receive a career and technical certificate of completion without first demonstrating the basic skills required for the program. Specific basic skills requirements are listed in the program requirements located in the Career and Technical Education section of this Catalog. Exemptions from meeting basic skills exit requirements will be evaluated by the Office of Enrollment Services and the program advisor.

## Limited-Access Program Admission

To meet certification and professional accreditation standards, certain NFCC programs carry additional admissions requirements. See a program advisor for additional application requirements for limited access programs. These programs include Public Safety Academy, Emergency Medical Technology, Paramedic, Medical Coder/Biller, Medical Assisting, Practical Nursing, Registered Nursing and BSN.

## Non-Degree Seeking 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 can apply to either credit or non-credit courses.

## College Graduates

Students who have earned a bachelor's degree or higher are eligible for enrollment in any course unless that course has specific prerequisites. Transcripts and placement testing are not required provided the student is classified as a non-degree-seeking student. However, a transcript may be needed to prove that prerequisites have been met.

## 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 within the Florida College System or State University System apply for transient admission at [www.floridashines.org](http://www.floridashines.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 must be declared during the drop/add period designated in the College calendar.

## Senior Citizens

Interested parties 65 years of age or older may apply for admission as senior citizens.

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 \$20.00 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 four (4) credit hours per semester. No academic credit shall be awarded for attendance in classes for which fees are waived for students in this category. This privilege may be granted only on a space-available basis. Registration takes place on the first day of classes for any given term. Tuition is waived, but the student is responsible for the purchase of textbooks and instructional materials as well as other fees required for the course.

## Testing

### Placement Testing (PERT)

All students entering college credit programs may be required to take a state-mandated post-secondary education readiness test. The College accepts scores on ACT, SAT, CPT or PERT placement tests that are no more than two years old. Transfer students will have their transcripts evaluated to determine whether they will be required to take a placement test.

Placement testing is available at the College. Advance registration for placement testing is required. Interested parties may 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, interested parties should contact the Disability Resource Center at least two weeks prior to testing in order to provide appropriate documentation. Interested parties should call (850) 973-1683 or (850) 973-1611 (TTY).

### Authorization for Placement Testing Exemption

A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services meets the exemption criteria for common placement testing and enrollment in developmental education instruction as defined in Section 1008.30, FS. Students that meet the exemption criteria may opt to be assessed and enroll in Developmental Education.

### Test of Adult Basic Education (TABE)

Students enrolling in Career and Technical 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 within the first six weeks of enrollment. For specific test score or test requirements, see program description.

TABE testing is available at NFCC. Advance registration for testing is required. Interested parties should 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, interested parties should contact the Disability Resource Center at least two weeks prior to testing in order to provide appropriate documentation. Interested parties should 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, including law enforcement and corrections. For more information, interested parties should contact the Public Safety Academy at (850) 973-1617. To schedule an exam, interested parties should call (850) 973-9451.

### College-Level Examination Program (CLEP)

CLEP is designed to test students' knowledge in a variety of college-level subjects, regardless of where students may have learned the material. College credit is awarded for students who achieve the required

minimum scores as set forth by the Florida State Board of Education guidelines. The student must be enrolled at the College before credit is awarded. For more information, including a list of available exams, interested parties should contact the NFCC Testing Center at (850) 973-9451 or testing@nfcc.edu.

### **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 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 when a student is considering 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 SBE Rule 6A-10.0315, FAC requires students to demonstrate readiness to perform college-level work by achieving or exceeding test scores on an approved common placement test (ACT, SAT, PERT, CPT). Test scores are valid for two years. A student whose scores indicate a need for developmental education will be advised of all the developmental education options offered and shall be allowed to enroll in the developmental education option of his/her choice.

Based on Section 1008.30, FS, students may meet the criteria for an exemption from common placement testing and developmental education instruction. However, a student who meets the exemption criteria may opt to test and enroll in developmental education. For more information, interested parties should contact an academic advisor.

### **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 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 NFCC Office of Advising & Retention.

A student should complete the following steps to increase the likelihood of successful transfer to the program of choice at the selected university:

- Work closely with an NFCC academic advisor
- Identify a major program of study as early as possible
- Identify a transfer institution as early as possible
- 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, FS, establishes an "excess hour" surcharge for a student seeking a bachelor's 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 credit hours that go beyond 110% of the credit hours required for a bachelor's degree program. For example, if the length of the bachelor's degree 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=132). Students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete on their first attempt those courses required for their intended major. Florida College System students intending to transfer to another state college or 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, should 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 NFCC District Board of Trustees 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 the following:

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

Students who wish to prevent the publication of Directory Information or the release of Directory Information except as required by law must inform NFCC's Office of Enrollment Services in writing.

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) the following:

- Teachers, administrators and similar personnel 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
- 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. Application 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. Prospective students may 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. Prospective students may call (850) 973-1622 to request an appointment.
- 4. Transcripts:** Prospective students should 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. Testing:** A placement or program entry test may be required. For more information, prospective students should see an academic or program advisor.
- 6. Acceptance:** Once the Office of Enrollment Services has received all of the above items, a letter of admittance is mailed to the applicant's USPS address. Once admitted, students are responsible for monitoring their NFCC INFO Network account for any "holds" that must be resolved.
- 7. Academic Advising:** An academic advisor will assist with course selection and program planning. A student with a documented disability who would like to receive accommodations in his/her course of study should visit the Disability Resource Center.
- 8. Registration:** After consulting an advisor, the student may register on the dates/times specified for registration in the College Calendar found in the Catalog and in the specific term's Schedule of Courses.
- 9. Payment of Fees/Verification of Schedule:** Tuition and fees must be paid by the published date in the College Calendar found in the Catalog and in the specific term's Schedule of Courses.
- 10. I. D. Card:** A current NFCC I.D. card is required while on campus and for check-out of NFCC library materials. After registering for classes, students should obtain an official NFCC I.D. card from the NFCC Library.
- 11. Bookstore:** Textbooks may be ordered online through the NFCC Virtual Bookstore or other provider. The Virtual Bookstore is accessible through the NFCC website - [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. For online classes, students must login on the day the term begins. The Drop/Add period is the first week of the term. Courses dropped during this time do not appear on a student's transcript.

## Registration

NFCC conducts early, regular and late registration each term. These important registration dates and deadlines are published in the Academic Calendar found in each term's Schedule of Courses and also published on the NFCC website - [www.nfcc.edu](http://www.nfcc.edu). 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/she is not eligible.

Registration for students with fee waivers, such as the State Employee Fee Waiver, takes place on the first day of class for any given term. Tuition is waived, but the student is responsible for the purchase of textbooks and instructional materials as well as other fees required for the course. Students must submit their approved state waiver form to the NFCC Office of Financial Aid before the published deadline to pay tuition and fees.

## Enrollment Verification

Enrollment verification requests must be made in writing. Verification letters will be provided at the conclusion of the class roll verification period. Student enrollment classifications are as follows:

Terms I (Fall Term), II (Spring Term), and III (Summer Term):

Full-time..... 12 + credit hours

3/4 time.....9 to 11 credit hours

1/2 time.....6 to 8 credit hours

## Transcript Request

Official transcripts are issued by the Office of Enrollment Services at NFCC; unofficial transcripts are available through the MyNFCC student portal. There is a \$3 fee for official transcripts. Instructions for requesting transcripts are available in the Office of Enrollment Services as well as on the NFCC website. NFCC has authorized the National Student Clearinghouse to provide transcript ordering via the Web by visiting [www.getmytranscript.com](http://www.getmytranscript.com). 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 unreturned college property on loan to a student. TRANSCRIPTS MAY NOT BE REQUESTED VIA TELEPHONE.

## 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 Disability Resource Center 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 frequently require different courses. The student is responsible for such changes and for meeting the course requirements of the program of study. Degree/program changes must be made in the Office of Enrollment Services. Students are required to meet with an advisor prior to completing a program change.

## Withdrawing from Classes

Students may officially withdraw from a course and receive a "W" grade. To withdraw from a course, the student must meet with an advisor to complete a withdrawal form and then return it to the Office of Enrollment Services. Deadlines for withdrawing are listed in the Academic Calendar. Withdrawal from a class is considered an attempt and will remain on the official College transcript.

After the published deadline, students may not withdraw except under extenuating circumstances. The State Board of Education limits the number of times a student may withdraw from a course without penalty. A student may withdraw from the same course 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 the student's eligibility for or continued receipt of financial aid. All students receiving financial aid, scholarship aid or VA educational benefits should talk to a Financial Aid Office representative (or Veterans 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 NFCC**

Any student seeking to withdraw from NFCC after the Drop/Add period must contact the Office of Enrollment Services. All obligations to the College must be satisfied (library books returned, fines and fees paid, etc.). 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.

## **Graduation Requirements**

### **General requirements for graduation from NFCC include the following:**

1. Completing the degree or program course requirements
2. Earning a cumulative grade point average of at least 2.0 (average of "C") at NFCC
3. Completing a minimum of twenty-five percent of a program's hours 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. Satisfying all financial obligations to NFCC and its agencies

### **Graduation Check**

All students are encouraged to request an official 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.

### **Degree Works**

Students have access to graduation worksheets through Degree Works on their MyNFCC student portal. Degree Works allows direct access to degree audits to track progress toward completing degrees and certificates. Degree works can help students plan their class schedules, perform "What If" scenarios, see final course grades, GPA, and much more. For assistance with Degree Works students should see an academic advisor, contact the Office of Enrollment Services or email DegreeWorks@nfcc.edu.

### **Application for Graduation**

Application for a certificate or degree must be made to the Office of Enrollment Services by the date stated in the Academic Calendar in both the Schedule of Courses of the term in which the student expects to graduate and in this Catalog. 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 projected term of graduation. If the student meets all requirements to graduate and does not apply for graduation, NFCC may award the certificate or degree and notify the student.

### **Evaluation of Credit**

Credits earned at other colleges or universities accredited by one of the six regional accrediting associations and credits earned from military service 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**

Requests for course substitutions must be initially made through the Office of the Registrar. Students may apply to the Dean of Academic Affairs for permission to substitute required general education courses when circumstances warrant.

## Foreign Language

Pursuant to Section 1007.25, FS, beginning with students initially entering a Florida College System institution or state university in 2014-2015 and thereafter, coursework for an associate in arts degree shall include demonstration of competency in a foreign language pursuant to Section 1007.262, FS. The foreign language competency requirement can be met by one of the following bulleted options:

- Completion of 2 credits of the same foreign language in high school OR
- Completion of 2 semesters of the same foreign language in college OR
- Documented proficiency in a foreign language per College Policy

For additional information regarding the foreign language competency requirement for graduation, see an academic advisor.

**Note:** Satisfaction of this Associate of Arts graduation requirement may also satisfy the foreign language admission requirement for Florida public universities; however, it may or may not satisfy a specific university's graduation requirement. Students are encouraged to contact any institution to which they may transfer to determine the specific institution's foreign language requirements.

### Clarification of Foreign Language Requirement for Dual Enrolled Students:

1. If a Dual Enrolled/Early Admission student intends to graduate from NFCC prior to or simultaneously with high school graduation, the College will determine the foreign language requirement based on the beginning date of the student's dual enrollment participation.
  - a. If the student began dual enrollment participation prior to Fall Term 2014, the student is exempt from fulfilling the foreign language requirement.
  - b. If the student began dual enrollment participation in or after Fall Term 2014, the student must fulfill the foreign language requirement.
2. A Dual Enrolled/Early Admission student who does not graduate from NFCC until after his/her high school graduation will be considered first-time-in college if he/she returns to the College in or after Fall Term 2014 and must fulfill the foreign language requirement.

## 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 choose either of these options. NFCC defines continuous enrollment as being enrolled in courses at NFCC without a break for three consecutive semesters (Fall, Spring and Summer Terms). 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 upon readmission. Questions regarding application of this rule or requests for exemption from this rule should be directed to the Office of Enrollment Services.

## Simultaneous/Subsequent Degrees

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



# FEES AND FINANCIAL AID



## TRANSFORM YOUR LIFE

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## 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.

### 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. Credit cards, personal checks or money orders are accepted for the amount of fees due. Checks and money orders are payable to NFCC. An addendum stating fees for the current year is available upon request in the Office of Enrollment Services after the District Board of Trustees has approved tuition and fees.

## Fees

### Application Fee

A nonrefundable application fee of \$20 is required of all students entering NFCC for the first time except for students entering Continuing Workforce Education or students entering a bachelor's degree program. Former Dual Enrollment and Early Admissions students who continue their college coursework at NFCC are required to pay the nonrefundable application fee. A nonrefundable application fee of \$30 is required of all students entering the NFCC BSN program.

### 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.

### Lab Fees

Lab fees covering the cost of personalized or consumable classroom supplies, 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. Students should 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, can be purchased from eCampus (the NFCC Virtual Bookstore and NFCC's only contracted vendor) as well as other venues. Course materials purchased from any source other than eCampus cannot be charged against a student's financial aid account. A list of required textbooks and other course materials, as well as ordering information, is available online at [www.nfcc.edu](http://www.nfcc.edu).

## COST OF ATTENDING NFCC

### 2017-2018 Estimated Student Budget

	In-State	Out-of-State
<b>At Home</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
<b>Total</b>	<b>\$8,884</b>	<b>\$17,818</b>
<b>Away From Home</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
<b>Total</b>	<b>\$12,784</b>	<b>\$21,718</b>

NOTE: Cost is estimated. Tuition and fees are subject to change.

### Transcript Fee

A processing fee of \$3 is assessed when a student requests a print transcript. Electronic transcripts sent to Florida's public universities and public state colleges are processed free of charge.

## Residency Requirements for Tuition Purposes

1. Students attending Florida postsecondary educational institutions shall show proof of Florida residency for tuition purposes and for purposes of establishing their eligibility to receive funds from state student financial assistance programs which specify minimum residency requirements. Such residency shall be determined in a manner consistent with the provisions of Section 1009.21, FS, Rules 6A-10.044 and 6A-20.003 FAC.
2. Students shall have established and maintained residency for a minimum of twelve (12) consecutive months immediately preceding the first day of classes. Documentary evidence supporting the establishment of legal residence must be provided to and verified by the Office of Enrollment Services prior to the term for which residency is sought.
3. Students who claim Florida residency shall sign a statement attesting that they have been a bona fide resident for purposes other than education for the required time as specified in Rule subsection 6A-20.003(2), FAC. The residency statement is part of the NFCC application for admission.
4. Individuals exempted from Florida residency requirements in Section 1009.21, FS shall be exempt for the purposes of state student financial assistance.
5. A student who is classified as an out-of-state resident and wants to request reclassification to in-state status must complete a residency statement and submit supporting documentation to the Office of Enrollment Services for consideration prior to the term for which reclassification is sought.

## 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 the College to receive any refund of fees. Students who officially withdraw no 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 must meet the following requirements:

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 a cumulative grade point average (GPA) of 2.0 and successfully completes 67% of credit hours attempted.
  - A student 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

Self-supporting or independent students and dependent students along with their parents or guardians 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. Applications must be entered at [www.fafsa.ed.gov](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 the following dates:

- July 1 for Term I (Fall) | ● November 1 for Term II (Spring) | ● April 1 for Term III (Summer)

Because the processing of this form takes approximately three weeks via internet and six weeks via mail, 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 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 the student 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) will be counted by their respective semester hours (1, 2, or 4 hours, depending on the course) in the award of Pell Grant funds. Pell funds will be disbursed after the enrollment status and attendance of all recipients have 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 counselors’ 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 Assistance, 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 state/community colleges. A student enrolled as a degree-seeking student in a credit program at an eligible institution in Florida and who has been a legal resident of Florida for twelve consecutive months prior to the beginning of the academic year is eligible for the FSAC grant. 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 Florida 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 student’s 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 or higher 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

- 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 or higher 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 or higher 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 with disabilities that cause a vocational handicap. The applicant must be at least sixteen years old, must have a major disability, must have a good scholastic record and must take courses that will prepare him/her for a vocation at which he/she can earn a living. If interested in learning more about Vocational Rehabilitation, interested parties should contact the Disability Resource Center 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 qualified applicants 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 local One-Stop Service Center.

### Work-Study

Federal College Work-Study Program (FCWSP)

The Federal College Work-Study Program 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 of obligation 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 the Office of Financial Aid (Bldg. 2) at (850) 973-1621.

## Scholarships

### Scholarship Applications and Deadlines

NFCC Foundation scholarship application deadlines:

- **August 1 - Fall Term**
- **December 1 - Spring Term**
- **April 28 - Summer Term**

Contact the NFCC Foundation Office, (850) 973-9414 or [foundation@nfcc.edu](mailto:foundation@nfcc.edu), for more information or visit [www.nfcc.edu/foundation-giving](http://www.nfcc.edu/foundation-giving). Unless otherwise indicated, application for scholarships may be made through the Financial Aid Office (Bldg.2) or the Foundation Office (Bldg. 36) at NFCC.

### Presidential

A scholarship in the amount of \$750 per term is awarded to the valedictorian and salutatorian from each of the high schools in the College's six-county service area. The scholarship can be received for a total of four semesters as long as the student registers for at least 12 credit hours per term. A Presidential Scholarship recipient must maintain a 3.0 grade point average or higher to retain this scholarship.



## NFCC Foundation Scholarships

### Individual and Organizational

Various individuals and organizations contribute funds for a number of scholarships, including the following:

- **Bill & Laverne Rutherford Scholarship:** One annual scholarship is awarded to a full-time student with a GPA of 2.75 or higher who is receiving no other financial assistance.
- **Chandler Scholarship:** One annual scholarship is awarded based on the interest earned on the endowment and may be used for books, tuition or fees. Applicant must be enrolled full-time with a GPA of 3.0 or higher.
- **Charles E. Campbell 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 the dependents of slain or incapacitated law enforcement officers, followed by children of working or retired Florida law enforcement officers, followed by students in the NFCC Law Enforcement Academy who are dependents of law enforcement officers. Applicant must have a GPA of 2.0 or higher.
- **Charlie Moore Scholarship:** One annual scholarship awarded to a Madison County resident who is enrolled as a full-time student at NFCC, has completed at least one full semester and is in need of financial assistance. Applicant must have a GPA of 2.5 or higher. Amount of award is based on available funds. Scholarship may be used for tuition, books and fees.
- **Duke Energy Scholarship:** This scholarship will provide assistance to NFCC students enrolled in programs of study that may eventually lead to employment with Duke Energy. Such programs include business administration or management, networking technology, industrial management/technology, engineering, drafting, etc. Applicant must be enrolled full-time with a GPA of 2.7 or higher. Award is to be used for tuition only.
- **Edward K. Roberts Endowment Scholarship:** 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 or higher and must be enrolled at NFCC as a full-time student seeking an Associate in Arts degree, an Associate in Science degree or a Vocational Certificate.
- **Fico-Humes-Mayer Nursing Scholarship:** Awarded to a student in the fall, spring and/or summer term who is enrolled in a Nursing Program at NFCC. Applicant must maintain a GPA of 3.0 or higher, demonstrate financial need and cannot be fully funded through other financial aid.
- **Florida Firefighters Foundation Fund Scholarship:** This scholarship is for tuition or books only. The first priority of this scholarship is the dependent of a firefighter killed in the line of duty, followed by the dependent of a currently working firefighter, followed by the dependent of a retired firefighter. Applicant must have a GPA of 2.0 or higher.
- **Free and Accepted Mason's Scholarship:** One annual scholarship awarded to a dependent of a Masonic member who is enrolled as a full-time student at NFCC, and in need of financial assistance. Applicant must have a GPA of 2.5 or higher. Amount of award is based on available funds. Scholarship may be used for tuition, books and fees.
- **Georgia-Pacific/Foley Mill Scholarship:** This is a single one-time award that may be used for tuition, books or fees for students enrolled in a STEM (Science, Technology, Engineering or Mathematics) related program, full or part-time. Applicant must demonstrate financial need, cannot be fully funded by other financial aid and must maintain a GPA of 2.0 or higher.

- **Greenville Community Scholarship:** This is a single one-time award that may be used for tuition, books or fees. The recipient must be a resident of Greenville, Florida, have a high school diploma or GED, and be enrolled at NFCC full-time. The student must maintain a GPA of 3.0 or higher. An exception may be made if the recipient has work activity outside of school. The recipient cannot be fully supported by other financial aid.
- **Harry C. Gray Memorial Nursing Scholarship, Madison Medical and Dental Scholarship, T.A. Baldwin Scholarship, Glen Johnson Memorial Nursing Scholarship, Parker Poe Nursing Scholarship, Ina Webb Moore Memorial Scholarship and Wood Nursing Scholarship** are made available each year to students in the Nursing Program with a GPA of 2.0 or higher. Recipients are awarded at the recommendation of the scholarship committee based on financial need, available funds and number of applicants. These awards are made at the end of the first semester.
- **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 or fees. The primary focus of this scholarship is the dependents of slain or incapacitated law enforcement officers, followed by children of working or retired Florida law enforcement officers, followed by students enrolled in the NFCC Law Enforcement Academy with a GPA of 2.0 or higher who are dependents of law enforcement officers.
- **Kelley Scholarship:** One annual scholarship is awarded to a Madison County resident, not supported by other financial aid with a GPA of 2.0 or higher. Scholarship is to be used for books, tuition or fees.
- **Madison County Republican Party Scholarship:** One annual scholarship is awarded to a Madison County resident who is a registered voter with a GPA of 3.0 or higher. Applicant must complete an essay (minimum of 1000 words) entitled "Comparing and Contrasting Liberal and Conservative Policies" as part of the scholarship application. Scholarship award is to be used for tuition, books, fees or supplies; award will be split between the fall and spring terms. Recipient must maintain a GPA of 3.0 or higher to receive the spring term portion of award.
- **Madison County Rotary Club Scholarship:** One annual scholarship is awarded to a Madison County resident with a GPA of 2.0 or higher. Applicant must complete an essay as part of the scholarship application (minimum of 500 words) describing his or her educational aspirations, financial need and how this scholarship could benefit in the preparation of his or her career plans.
- **Madison Kiwanis Club Scholarship:** One annual scholarship is awarded to a Madison County resident through the Madison Kiwanis Club.
- **Mary Clemmons Memorial Scholarship:** One annual scholarship is awarded to a Madison County resident who has been accepted into the Nursing Program and plans to seek employment at the Madison County Memorial Hospital. Recipient cannot be fully supported by other financial aid and must have a GPA of 2.0 or higher. Scholarship is to be used for books, tuition 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 GPA of 3.0 or higher and must be enrolled at NFCC as a full-time student seeking an Associate in Arts degree, an Associate in Science degree or a Vocational Certificate. A GED graduate may be accepted provided the student has demonstrated excellent personal habits, a 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 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 and exemplary character who exhibits a good work ethic. Student or family background/involvement in forestry or forest products is a plus. The recipient of this scholarship cannot be fully supported by other financial aid.

- **Monticello Woman's Club/Lottie Berry Memorial Scholarship:** This is a single one-time award that may be used for tuition, books or fees. The applicant must be a resident of Jefferson County. First priority will be given to students enrolled in a second-semester Nursing Program with a GPA of 2.0 or higher with demonstrated financial need.
- **Nestle Waters Foundation Scholarship:** This is a single one-time award for students enrolled in the Advanced Manufacturing and Production Technology (AMPT) vocational certificate program with the potential for employment with Nestle Waters.
- **Perry Elks Lodge #1851 Scholarship:** One annual scholarship is awarded to a Taylor County Resident with financial need and a GPA of 2.0 or higher. Donor would prefer applicant who is planning on returning to work in Taylor County in Health Care, Education, Technology, Law Enforcement, Business Management or Manufacturing.
- **Potash Corp/White Springs Scholarship:** This scholarship is for students from Hamilton and Suwannee Counties enrolled in an associate degree program with a STEM (Science, Technology, Engineering or Mathematics) related major or in the Automation & Production Technology (APT) vocational certificate program. Recipient must maintain a GPA of 2.0 or higher, demonstrate financial need and cannot be fully supported by other financial aid.
- **Third Judicial Circuit Police Chiefs Association Scholarship:** One annual scholarship is awarded based on the interest earned on the endowment and is to be used for books, tuition or fees. Applicant must be a dependent of a deceased, retired or current law enforcement officer and have a 2.0 or higher GPA. Selection is made by the donor.
- **Townsend Scholarship:** One annual scholarship is awarded to a Live Oak resident with a GPA of 3.2 or higher. Applicant must be a full-time student seeking an Associate of Arts degree, Associate of Science degree or a Vocational Certificate in Business.
- **Tri-County Electric Energizing Education Scholarship:** Annual scholarships are awarded to graduating high school seniors or returning adults enrolled at NFCC with a GPA of 2.0 or higher. The applicant must be a Jefferson, Madison or Taylor County resident who is an active member of Tri-County Electric Cooperative or the spouse, child or grandchild of an active Tri-County Electric Cooperative member. Applicant cannot be fully funded by other financial support. Scholarship is to be used for tuition, books or fees.
- **Turner Davis Scholarship:** One annual scholarship is awarded to a Madison County resident with a GPA of 2.0 or higher. Scholarship is awarded based on financial need and is to be used for tuition, books or fees.
- **W.L. & Neta Carte Foundation Endowment Scholarship:** This is an annual award for a returning adult from Hamilton County and a graduating senior from Hamilton County High School. The award will be used for tuition, books or fees. Applicant must provide official transcripts verifying a GPA of 2.0 or higher, demonstrate financial need and cannot be fully funded by other financial aid during the award period.

### NFCC Foundation Scholarships Awarded to High School Seniors

- **Alice C. Williams Endowment:** The intent of this scholarship is to provide funding for a graduating Madison County High School senior. It will be awarded based on the availability of interest earned on the endowment. The recipient must be accepted into and planning to enroll at NFCC seeking an Associate in Arts degree. The student must maintain full-time enrollment (minimum of 12 credit hours), a GPA of 2.0 or higher and a class load that should result in completion of the required credits for an Associate in Arts degree in 4 semesters. It is the wish of the donors that the student be a person of high moral standards and exemplary character and exhibit a good work ethic.

The recipient cannot be supported by other financial aid, and the award will be used for tuition only.

- **Caroline Mary Moffses Memorial Scholarship:** One annual scholarship is given to a graduating senior at Hamilton County High School with a GPA of 2.0 or higher who will be entering the Nursing program at NFCC and receiving minimal financial assistance from other sources.
- **Frank Cantey Scholarship:** The intent of this scholarship is to provide funding for a graduating Madison County High School senior. It will be awarded based on the availability of interest earned on the endowment. The recipient must be accepted into and planning to enroll at NFCC seeking an Associate in Arts degree. The student must maintain full-time enrollment (minimum of 12 credit hours), a GPA of 2.0 or higher and a class load that should result in completion of the required credits for an Associate in Arts degree in 4 semesters. It is the wish of the donors that the student be a person of high moral standards and exemplary character and exhibit a good work ethic. The recipient cannot be supported by other financial aid, and the award must be used for tuition only.
- **Green Industries Education Scholarship:** Scholarships are available to graduating seniors at Jefferson County High School and Aucilla Christian Academy who live in Jefferson County and have a GPA of 2.0 or higher. Awards are for tuition, books or fees at NFCC during fall or spring terms. Applicants cannot be fully funded by other financial aid.
- **Jay Johnson Community Leadership 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 GPA of 2.0 or higher and be enrolled in at least 12 credit hours at NFCC. The scholarship can be used for tuition, books and fees.
- **Jefferson County Kiwanis Club Endowment Scholarship:** Scholarships are awarded to graduating seniors who are residents of Jefferson County. Awards are to be used at NFCC for tuition, books or fees. Applications may be completed in the guidance counselor's 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.
- **John E. Loughridge Scholarship:** One annual tuition scholarship is awarded to a high school senior graduating from Taylor County High School or Lafayette High School with a GPA of 2.0 or higher. The scholarship is to be used for tuition, books or fees at NFCC. Applicants can apply at their local high school guidance counselor's office.
- **Junior Auxiliary Scholarship of Madison County:** Annual scholarships are awarded to Madison County High School graduating seniors with a GPA of 3.0 or higher. The number of scholarships awarded each year is determined by the number of applicants and available funding. Students can apply at their local high school guidance counselor's office. Recipients will be chosen through the Junior Auxiliary Organization and the Foundation.
- **Lafayette Penny Foundation Scholarship:** One annual scholarship is given to a graduating senior at Lafayette High School with a GPA of 2.0 or higher. The award is to be used for tuition, books or fees at NFCC.
- **Lafayette Scholars Endowment Scholarship:** Scholarships are available to graduating seniors of Lafayette High School. Applicants should see the Lafayette High School guidance counselor for details.
- **Lorenzo and Mary Lou Whitefield Scholarship:** This is a single one-time award that may be used for tuition, books or fees. Scholarships are awarded to graduating seniors who are residents of Taylor County and planning to attend NFCC. The recipient must be enrolled full-time (minimum of 12 credit hours), maintain a GPA of 2.5 or higher, and cannot be fully supported by other financial aid.

- **Madison County Community Bank Scholarship:** This is a single one-time award for a Madison County resident who is a graduating senior at Madison County High School or Aucilla Christian Academy who is planning to attend NFCC. The recipient must have a GPA of 2.0 or higher and be a deserving hard-working student involved in community activities.
- **Madison County CHARMETTES Scholarship:** One annual scholarship is awarded to a Madison County High School graduating senior. The scholarship is a one-time award to be used for tuition, books, fees or other educational expenses. The applicant must provide, as part of his or her scholarship application, a 250-word essay describing how this scholarship will help to further his or her education and official transcripts verifying a GPA of 2.0 or higher. The applicant must be a person of high moral standards and exemplary character and must be involved in community activities. The applicant must demonstrate a financial need and cannot be fully supported by other financial aid. Students can apply in their high school guidance counselor's office. Selection is made by the donor and scholarship committee. Scholarship will not be activated until recipient provides proof of NFCC registration and class schedule for the fall term maintaining full-time status (minimum of 12 credit hours).
- **Mildred Bruner Endowment Scholarship:** This is a one-time award based on available funds which will be distributed between two semesters. The recipient must be accepted into NFCC and planning to enroll as a full-time student seeking an Associate in Arts degree. The student must maintain a GPA of 2.5 or higher. It is the wish of the donors that the student be a person of high moral standards and exemplary character and must exhibit a good work ethic. The applicant must be a resident of Taylor, Madison or Jefferson County and cannot be fully supported by other financial aid during the award period.
- **Morris & Judy Steen Scholarship:** This scholarship is a one-time award to be used for tuition, books or fees. It is awarded to a graduating senior at Taylor County High School planning to attend NFCC. Recipient must be a person of high moral standards and exemplary character and must exhibit a good work ethic. Award will be split between two semesters. Recipient must maintain a GPA of 2.0 or higher and cannot be fully funded by other financial aid.
- **PCS Scholarship:** One annual scholarship is awarded to a Hamilton County High School graduating senior. The scholarship is a single one-time award to be used for tuition, books or fees. The applicant must provide official high school transcripts verifying a GPA of 2.0 or higher, must be a person of high moral standards and exemplary character and must be involved in community activities. The applicant cannot be fully supported by other financial aid.
- **Randy Rutherford Memorial Scholarship:** One annual scholarship is given to a graduating Madison County High School senior with a GPA of 2.0 or higher. Applicant must submit a 250 word essay explaining a life-altering experience that has affected the applicant's financial ability to continue with his or her education.
- **Rodney Stalvey Scholarship:** One annual scholarship is given to a graduating Madison County High School Senior with a GPA of 2.0 or higher. Business majors will be given preference. The award is to be used for tuition, books or fees.

Contact the NFCC Foundation Office, (850) 973-9414 or [foundation@nfcc.edu](mailto:foundation@nfcc.edu), for more information or visit [www.nfcc.edu/foundation-giving](http://www.nfcc.edu/foundation-giving). Unless otherwise indicated, application for scholarships may be made through the Financial Aid Office (Bldg.2) or the Foundation Office (Bldg. 36) at NFCC.



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## Learning Resources

### Marshal Hamilton Library (NFCC Library)

The Marshall Hamilton Library is located in Building 4 on the NFCC campus. Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit, browse the collections and use the computers. Librarians are on duty to help with questions and research strategies. Students may walk in or make an appointment for reference assistance. Access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles is available 24 hours a day through the library's website, [www.nfcc.edu/library](http://www.nfcc.edu/library). Wireless internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the library or by visiting the library's website. More information is available at (850) 973-1624 or [library@nfcc.edu](mailto:library@nfcc.edu).

### Academic Success Center

Located inside the NFCC Library, the Academic Success Center (ASC) provides all NFCC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and faculty-led tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFCC. For additional information regarding services provided by the ASC, contact Elizabeth Gonzales, Academic Success Center Coordinator, at (850) 973-1719 or [asc@nfcc.edu](mailto:asc@nfcc.edu).

### Disability Resource Center

NFCC delivers services to students with disabilities as established by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments of 2010. The legal requirements set forth in these acts ensure equal access to educational opportunities through reasonable modifications in college policies, practices and/or procedures. According to the ADA, a person with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities.

The following is a partial list of services that can be rendered to students with a documented qualifying disability.

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

Please note that modification will not be made if the modification entails a fundamental alteration to the nature of the service, program or activity.

Any student with a disability may request assistance through the Disability Resource Center. If possible, requests for services should be made prior to the beginning of an academic term to ensure timely implementation. For more information, call (850) 973-1683 (V) or (850) 973-1611 (TTY) or email [disabilityresourcecenter@nfcc.edu](mailto:disabilityresourcecenter@nfcc.edu) for an appointment or additional information.

Students seeking course substitutions based on a documented and qualifying disability should be aware that universities may require specific courses for acceptance into limited access major programs of study. Disability Resource Center 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 will make reasonable accommodations in accordance with all legal requirements to allow students with these illnesses to continue their education. For more information, contact the Disability Resource Center.

### **Students with Service Animals**

Service animals are defined per ADA guidelines as dogs or miniature ponies that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include but are not limited to guiding people who are seeing-impaired and/or hearing-impaired, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person to take prescribed medications, calming a person during an anxiety attack and/or performing other duties. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Comfort animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

The service animal must be in the care, custody and control of the individual with a disability. The animal must be vaccinated per federal, state and local regulations. While registration of the animal with the Disability Resource Center is not required, it is highly recommended. In case of emergency, such registration will assist NFCC in the safe placement of the service animal. More information is available at (850) 973-1683 (V) or (850) 973-1611 (TTY) or [disabilityresourcecenter@nfcc.edu](mailto:disabilityresourcecenter@nfcc.edu).

## **Veterans Affairs**

NFCC is approved for training of veterans by the Florida Department of Veterans 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 Disability Resource Center 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 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. Veterans desiring to articulate military experience credits should request their military transcript (i.e. Joint Services Transcript) so that it can be evaluated by the Office of Enrollment Services. See also Evaluation of Credit in the Graduation Requirements section on page 24.

## 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 falls below 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 averages fall below 2.0.

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

### Terms I and II (Fall and Spring)

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

### Term III (Summer)

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 TRiO program that focuses on students who qualify as low-income, first-generation college students (meaning both parents do not have bachelor's degrees), and/or students with documented disabilities. 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 on course selection, problem solving, communication with instructors and planning for their academic 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 coaching, financial aid planning, academic advisement, grade and academic progress monitoring, supplemental instruction, career/major exploration, relevant workshops, leadership development, cultural activities, campus visits, transfer assistance and priority registration. Supplemental Grant Aid is also available to students who qualify as PELL recipients and meet specific criteria during fall and spring semesters.

To be eligible to join SSS, students must first be accepted to NFCC. A commitment to actively participate in program activities is required. More information is available at Student Support Services (SSS), Bldg. 6, Room 210 or (850) 973-1683 or [studentsupportservices@nfcc.edu](mailto:studentsupportservices@nfcc.edu).

## Student Ombudsman

### Mission Statement:

The Student Ombudsman provides all NFCC students with a safe, confidential place to bring questions and concerns about College rules, policies or procedures. The Ombudsman assists students in navigating College policies and procedures and understanding the student's rights and responsibilities.

### The Ombudsman Office is

**Confidential** – All concerns or information brought to the Ombudsman will remain confidential unless specific permission is granted to share the information or the sharing of information is required by law.

**Impartial** – The Ombudsman does not advocate for the student or the College. The Ombudsman provides information and/or options available to the student.

**Independent** – The Office of the Ombudsman operates independently of administrative authorities.

**Informal** –The Ombudsman will informally investigate student concerns without issuing judgments or decisions. The Ombudsman does not arbitrate, adjudicate or participate in any internal or external formal process (including legal processes).

Should an issue arise involving the Ombudsman, the Ombudsman shall recuse him/herself, and the issue will be referred to the Ombudsman's supervisor for action.

More information is available at (850) 973-9418 or [ombud@nfcc.edu](mailto:ombud@nfcc.edu).

## Equal Opportunity Statement

North Florida Community College is dedicated to the concept of equal opportunity and access to all programs and activities. 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 race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints 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).

## Student Activities

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
- Business Club – Future Business Leaders of America – Phi Beta Lambda (FBLA-PBL)
- Gaming and Technology Club
- Health Occupations Students of America (HOSA)
- Phi Theta Kappa Honor Society (PTK)
- Save Our Animal Resources (SOAR)
- Sentinel Upstage Players (Community Theatre)
- Student Government Association (SGA)
- Young Engineers Club

### Art Club

The NFCC Art Club provides opportunities for students to explore the arts and participate in creative art projects on and off campus. Members have opportunities to be involved with campus art projects, creation of public art pieces, fundraising, organizing art sales, organizing exhibitions and outreach activities. The Art Club is open to all students, not just art majors.

### **Business Club - Future Business Leaders of America - Phi Beta Lambda (FBLA-PBL)**

The NFCC 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 effective leaders in their fields and communities." Members will gain knowledge in community relations through collaboration with other groups within NFCC and the surrounding communities. The club's various activities enhance the overall student experience at NFCC with projects that develop independence as well as group involvement.

### **Gaming and Technology Club**

The NFCC Gaming and Technology Club introduces and educates students to the latest in gaming, technology and innovation.

### **Health Occupations Students of America (HOSA)**

The NFCC Health Occupations Students of America club provides a unique program of leadership development, motivation and recognition for secondary, postsecondary, adult and collegiate students enrolled in health science education and biomedical science programs or interested in pursuing careers in health professions.

### **Phi Theta Kappa Honor Society (PTK)**

Phi Theta Kappa is the official honor society of two-year colleges. The NFCC Mu-Xi Chapter of Phi Theta Kappa honors and encourages the academic achievement of college students and provides opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. Eligible members must have completed at least 12 hours of course work that may be applied to an associate degree and must have a minimum GPA of 3.25 to join PTK and maintain a 3.0 GPA to maintain membership in PTK.

### **Save Our Animal Resources (SOAR)**

Save Our Animal Resources (SOAR) is NFCC's ecology club. Members assist in a variety of activities and projects, on and off campus, which may include building bluebird houses, encouraging recycling on campus or sponsoring anti-pollution campaigns. SOAR routinely helps St. Marks National Wildlife Refuge track migration patterns of Monarch butterflies in the fall, participates in the Suwannee River Clean-up while canoeing and kayaking in the spring and may participate in other educational field trips and service projects throughout the year.

### **Sentinel Upstage Players**

Whether one desires the spotlight or enjoys being part of the backstage fellowship, the NFCC Sentinel Upstage Players offers 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 technical aspects of the theater.

### **Student Government Association (SGA)**

The NFCC Student Government Association is an organization "of the students, by the students, and for the students." The SGA Executive Board is a representative group of students elected by the NFCC student body each spring. The Executive Board is 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 all NFCC students. The dates and locations of all SGA meetings are posted on the NFCC website, [www.nfcc.edu](http://www.nfcc.edu), and open to all students, faculty and staff.

### **Young Engineers Club**

The NFCC Young Engineers Club provides opportunities for members to participate in projects and competitions related to the engineering field and the academic disciplines of science, technology, engineering and mathematics (STEM). The club's activities and projects are intended to promote a spirit of creativity and innovation among members.

### **Forming a Student Organization**

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 service to the college and the community, courses, sports, publications, religion and social life. 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). A proposed student organization must have at least ten (10) interested, enrolled NFCC students in order to apply for a charter.

### **Community Theatre**

Whether one desires the spotlight or enjoys being part of the backstage fellowship, the NFCC Sentinel Upstage Players offers 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, on the NFCC website and in the local newspapers. More information available at (850) 973-9481 or visit [www.nfcc.edu](http://www.nfcc.edu).

### **Performing Artist Series**

The NFCC Artist Series offers brings excellent performing arts and arts education events to the NFCC campus and community. Artist Series performances range from classical to contemporary and feature a wide range of music, dance and theatre from around the world. Students may purchase tickets at discounted rates. More information available at [www.nfcc.edu](http://www.nfcc.edu) or through the NFCC Office of College Advancement at (850) 973-1653 or [artistseries@nfcc.edu](mailto:artistseries@nfcc.edu).

### **Colin P. Kelly Fitness and Wellness Center**

The Colin P. Kelly Fitness and Wellness Center (Bldg. 12) is NFCC's recreational fitness and wellness facility. The center is fully equipped with the latest cardio and resistance training equipment, free weights, functional training equipment and a full-sized basketball court. More information about the Colin P. Kelly Fitness and Wellness Center is available at (850) 973-1651 or [fitnesscenter@nfcc.edu](mailto:fitnesscenter@nfcc.edu).

In addition to indoor activities available at the Colin P. Kelly Fitness and Wellness Center, patrons can enjoy a half-mile outdoor fitness walking trail located on the NFCC campus. The Ladell Brothers Outdoor Environmental Center is also available for walking, hiking and bird watching.

### **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, refer to the Community Education web page at [www.nfcc.edu](http://www.nfcc.edu) or call (850) 973-9481. Generally, there are no enrollment requirements for these classes; however, age restrictions apply in some courses.

Classes include but are not limited to the following:

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

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

Most Community Education 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. Financial aid is not available for Community Education classes. More details are available at (850) 973-9481.



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

The ed2go program offers a wide range of highly interactive online courses that can be taken for professional development or personal enrichment. These non-credit classes are available year round in six-week blocks with two lessons per week. Expert instructors develop and lead every course. The variety of classes changes from term to term, and enrollment dates are limited.

More information, including course descriptions and enrollment procedures, is available at [www.ed2go.com/nfcc](http://www.ed2go.com/nfcc) or through the the program coordinator at (850) 973-9481.

### **Instructor-led, Online Courses**

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

### **Areas of Study**

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

## 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 school sponsored activities and facilities is expected to be supportive of these interests.

*For purposes of this Student Handbook, “working day” means any day that falls on Monday through Friday which the College is open for operation. Additionally, when referring to an employee by his or her official title herein, such reference is also intended to include the employee’s designee (with the exception of the President of the College).*

### Student Rights

As members of the College community, students have certain responsibilities that include, but are not necessarily limited to, the following:

- 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; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

### Student Responsibilities

As members of the College community, students have certain responsibilities that include, but are not necessarily limited to, the following list. Students are

- 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; and
- Expected to behave in a manner which demonstrates respect for others and self.

### 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, unless prohibited by law;

- The right to a prompt and impartial hearing;
- The right to an advisor of choice during the disciplinary process unless the advisor's role would conflict with the disciplinary process as determined by the Director of Recruitment, Advising & Retention. The College does not select advisors for students;
- 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; and
- The right to an appeal.

### **Student Code of Conduct**

[NOTE: Please refer to the academic regulation section of 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:

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, but are not necessarily limited to, the following:

1. Obstruction or disruption of teaching, administration of the College, disciplinary proceedings, the educational environment at the College, 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 Recruitment, Advising & 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; and
18. Engaging in Dating Violence, Domestic Violence, Sexual Battery/Assault, Sexual Cyberharassment, Sex Discrimination/Gender-Based and/or Gender-Identity Discrimination, Sexual Misconduct, Stalking or Sexual Violence as those terms are defined in NFCC's Title IX Procedures. NFCC's Title IX Procedures are available on NFCC's website at [www.nfcc.edu](http://www.nfcc.edu) (front of main page) and from NFCC's Title IX Coordinator.

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 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 Alleged Violations of the Student Code of Conduct Not Involving Sexual Misconduct**

Informal discussions between College officials and persons involved in possible violations of the Student Code of Conduct are encouraged at the beginning of any complaint. 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 Recruitment, Advising & Retention. The report constitutes a formal charge and should thoroughly detail the alleged violations. The Director of Recruitment, Advising & 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 Recruitment, Advising & Retention must provide the charged student with a written notice of allegations. The notice will include, at a minimum, the following:

- The date of the alleged violation(s);
- The nature of the alleged violation(s);
- The College's disciplinary procedures, including the Student Handbook and Code of Conduct; and
- Instructions for requesting a hearing with the Student Disciplinary Committee

A copy of the notice of allegations 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 of allegations, the charged student will have five (5) working days to contact the Director of Recruitment, Advising & Retention to schedule a hearing with the Student Disciplinary Committee. The Director of Recruitment, Advising & Retention will notify the Committee members and the charging party of the hearing date. The hearing will be scheduled no earlier than five (5) working days following the student's request for a hearing. The student will be provided with a copy of all materials related to the complaint, unless prohibited by law.

Failure to timely contact the Director of Recruitment, Advising & Retention to request a hearing date, or failure to appear at a hearing, permanently waives the right to the procedures described in III through VII and allows the Student Disciplinary Committee to assess a suitable penalty.

The student has the right to an advisor during the disciplinary process. The student is responsible for choosing his/her advisor. The advisor is not allowed to speak during any hearing unless specifically permitted by the hearing panel.

### **III. Hearings Before the Student Disciplinary Committee**

The Director of Recruitment, Advising & 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; and
- Director of Recruitment, Advising & Retention (facilitator/non-voting member)

The Director of Recruitment, Advising & Retention will select the members of the Student Disciplinary Committee. When exigent circumstances exist and upon written agreement of all parties involved, the Student Disciplinary Committee may conduct a hearing when fewer than five (5) voting members are available. However, in no circumstance will the Student Disciplinary Committee convene a hearing with fewer than three (3) voting members present. Moreover, at least one (1) student voting member must be present.

The parties will be given two (2) working days to object in writing to the appointment of committee members based on a belief by the objecting party that the committee member will not be fair and impartial. The written objection must be provided to the Director of Recruitment, Advising & Retention who will make a final decision. The decision is not subject to further appeal.

**a. Formal Hearing**

Formal hearings are held when a charged student disputes the allegations against him/her. The purpose of the hearing is to give the complainant an opportunity to present facts in support of the alleged Student Code of Conduct violation and to give the charged student the opportunity to respond so that the Student Disciplinary Committee can determine whether the complainant proved based on a preponderance of the evidence that the charged student violated the Student Code of Conduct. "Preponderance of evidence" means the greater weight of the evidence or evidence that more likely than not tends to prove a certain proposition.

The Student Disciplinary Committee may also request the attendance of witnesses. A summary of the events of the hearing shall be recorded in writing by a Recording Clerk. The written minutes of the hearing shall serve as the official record of the hearing.

The following procedures apply to the hearing:

1. The hearing is closed to protect privacy and confidentiality of the persons involved unless the both parties agree in writing to opening the hearing to the public.
2. A person may maintain silence as a means of protection against self-incrimination and this silence may not be used against the student.
3. Either party may request to attend the hearing in a separate room; however, the decision as to whether to grant the request will be determined by the committee.
4. The committee will begin the hearing by informing the charged student of the charges against him/her.
5. The complainant begins by providing an opening statement if desired.
6. The charged student may then provide an opening statement if desired.
7. The complainant testifies first then his/her witnesses. The committee and the charged student may ask questions of witnesses after the complainant is finished asking questions.
8. After the complainant is finished presenting witnesses, the charged party may testify and present witnesses. The committee and the complainant may ask questions of witnesses after the charged party is finished asking questions.
9. After all witnesses have been presented, the complainant may present a closing statement if desired. The charged student may then provide a closing statement if desired.
10. No witness may listen to the testimony of another witness before or after his/her own testimony.
11. Witnesses are not to be interrupted during testimony.
12. In lieu of live testimony, the parties may provide written witness statements.
13. The committee is responsible for ensuring adherence to policy associated with the hearing.
14. Documents collected by the committee are forwarded to the Dean of Enrollment and Student Services for handling in accordance with College policy.
15. Evidence of unrelated past conduct on the part of the charged party will not be permitted during the hearing unless the past conduct involved prior complaints under the Code of Conduct that resulted in discipline.
16. The formal rules of evidence do not apply to the hearing.
17. The Student Disciplinary Committee will issue a decision based on a preponderance of the evidence standard. The decision must be a majority.

The committee's findings and penalty (if any) will be forwarded to the Dean of Enrollment and Student Services. The complainant and charged student will be advised in writing of the findings and penalty (if any) within five (5) working days of the meeting. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.



## **b. Informal Hearings**

Informal hearings are held when a charged student admits to the allegations against him/her. The purpose of the hearing is to decide the appropriate penalty, if any. The Student Disciplinary Committee may request the attendance of witnesses. A summary of the events of the hearing shall be recorded in writing by a Recording Clerk. The written minutes of the hearing shall serve as the official record of the hearing.

The following procedures apply to the hearing:

1. The hearing is closed to protect privacy and confidentiality of the persons involved unless both parties agree in writing to opening the hearing to the public.
2. A person may maintain silence as a means of protection against self-incrimination, and this silence may not be used against the student.
3. Either party may request to attend the hearing in a separate room; however, the decision as to whether to grant the request will be determined by the committee.
4. The committee will begin the hearing by stating the charges to which the charged student has admitted.
5. The complainant begins by providing an opening statement if desired.
6. The charged student may then provide an opening statement if desired.
7. The charged party may testify and present witnesses solely on issues related to potential penalties. The committee may ask questions of witnesses after the charged party is finished asking questions.
8. After all witnesses have been presented, the complainant may present a closing statement if desired. The charged student may then provide a closing statement if desired.
9. No witness may listen to the testimony of another witness before or after his/her own testimony.
10. Witnesses are not to be interrupted during testimony.
11. In lieu of live testimony, the parties may provide written witness statements.
12. The committee is responsible for ensuring adherence to policy associated with the hearing.
13. Documents collected by the committee are forwarded to the Dean of Enrollment and Student Services for handling in accordance with College policy.
14. Evidence of unrelated past conduct on the part of the charged party will not be permitted during the hearing unless the past conduct involved prior complaints under the Code of Conduct that resulted in discipline.
15. The formal rules of evidence do not apply.
16. The Student Disciplinary Committee will issue an appropriate penalty. The decision must be a majority.

The findings and penalty will be forwarded to the Dean of Enrollment and Student Services. The complainant and charged student will be advised in writing of the findings and penalty within five (5) working days of the meeting. 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 Appeal Committee (Following a Formal Hearing)**

If the complainant or charged student is dissatisfied with the decision of the Student Disciplinary Committee, he/she may file an appeal to the Student Appeal Committee. Appeals will only be heard if the student alleges (1) a fundamental due process error that substantially impacted the outcome of the formal hearing; (2) prejudice against the appealing party by the Disciplinary Committee, including evidence of a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing; (3) newly discovered evidence that was not available at the time the formal hearing was held which would have substantially affected the outcome of the hearing; or (4) the penalty imposed is disproportionate to the allegations (i.e. either too light or too severe). The appellant must prove his/her claims based on a preponderance of the evidence.

The appealing student must provide a written and signed notice stating the basis for the appeal. The notice must be received by the Director of Recruitment, Advising & 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 and a waiver of a right to an appeal.

Upon receipt of a timely and properly submitted notice, the Director of Recruitment, Advising & Retention will notify the Appeal Committee and set a time and place for a hearing. A copy of the notice will be sent to the Dean of Enrollment and Student Services. The notification of the hearing will be delivered to the student at least ten (10) working days prior to the hearing. The ten (10) working day notification may be waived by written mutual agreement of parties if the parties desire 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.

The Director of Recruitment, Advising & Retention will convene the Appeal Committee and provide instructions on procedures to the committee. The Appeal Committee consists of the following:

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

The Director of Recruitment, Advising & Retention will select the members of the Appeal Committee. When exigent circumstances exist and upon written agreement of all parties involved, the Grievance Committee may conduct a hearing when fewer than five (5) voting members are available. However, in no circumstance will the Appeal Committee convene a hearing with fewer than three (3) voting members present. At least one (1) student voting member must be present.

The parties will be given two (2) working days to object in writing to the appointment of committee members based on a belief by the objecting party that the committee member will not be fair and impartial. The written objection must be provided to the Director of Recruitment, Advising & Retention who will make a final decision. The decision is not subject to further appeal.

The chairperson of the committee is to be selected by the committee. The hearing will be audiotaped. The audiotape shall serve as the official record of the hearing. The proceedings are confidential and the Director of Recruitment, Advising & Retention will emphasize the necessity of confidentiality to all parties. The Director of Recruitment, Advising & Retention and the Dean of Enrollment and Student Services may not be present during the formal grievance proceedings.

Hearings will only address the issues outlined in the appeal.

The following procedures apply to the hearing:

1. The hearing is closed to protect privacy and confidentiality of the persons involved unless both parties agree in writing to opening the hearing to the public.
2. A person may maintain silence as a means of protection against self-incrimination, and this silence may not be used against the student.
3. The appellant begins by providing an opening statement if desired.
4. The appellee may then provide an opening statement if desired.
5. The appellant testifies first then his/her witnesses. The committee and the appellee may ask questions of witnesses after the appellant is finished asking questions.
6. After the appellant is finished presenting witnesses, the appellee may testify and present witnesses. The committee and the appellant may ask questions of witnesses after the appellee is finished asking questions.
7. After all witnesses have been presented, the appellant may present a closing statement if desired. The appellee may then provide a closing statement if desired.
8. No witness may listen to the testimony of another witness before or after his/her own testimony.
9. Witnesses are not to be interrupted during testimony.

10. The committee is responsible for ensuring adherence to policy associated with the hearing.
11. Documents collected by the committee are forwarded to the Dean of Enrollment and Student Services for handling in accordance with College policy.

### **V. Appeal Committee Recommendation(s)**

The committee will deliberate in private immediately after the hearing. The committee may make one of the following recommendations to the Dean of Enrollment and Student Services based on a majority vote:

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

The written recommendation is to be signed by each member of the Appeal Committee and forwarded to the Dean of Enrollment and Student Services with a copy to the Director of Recruitment, Advising & Retention. The parties shall be provided a copy of the decision within five (5) working days. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

### **VI. Final Appeal (Following an Appeal of a Formal Hearing Before the Student Appeal Committee or Following an Informal Hearing Before the Student Disciplinary Committee)**

A student may submit a final appeal to the President of the College but only after the prescribed grievance process has been exhausted. Appeals must be submitted in writing to the President within three (3) working days of receipt of the underlying decision (for formal hearings it is measured from the Student Appeal Committee decision, and for informal hearings it is measured from the Student Disciplinary Committee decision).

The President of the College, within five (5) working days, shall review the decision of the Appeal Committee (for formal hearings) or the Disciplinary Committee (for informal hearings) and shall provide to the parties 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 Recruitment, Advising & Retention and the person who initiated the action. The decision of the President is final and not subject to further action through College policy. The official repository of the records associated with Grievance Committee recommendations and actions is the office of the Dean of Enrollment and Student Services.

### **Suspension or Expulsion from College Property**

If an instructor, staff member or student believes that an individual is engaging in disruptive activities, he/she 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 Recruitment, Advising & 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; or
  - 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 Recruitment, Advising & 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 Disciplinary Committee. The president of the College or designee shall be the final appeal, but only after the prescribed grievance process through the Student Disciplinary 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 locations 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 and in the Academic Section of the NFCC College Catalog.

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. **Step One:** 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. **Step Two:** 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 following:

- 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; and
- 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. **Step Three:** 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.

All students are encouraged to work through the internal complaint and appeal procedures. Students who feel as if their complaint has not been addressed satisfactorily after completing the grievance procedure may contact the Division of Florida Colleges for additional information.

Florida Department of Education  
325 West Gaines Street, Suite 1544  
Tallahassee, Florida 32399-0400

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information of the complaint process, please visit the FL-SARA Complaint Process page at <http://www.fldoe.org/sara/complaint-process.shtml>.

### **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) working 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 Dean of Academic Affairs 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 Dean of Academic Affairs. Such an appeal must be presented via a written petition within five (5) working 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 Student 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) working days describing his/her viewpoint and any information deemed pertinent.
5. After careful review of all pertinent documents and discussions with involved parties, the Dean of Academic Affairs shall render a decision relative to the student appeal. The appeal decision shall be rendered and communicated to involved parties within ten (10) working days after receipt of all pertinent documents from the student and instructor.

The decision of the Dean of Academic Affairs 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 wellbeing. Hazing is prohibited by Florida State Statute. Those guilty of hazing are subject to disciplinary probation, suspension, dismissal and/or any combination of such penalties.

### **Policy on Drug and Alcohol Use**

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 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 by Florida State Statute 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 Use

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 "ELECTRONIC SMOKING DEVICES" will not be allowed in any College building.

Users of 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 the following:

- Anywhere in an open-air area at least 20 feet from any sidewalk 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 ash receptacles (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 Misconduct

The College has adopted comprehensive procedures governing complaints involving acts of Sexual Misconduct. NFCC's Title IX Procedures shall apply to any complaint involving Sexual Misconduct. To the extent any provision in this Student Code of Conduct conflicts with the procedures applicable to acts involving Sexual Misconduct contained within NFCC's Title IX Procedures, NFCC's Title IX Procedures shall apply.

NFCC's Title IX Procedures are available on NFCC's website at [www.nfcc.edu](http://www.nfcc.edu) (front of main page) and from NFCC's Title IX Coordinator. NFCC's Title IX Coordinator and Deputy Title IX Coordinator are as follows:

Title IX Coordinator	Deputy Title IX Coordinator
<p style="text-align: center;">Tyler Coody 325 NW Turner Davis Drive Building 12, Room 128B Madison, FL 32340 850-973-1639 coodyt@nfcc.edu</p>	<p style="text-align: center;">Jhan Reichert 325 NW Turner Davis Drive Building 4, Room 102 Madison, FL 32340 850-973-9485 reichertj@nfcc.edu</p>

## Standards of Dress

Students shall dress appropriately for campus activities. Students will be asked to cover any visible underwear or clothing with profanity or sexually explicit graphics. Failure to comply will be viewed as a violation of the Student Code of Conduct.

Shirts and shoes are required at all times when on campus.

## Student Ombudsman

### Mission Statement:

The Student Ombudsman provides all NFCC students with a safe, confidential place to bring questions and concerns about College rules, policies or procedures. The Ombudsman assists students in navigating College policies and procedures and understanding the student's rights and responsibilities.

### The Ombudsman Office is

**Confidential** – All concerns or information brought to the Ombudsman will remain confidential- unless specific permission is granted to share the information or sharing of the information is required by law.

**Impartial** – The Ombudsman does not advocate for the student or the College. The Ombudsman provides information and/or options available to the student.

**Independent** – The Office of the Ombudsman operates independently of administrative authorities.

**Informal** –The Ombudsman will informally investigate student concerns without issuing judgments or decisions. The Ombudsman does not arbitrate, adjudicate or participate in any internal or external formal process (including legal processes).

If an issue should arise involving the Ombudsman, the Ombudsman shall recuse him/herself and the issue will be referred to the Ombudsman's supervisor for action.

For more information, call (850) 973-9418 or email [ombud@nfcc.edu](mailto:ombud@nfcc.edu).

## Additional Information

### Student Housing

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

### Food Service

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

### Student Email Accounts

Students are provided with an official NFCC GoMail account and email address through the MyNFCC Information Network. Once successfully enrolled at NFCC, students can access their NFCC GoMail account by logging on to the MyNFCC Information Network. A link to the MyNFCC Information Network is available at [my.nfcc.edu](http://my.nfcc.edu).

All official campus communications are sent to students' NFCC GoMail address, and students are held responsible for regularly checking their email for any updates and information. This is 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 NFCC ID card while 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 can be ordered through the NFCC Virtual Bookstore which is accessible from the NFCC website at [www.nfcc.edu](http://www.nfcc.edu) or the MyNFCC Information Network at [my.nfcc.edu](http://my.nfcc.edu). For assistance with textbooks orders, visit 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 NFCC students. SCS provides assessment and short-term counseling, crisis intervention, and referrals on the NFCC campus through Resolutions Health Alliance (RHA) of Lake City, Florida.

A counselor is available on the NFCC campus from 9 a.m. until 2 p.m. on the 2nd and 4th Wednesdays of each month except when those times fall on holidays or campus closure dates. The counselor's office is located in the NFCC Fine Arts Building (Bldg. 10, Rm 14). Appointments are recommended to insure that the counselor is available at a specific date and time. To schedule an appointment, a student should call (386) 754-9005 and identify as a North Florida Community College student. RHA will schedule the appointment.

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

A toll-free crisis counseling hotline is available to NFCC students 24 hours a day at 1-800-330-5615. This hotline is offered through Meridian, not RHA, and is available to all NFCC students.

For further information, contact Kay Hogan, Dean of Enrollment and Student Services, at (850) 973-1605 or [hogank@nfcc.edu](mailto:hogank@nfcc.edu).

## Residence and Telephone Changes

Students should inform the Registrar's Office of any change in current address, mailing address or telephone number. This information is needed in case of emergency and for official communications from the College.

## Student Health

Medical emergencies are referred to the Madison County Emergency Medical Services (911).

Florida statute 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.

## Health Disclosure

College students are at increased risk for certain vaccine-preventable diseases. Safe and effective vaccines are available for meningococcal meningitis (a rare but deadly blood and brain infection), hepatitis B (a serious liver infection), and influenza. NFCC recommends students discuss the need for these vaccines with their health care providers. Further information is available at [www.mayoclinic.org/diseases-conditions](http://www.mayoclinic.org/diseases-conditions).

## Notification of Social Security Number Collection and Use

In compliance with Florida Statutes, North Florida Community College (NFCC) issues this notification regarding the purpose for the collection and use of any student's Social Security Number (SSN). NFCC collects and uses a student's SSN only to perform the College duties and responsibilities. To protect the student's identity, NFCC will maintain the privacy of his/her SSN and will not release it to unauthorized parties in compliance with state and federal laws. The College assigns each student a unique student identification number which is used for educational purposes at NFCC, including the access of the student's college records.

NFCC may collect and/or use any student's Social Security Number for the following purposes:

PURPOSE	FEDERAL AND STATE REGULATIONS
<b>Admissions and Registration</b>	
<ul style="list-style-type: none"> <li>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. <b>A student may refuse to disclose his/her SSN for this purpose, but he/she may be subject to IRS penalties.</b></li> </ul>	<ul style="list-style-type: none"> <li>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)).</li> <li>Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Registration uses are authorized by 119.071(5), F.S.</li> <li>Issuance of Form 1098T for tuition payment reports are authorized by 26 USC 3402, 6051</li> </ul>
<ul style="list-style-type: none"> <li>SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education.</li> </ul>	
<b>Veteran Administration Benefits</b>	
<ul style="list-style-type: none"> <li>The SSN is required for enrollment verification and reporting for all Veterans Administration beneficiaries. <b>A Veteran student is required to report his/her SSN in order to receive the appropriate benefits and for tracking purposes.</b></li> </ul>	<ul style="list-style-type: none"> <li>Required by 38 USC 3471</li> </ul>

## Parking

### General Information:

1. The term *vehicles* refers to all means of transportation other than by foot. Examples include 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 NFCC campus.
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. Traffic cones blocking a specific parking lot designate the lot is 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 NFCC 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 may be 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 NFCC campus.
14. No segways, hoverboards, bicycles, skateboards, roller skates, roller blades or other such roller-equipped means of transportation are allowed in the parking lots, on sidewalks, on walkways, between and around buildings or inside buildings except when hand carried. No motorcycles, dirt bikes, golf carts or all-terrain/utility vehicles shall be allowed on the grounds of NFCC. (This shall not include medically necessary or NFCC service equipment.)
15. Vehicles must observe all traffic signs and traffic control devices.

### Parking and Traffic Regulations:

1. Parking lot designations are 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 are 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 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 include but are not limited to the following:
  - Areas not designated for parking
  - Turn-around/drop-off circles
  - Areas along roadway curbs (painted or not painted)
  - Moving traffic areas and traffic lanes
  - Driveways and walkways
  - Areas that could obstruct 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 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 that 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 the NFCC 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 the NFCC campus, the vehicle is subject to being towed at the owner's expense. Signs are displayed near parking areas with the name and address of the company to contact if the vehicle is towed. The company that tows the vehicle is an independent contractor hired by the 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.

### **Towing is provided by**

Jimmie's 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 permit. 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. This system is called "e2Campus."

Registering one's phone takes only a few minutes, and students may register two devices as well as an alternate email address. To register a 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 its 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. The NFCC CUBIT goal is to address behaviors of concern, showing due diligence for the safety of NFCC members while protecting NFCC member confidentiality to the appropriate extent. The NFCC CUBIT will focus on NFCC members who may be exhibiting signs of impending problems. By monitoring persons with problems, NFCC hopes to avert serious safety threats and to direct NFCC members to resources that can help alleviate stress.

### Silent Witness

The Silent Witness Program provides 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 areas of public safety, mental health and student affairs. Information submitted will be handled confidentially with the purpose of assisting the student, faculty member or staff member.

Although the NFCC team accepts anonymous reports, it also encourages anyone to provide his/her name and contact information so that the NFCC CUBIT can follow up to gather additional information.

The Silent Witness form is available at [www.nfcc.edu/silent-witness-cubit](http://www.nfcc.edu/silent-witness-cubit).

# TITLE IX PROCEDURES

ADOPTED JULY 20, 2017

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## Important Information for Victims of Sexual Misconduct Needing Immediate Assistance

If you or anyone you know may have been the victim of Sexual Misconduct (including harassment and violence), North Florida Community College ("NFCC") strongly encourages you to **call 911 to immediately seek law enforcement and medical assistance**. NFCC's Office of Campus Safety and Security is available from 7:30 a.m. until 11:30 p.m. on weekends and holidays and from 6:30 a.m. until 12:00 a.m. on weekdays. NFCC's Office of Campus Safety and Security can be reached by calling (850) 973-0280.

During the hours of 8:30 a.m. to 4:30 p.m. on weekdays, NFCC's Title IX Coordinator, Tyler Coody, is available by telephone (850-973-1639), email (coodyt@nfcc.edu), or in person (325 NW Turner Davis Dr., Building 12, Room 128B, Madison, FL). NFCC's Deputy Title IX Coordinator, Jhan Reichert, is available by telephone (850-973-9485), email (reichertj@nfcc.edu), or in person (325 NW Turner Davis Dr., Building 4, Room 102, Madison, FL).

More information regarding available medical and emotional support, as well as the contact information for local law enforcement agencies, is attached to this policy as **Appendix C**.

## Title IX

Title IX of the Education Amendments of 1972 ("Title IX") was created to protect individuals in federally funded education programs or activities from sex-based discrimination. 20 U.S.C. §1681. Title IX states, in pertinent part, as follows:

- no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives Federal financial assistance.

20 U.S.C. §1681; 34 C.F.R. §106.31.

Title IX protects all students and employees at NFCC from sex discrimination, including sexual violence.

## Section 1. Introduction

### a. Notice of Non-Discrimination and Identity of Title IX Coordinator

NFCC is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, including Title IX, NFCC does not discriminate in any of its programs and activities on the basis of age, color, gender, sex, religion, ethnicity, national origin, race, marital status, genetic information, physical or mental disability or any other characteristic protected by law. In accordance with Title IX, NFCC prohibits Sexual Misconduct (including sexual harassment and/or sexual violence) in its programs and activities.

NFCC is required to designate at least one employee ("Title IX Coordinator") to coordinate NFCC's efforts to comply with and carry out its responsibilities under Title IX including any investigation of any complaint communicated to NFCC alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

Title IX Coordinator	Deputy Title IX Coordinator
Tyler Coody 325 NW Turner Davis Drive Building 12, Room 128B Madison, FL 32340 850-973-1639 coodyt@nfcc.edu	Jhan Reichert 325 NW Turner Davis Drive Building 4, Room 102 Madison, FL 32340 850-973-9485 reichertj@nfcc.edu

Individuals may also contact the United States Department of Education's ("US DOE") office for Civil Rights ("OCR") as follows:

Atlanta Office  
 Office for Civil Rights  
 U.S. Department of Education  
 61 Forsyth St. S.W., Suite 19T10  
 Atlanta, GA 30303-8927  
 Telephone: 404-974-9406  
 FAX: 404-974-9471; TDD: 800-877-8339  
 Email: OCR.Atlanta@ed.gov

## b. Definitions

**Business Day** – Means Monday through Friday, excluding any day when NFCC is closed.

**Consent** – Pursuant to F.S. §794.011, “consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Consent also occurs when individuals willingly, unambiguously, and knowingly agree to engage in sexual activity in a clear and affirmatively communicated way, understood by all of the parties involved. Consent is active, not passive. Signals of consent must be part of a mutual and ongoing process. Consent must be informed, freely given and mutual. There should be no coercion, intimidation, threats or acts of physical force. Whether a person has taken advantage of a position of influence over an alleged victim will be a factor in determining consent. The person shall not be mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation. This includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to act or refuse to act in sexual contact negates consent. Silence does not necessarily constitute consent. Relying solely on non-verbal communication can lead to misunderstandings and harmful consequences for all of the parties involved because this form of communication may be unclear. Individuals should be able to clearly articulate why and how they knew that they had received consent and what they considered to be indications of consent before they engaged in sexual behavior. It is important to remember:

1. Consent to one sexual act does not constitute or imply consent to another act;
2. Previous consent cannot imply consent to future sexual acts;
3. Consent is always required and cannot be assumed based on the parties’ relationship status or sexual history together; and
4. Consent can be withdrawn at any time before or during sexual activity by either party.

**Dating Violence** - Pursuant to F.S. §784.046, “dating violence” means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

**Domestic Violence** – Pursuant to F.S. §741.28, “domestic violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

**Hostile Environment** – Conduct that is sufficiently serious to deny or limit a person’s ability to participate in or benefit from NFCC’s programs based on sex. Relevant factors to determine whether a hostile environment exists includes, but is not limited to, the following: (1) the degree to which the conduct affected one or more individuals ability to participate in or benefit from NFCC’s programs; (2) the type, frequency, and duration of the conduct; (3) the identity of and relationship between

the alleged harasser and the subject or subjects of the harassment; (4) the number of individuals involved; (5) the age and sex of the alleged harasser and the subject of the harassment; (6) the size of NFCC, location of incidents, and context in which they occurred; (7) other incidents at NFCC; and (8) incidents of gender-based, but nonsexual harassment.

**Sexual Battery (a/k/a Sexual Assault in Florida)** - Pursuant to F.S. §784.011, "sexual battery" means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose. NFCC also considers unwanted sexual touching an act of Sexual Battery for purposes of this policy.

**Sexually Cyberharass** – Pursuant to F.S. §784.049, "sexually cyberharass" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person.

**Sex Discrimination (including Gender-Based/Gender-Identity Discrimination)** - Treating someone unfavorably because of that person's sex, gender, or gender identity.

**Sexual Harassment** – Unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, including but not limited to sexual activity, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from NFCC's education or work programs or activities (hostile environment). Title IX's prohibition against sexual harassment does not extend to legitimate nonsexual touching or other nonsexual conduct.

**Sexual Misconduct** – Includes the definitions of Dating Violence, Domestic Violence, Sexual Battery, Sexually Cyberharass, Sex Discrimination, Sexual Harassment, Sexual Violence, and Stalking.

**Stalking** – Pursuant to F.S. §784.048, a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking. A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking. NFCC further believes that stalking can occur on a one time basis. As used in this definition, the term:

1. "Harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.
2. "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.
3. "Credible threat" means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.
4. "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.



In addition to the Florida law definition of “stalking,” NFCC also considers stalking to occur when a person willfully or maliciously follows, harasses, or cyberstalks another person even if such acts occur only once on one occasion.

**Sexual Violence** – Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

### c. Policy Statement

Sexual Misconduct involves acts which NFCC will not tolerate as they are forms of discrimination that violate the norms of society and the expectations of NFCC. NFCC is committed to providing the NFCC community with a positive environment free of Sexual Misconduct. NFCC will not permit discrimination in any of its programs and activities on the basis of sex, sexual orientation, or gender.

This policy addresses NFCC’s responsibilities to provide students and employees with a non-discriminatory environment in compliance with Title IX, the Violence Against Women Reauthorization Act, Title VII of the Civil Rights Act of 1964, and the Florida Educational Equity Act.

It is the policy of NFCC to implement preventative measures to curb acts of sexual harassment and sexual violence through education and training. NFCC will also provide services and programs to assist victims of Sexual Misconduct.

As part of its policy on providing a non-discriminatory environment, NFCC strongly encourages anyone who believes they are or knows someone who may be a victim of Sexual Misconduct to report the incident immediately to NFCC’s Title IX Coordinator. Upon receipt of any such information, NFCC will take immediate action to eliminate the harassment or violence, prevent its recurrence, and address its effects. NFCC will promptly and equitably resolve all complaints of Sexual Misconduct. Violations of this Policy may result in discipline up to and including termination from employment or expulsion from NFCC. Submission of false or bad faith complaints may also subject individuals to discipline up to and including termination from employment or expulsion from NFCC.

NFCC strictly prohibits retaliatory actions being taken against an individual for raising issues of Sexual Misconduct or participating in NFCC’s investigation related thereto. Retaliation is not acceptable, and individuals engaging in such behavior may be subject to discipline up to and including termination from employment or expulsion from NFCC.

### d. Applicability and Statement of Jurisdiction

This policy is applicable to students, employees, and third parties when such third parties are within NFCC’s control. This policy and NFCC’s jurisdiction applies to acts of Sexual Misconduct committed by or against students, employees, and third parties in the following situations:

1. the Sexual Misconduct occurs in an NFCC employment or education program; and
2. the Sexual Misconduct occurs on property owned or controlled by NFCC.

Additionally, this policy also applies when acts of Sexual Misconduct occur outside on an NFCC employment or education program but the Sexual Misconduct adversely impacts an NFCC employment or educational program for students, employees or third parties, or adversely impacts students, employees or third parties located on property owned or controlled by NFCC.

### Section 3. Privacy and Confidentiality

NFCC is aware of the private and sensitive nature of matters involving Sexual Misconduct. In carrying out its Title IX responsibilities and to the extent permitted under federal and state laws, NFCC will work with individuals to preserve the confidentiality of matters involving Sexual Misconduct. However, certain circumstances may require that NFCC disclose the identification of complainants in order to carry out its federal and state law obligations (including Title IX) to protect imminent harm to the community. NFCC's non-consensual disclosure of Sexual Misconduct reports will be limited and the information will only be shared with individuals who are responsible for handling NFCC's response to incidents of Sexual Misconduct or to whom NFCC has a responsibility to disclose.

More information regarding privacy and confidentiality of Sexual Misconduct matters under Title IX are addressed in **Section 5** of this Policy.

### Section 4. Prohibited Conduct

NFCC prohibits any conduct which would serve as Sexual Misconduct or a violation of Title IX. NFCC also prohibits retaliation against individuals for the purpose of interfering with any right or privilege secured by these procedures or Title IX. Examples of prohibited conduct includes, but is not limited to, the following:

1. Engaging in any form of Sexual Misconduct as defined herein;
2. Knowingly engaging in non-consensual sex;
3. Making lewd or sexually suggestive comments or jokes and sexual advances;
4. Transmitting inappropriate images or videos that are sexually suggestive;
5. Recording in any form (audio, video, digital, etc.) sexual activity or nudity without the knowledge and consent of all individuals participating in the activity when a reasonable expectation of privacy exists;
6. Sexually suggestive or inappropriate touching;
7. Treating an individual unfavorably or taking adverse employment or educational action because of someone's gender or refusal to participate in sexual acts or provide sexual favors;
8. Treating an individual unfavorably or taking adverse employment or educational action because of someone's filing of a complaint under this Policy or exercise of any right or privilege afforded under these procedures or Title IX; and

Promising benefits or favorable treatment in exchange for sexual acts or favors.

The examples set forth herein are not inclusive and merely being provided to alert individuals about the types of conduct that is prohibited. As noted herein, any form of Sexual Misconduct is prohibited.

## Section 5. Complaint Process and Applicable Procedures for Students

NFCC is committed to the prompt and equitable resolution of student and employee complaints of Sexual Misconduct. As part of the resolution process, NFCC will provide for adequate, reliable, and impartial investigations of all complaints which include the opportunity for both the complainant and respondent to present witnesses and evidence. Complainants seeking to file a complaint involving Sexual Misconduct should follow the procedures outlined in the sections below.

### a. Filing a Complaint with NFCC

Complainants should be aware that in addition to filing a complaint with NFCC involving allegations of Sexual Misconduct, they may also file complaints with local law enforcement and are certainly encouraged to do so. Students and employees may file complaints against other students, employees, or third parties. Complaints against third parties will be handled if the allegations set forth in the complaint arose during a program or activity related to NFCC. NFCC does not limit the timeframe within which an individual must file a complaint; however, individuals should file complaints as promptly as possible. Any unnecessary delay in filing may impact the ability to gather evidence and address the incident. NFCC will also be limited in applying its disciplinary procedures against individuals who graduate or leave the employment of NFCC.

NFCC may also choose to independently initiate an investigation if it learns of acts which suggest an act of Sexual Misconduct or violation of these procedures Policy occurred even if a formal complaint is not filed. NFCC may also notify local law enforcement.

Complaints involving Sexual Misconduct should be filed with NFCC's Title IX Coordinator or Deputy Title IX Coordinator as follows:

Title IX Coordinator	Deputy Title IX Coordinator
<p style="text-align: center;">Tyler Coody 325 NW Turner Davis Drive Building 12, Room 128B Madison, FL 32340 850-973-1639 coodyt@nfcc.edu</p>	<p style="text-align: center;">Jhan Reichert 325 NW Turner Davis Drive Building 4, Room 102 Madison, FL 32340 850-973-9485 reichertj@nfcc.edu</p>

Anonymous complaints may be made through NFCC's Silent Witness Program ("Silent Witness"). Silent Witness allows concerned NFCC members to report information about campus safety issues to The College and University Behavioral Intervention Team (CUBIT) anonymously. 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 you submit will be handled confidentially with the purpose of assisting the student, faculty or staff person you have named. Individuals anonymously reporting an act of Sexual Misconduct through Silent Witness are advised that NFCC will be limited in its ability to respond as it will be unable to communicate with the complainant. NFCC may also need to contact local law enforcement based on the details contained in an anonymous complaint made to Silent Witness.

If an individual elects to disclose concerns involving Sexual Misconduct to an NFCC employee other than those identified hereinabove, such employees have a responsibility to report the concerns to the Title IX Coordinator. Failure of any employee to report concerns of Sexual Misconduct to the Title IX Coordinator are subject to termination from employment.

## b. Requests for Informal Resolution or to Withdraw a Complaint

**Requests for Informal Resolution** – Complainants may request an informal resolution when reporting an act of Sexual Misconduct or during the investigation and resolution process. NFCC’s Title IX Coordinator will determine whether the nature and severity of the alleged act of Sexual Misconduct may be appropriately addressed through an informal resolution. The Title IX Coordinator will take into consideration the severity of the act and the possible risk the respondent poses to the NFCC community. If the complainant requests informal resolution and the Title IX Coordinator determines that an informal resolution is appropriate, the Title IX Coordinator will refer the matter to the Deputy Title IX Coordinator. The Deputy Title IX Coordinator will interview the complainant and respondent, gather relevant information, implement any appropriate protective measures, and attempt to assist the complainant and respondent in reaching a mutually agreeable resolution to the complaint.

Complainants may withdraw their request for informal resolution at any time. If a request is withdrawn, the formal investigation and resolution process will re-initiate.

**Requests to Withdraw a Complaint** - Complainants who choose to withdraw their complaint or discontinue the resolution process may make such requests in writing to the Title IX Coordinator. Individuals are advised that requesting that a complaint be withdrawn may limit NFCC’s ability to address the issues set forth in the complaint. Upon receipt of a request that a complaint be withdrawn, NFCC’s Title IX Coordinator will consider the following:

1. The nature and seriousness of the allegations set forth in the complaint;
2. Whether the respondent has been the subject of past complaints;
3. The potential harm that may result if the complaint is withdrawn;
4. Whether a safe and non-discriminatory environment will exist at NFCC if the complaint is withdrawn; and
5. The rights of those involved, including the right of the respondent to receive notice of the allegations as required by the Family Educational Rights and Privacy Act (“FERPA”) and other applicable laws.

Complainants should be aware that NFCC has a responsibility to investigate and take action when it becomes aware of information that suggests violations of Title IX are occurring at NFCC. Thus, NFCC may choose to continue its investigation or notify law enforcement if necessary to comply with Title IX.

## c. Privacy and Confidentiality

If a complainant requests that his or her name not be revealed to the respondent or asks that NFCC not investigate or seek action against the respondent, NFCC will inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the respondent. NFCC will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students and employees, including the individual who reported the Sexual Misconduct. NFCC’s Title IX Coordinator will evaluate confidentiality requests.

There are situations in which NFCC must override an individual’s request for confidentiality in order to meet its Title IX obligations. Factors that will be considered when weighing an individual’s request for confidentiality include, but are not necessarily limited to, the following:

1. Circumstances that suggest there is an increased risk of the respondent committing additional acts of Sexual Misconduct;
2. Whether there have been other sexual violence complaints about the same respondent;
3. Whether the respondent has a history of arrests or records from a prior school indicating a

history of violence;

4. Whether the respondent threatened further sexual violence or other violence against the victim or others, and whether the sexual violence was committed by multiple respondents;
5. Circumstances that suggest there is an increased risk of future acts of sexual violence under similar circumstances (examples include, but are not limited to, whether the victim's report reveals a pattern of perpetration or whether the circumstances involved illicit use of drugs or alcohol at a given location or by a particular group);
6. Whether the sexual violence was perpetrated with a weapon;
7. The age of the victim subjected to the sexual violence; and
8. Whether NFCC possesses other means to obtain relevant evidence (e.g., security cameras, physical evidence, or through individuals).

If NFCC determines that it can respect a request not to disclose a complainant's identity to the respondent, it will take all reasonable steps to respond to the complaint consistent with the request. Although an individual's request to have his or her name withheld may limit NFCC's ability to respond fully to an individual allegation, other means may be available to address the Sexual Misconduct.

#### **d. Retaliation**

Title IX includes protections against retaliation. NFCC will take steps to prevent retaliation and strong responsive action if it occurs including, but not limited to, termination from employment or dismissal from NFCC. This includes retaliatory actions taken by NFCC employees and officials. If NFCC becomes aware of possible retaliation by other students, employees, or third parties, including threats, intimidation, coercion, or discrimination (including harassment), it will take immediate and appropriate steps to investigate or otherwise determine what occurred.

#### **e. Procedures Upon Receipt of a Complaint**

NFCC's Title IX Coordinator is the individual responsible for overseeing the handling of all complaints involving Sexual Misconduct. If the Title IX Coordinator is the subject of the complaint, the Deputy Title IX Coordinator or Dean of Student Services will oversee the handling the complaint. The Title IX Coordinator's duties upon receipt or report of a complaint of Sexual Misconduct include, but are not limited to, the following:

1. Assigning and/or retaining a Title IX Investigator after consultation with NFCC's senior management;
2. Assigning responsibilities to the Deputy Title IX Coordinator;
3. Ensuring that a prompt, fair and impartial investigation is conducted;
4. Ensuring that a prompt, fair and impartial resolution of the complaint of Sexual Misconduct; and
5. Communicating and coordinating with local law enforcement if necessary.

NFCC's Title IX Coordinator and others handling disciplinary proceedings involving allegations of Sexual Misconduct will receive required training under Title IX, including on issues related to prevention and compliance.

The same rights afforded to the complainant during the investigation and hearing process will be afforded to the respondent.

Absent unique or extenuating circumstances, including delays attributable to voluntary participation

in the informal resolution process, NFCC's investigation (including the hearing) and resolution of complaints involving Sexual Misconduct will be completed within **sixty (60) calendar days** from the date of receipt of the complaint.

### **Phase 1 - The Investigation**

NFCC's investigation is designed to resolve complaints in a prompt, fair and impartial manner. The purpose of the investigation and any subsequent hearing or decision is to determine: (1) whether or not the conduct occurred; and (2) if the conduct occurred, what actions NFCC will take to end the Sexual Misconduct, eliminate the hostile environment, and prevent its recurrence, which may include imposing sanctions on the respondent and providing remedies for the complainant and broader student population. NFCC's investigation will include the opportunity for both parties to present witnesses and other evidence. Since instances of Sexual Misconduct may include possible criminal issues, NFCC will, to the extent possible, coordinate with any other ongoing NFCC or criminal investigations of the incident and establish appropriate fact-finding roles for each investigator.

At the onset of the investigation, the Title IX Coordinator shall assign a neutral investigator after consultation with NFCC's senior management and provide the investigator with a copy of the complaint, unless it is evident from the complaint that it does not fall within the confines of these procedures. In such a case, the Title IX Coordinator will meet separately with the complainant and respondent to advise them of the decision and the next steps involving the complaint.

If the complaint is ultimately forwarded to the investigator because it falls within the confines of these procedures, the contact information of the investigator shall be provided to the complainant and respondent. The complainant and respondent must notify the Title IX Coordinator within three (3) business days if there is any conflict of interest with the investigator. The Title IX Coordinator will determine whether a conflict exists and, if so, shall assign a different individual to serve as the investigator.

The Title IX Coordinator and/or Deputy Title IX Coordinator shall meet separately with the complainant and respondent as soon as possible after a complaint is received. During the meetings, the Title IX Coordinator and/or Deputy Title IX Coordinator will:

1. provide the parties with a copy of NFCC's Title IX Policy and Procedures;
2. explain the investigative and hearing process;
3. address concerns with confidentiality and rights of each party;
4. identify whether either party is interested in an informal resolution of the complaint;
5. explain the role of the Title IX Coordinator and Deputy Title IX Coordinator;
6. identify available protective measures for the complainant, interim accommodations for the respondent, and available counseling for the complainant and respondent; and
7. provide the respondent with the name of the complainant (or victim if the complainant is not the victim)(unless confidentiality is requested and deemed appropriate by NFCC), the date of the alleged incident, and details regarding the alleged incident.

The complainant and respondent may be accompanied at any meeting during the investigation with a representative, including legal counsel; however, any such individual must be retained by the party at their own cost. NFCC will make available advisors to each party if requested. Representatives and legal counsel are prohibited from participating in or interfering with NFCC's investigation.

NFCC's investigation of any complaint received pursuant to this policy will include, but is not necessarily limited to, the following:

1. conducting interviews of the complainant, the respondent, and any witnesses;



2. reviewing law enforcement investigation documents, if applicable;
3. reviewing student and personnel files;
4. reviewing electronic communications; and
5. gathering and examining other relevant documents or evidence.

During the course of an investigation it is possible that information may become known by the Title IX Coordinator or investigator that leads to a reasonable belief that an immediate and substantial threat exists to the NFCC community (including the complainant or respondent). When such situations arise, the following interim actions may be taken:

1. Student Perpetrators –
  - (a) Immediate restriction on campus access by the Director of Campus Safety and Security or his/her designee until such time as the Final Outcome of Complaint of Sexual Misconduct is issued.
  - (b) Immediate, temporary suspension by the Director of Campus Safety and Security or his/her designee when information is known which demonstrates that the respondent is an immediate and substantial threat to the NFCC community.
2. Employee Perpetrators –
  - (a) Immediate restriction on campus access by the Director of Campus Safety and Security or his/her designee until such time as the Final Outcome of Complaint of Sexual Misconduct is issued.
  - (b) Immediate reassignment or placement on administrative leave with pay by the Executive Director of Human Resources or his/her designee when information is known which demonstrates that the respondent is an immediate and substantial threat to the NFCC community.
3. Challenges to Interim Actions Taken when an Immediate and Substantial Threat is Reasonably Believed to Exist -
  - (a) Any student or employee who wishes to challenge interim actions taken when it is determined that an immediate and substantial threat is reasonably believed to exist may do so by appealing in writing to the Dean of Academic Affairs or his/her designee
  - (b) The Dean of Academic Affairs or his/her designee will consider the appeal and issue a decision in writing to the appellant within two (2) business days. The decision of the Dean of Academic Affairs is final and not subject to further challenge.

## **Phase 2 - The Conclusion of the Investigation**

The investigator will prepare a report at the conclusion of his or her investigation that contains, at a minimum, any summaries of interviews, summaries and copies of documents contained (hard copy and electronic), a timeline of events, and an opinion regarding his or her interpretation of the events. The final investigative report will be provided to the Title IX Coordinator who will then contemporaneously provide copies to the complainant, victim, and respondent.

## **Phase 3 – The Hearing**

Within three (3) business days of providing a copy of the final investigative report to the complainant, victim, and respondent, the Title IX Coordinator will provide the parties with a written Notice of Hearing advising the parties of the date, time, and location of the hearing, which will typically be held within ten (10) business days of the date of the Notice of Hearing.

The hearing will be conducted by a three (3) person hearing panel ("Hearing Panel") comprised of two (2) faculty and or staff members and one (1) student. The Notice of Hearing shall identify the individuals serving on the Hearing Panel. The parties shall have two (2) business days from receipt of the Notice of Hearing to challenge the participation of any panelist if a perceived conflict of interest exists. The Title IX Coordinator shall make the determination as to whether any panelist should be replaced.

No later than five (5) business days before the hearing, the parties shall be provided with hearing materials consisting of the investigative report and any subsequent findings or communication from the parties or NFCC. If the complainant or respondent desire to submit additional information in writing to the hearing panel, it must be provided no less than two (2) business days before the hearing to the panel and the opposing party.

The applicable standard of evidence in hearings under these procedures is "preponderance of evidence." "Preponderance of evidence" means the greater weight of the evidence or evidence that more likely than not tends to prove a certain proposition.

The complainant and respondent are permitted, but not required, to attend the hearing. If requested by either party, the complainant and the respondent do not have to be present in the same room at the same time.

During the hearing, each party shall have the following rights:

1. Each party shall have an equal opportunity to present relevant witnesses and other evidence;
2. Each party shall have the opportunity to cross examine witnesses; however, neither the complainant nor the respondent are permitted to personally question or cross-examine each other or any witnesses. The parties may submit questions to the Hearing Panel to ask questions on their behalf;
3. Each party may be represented by legal counsel or a representative at the hearing; however, representatives and counsel are not permitted to argue or speak to the Hearing Panel or witnesses during the hearing. If either party is represented by legal counsel, NFCC reserves the right to have its legal counsel present; and
4. Each party may submit third-party testimony.

The hearing will begin with an introduction by all Hearing Panel members. The hearing will then proceed as follows:

1. The Hearing Panel shall provide an overview of the process;
2. Opening statement from the complainant;
3. Opening statement from the respondent;
4. Testimony and witnesses by or on behalf of the complainant, including cross examination;
5. Testimony and witnesses by or on behalf of the respondent, including cross examination;
6. Closing comments from the complainant;
7. Closing comments from the respondent; and
8. The Chair of the Hearing Panel shall provide closing remarks.

Hearing Panel members are free to question either party or any witnesses at any time during the proceedings.

Questioning about the complainant's sexual history with anyone other than the respondent is not permitted.

#### Phase 4 – The Hearing Decision

The Hearing Panel will determine if any sanctions are necessary based on a majority vote. The complainant and respondent will receive written notification of the Final Decision of Complaint of Sexual Misconduct no later than five (5) business days from the date the hearing is concluded. The decision will be provided contemporaneously to the parties. The timelines set forth herein may be extended upon a showing of good cause. Any requests for an extension of these timeframes must be submitted in writing to the Title IX Coordinator who will approve or deny the request for extension within two (2) business days.

The Final Decision of Complaint of Sexual Misconduct will:

1. Inform the parties as to whether or not the Hearing Panel found that the alleged conduct occurred;
2. Include information regarding any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant; however, the respondent will not be notified of the individual remedies offered or provided to the complainant. and
3. Inform the parties of other steps NFCC has taken to eliminate the hostile environment, if one is found to exist, and prevent recurrence.
4. Remedial action may include, but is not limited to, disciplinary action against the respondent (including termination from employment or expulsion), counseling for the respondent, remedies for the complainant and others, as well as changes to NFCC's overall services or policies. NFCC will also eliminate the hostile environment (if one exists), prevent its recurrence, and, as appropriate, remedy its effects.

Remedies for the complainant may include, but are not limited to:

1. Providing an effective escort to ensure that the complainant can move safely between classes and activities;
2. Ensuring the complainant and respondent do not share classes or extracurricular activities;
3. Providing available supports such as counseling and academic support;
4. Attempts to accommodate the complainant's academic schedule and scheduling needs to the extent possible;
5. Requiring that the respondent stay away from the complainant until both parties graduate; and
6. Prohibiting the respondent from attending school for a period of time, or transferring the respondent to other classes.

Complainants will also be informed of NFCC's final determination and any disciplinary sanctions imposed on the respondent.

**Phase 5 – Appealing the Final Decision of Complaint of Sexual Misconduct**

Any party seeking to appeal the Final Decision of Complaint of Sexual Misconduct rendered following a hearing shall submit such a request in writing within five (5) business days of receipt of the decision to the President of NFCC and the appellee. The written appeal must be based on one or both of the following grounds:

1. The Hearing Panel's decision regarding whether respondent violated this policy. If appealing this decision, the appealing party must demonstrate:
  - (a) Newly discovered evidence that was not available at the time of the hearing that would have materially impacted the Hearing Panel's decision;
  - (b) Evidence of prejudice or bias on the part of a member of the Hearing Panel. This includes, but is not limited to, conflicts of interest, undue pressure or influence, or conduct that impacted the appealing party's right to a fair and impartial hearing; or
  - (c) Procedural errors that occurred during the hearing before the Hearing Panel that materially impacted the decision of the Hearing Panel.
2. The Hearing Panel's sanctions are extremely disproportionate to the magnitude of the policy violation.

The appellee shall have five (5) business days from receipt of the written appeal to submit a response to the President of NFCC and the appellant. The President of NFCC shall either (1) render a decision based on the record (the Complaint, investigative findings, the official record from the hearing before the Hearing Panel, the written appeal, and the response to the written appeal) or (2) schedule an appeal hearing to obtain additional information.

**Appeals without a Hearing** - If the President of NFCC elects to render a decision based on the record, a written Final Decision of Appeal of Complaint of Sexual Misconduct shall be issued stating his or her findings within three (3) business days of receipt of the appellee's response or, if not response is provided by the appellee, no later than ten (10) business days following receipt of the written appeal.

The decision of the President of NFCC is a final action and not subject to further review through NFCC's internal procedures.

Students subjected to suspension or expulsion may seek to externally challenge the final decision of the President in accordance with the provisions and timeframes set forth in Florida law.

**Appeals with a Hearing** - If the President of NFCC elects to schedule an appeal hearing to obtain additional information, the hearing shall be scheduled within five (5) working days of receipt of the written appeal. The hearing shall be audio recorded, and the audio recording shall serve as the official record of the hearing. The President and the parties may call witnesses to testify. During the hearing, each party shall have the following rights:

1. Each party shall have an equal opportunity to present relevant witnesses and other evidence pertaining to the appeal;
2. Each party shall have the opportunity to cross examine witnesses; however, neither the appellant nor the appellee are permitted to personally question or cross-examine each other or any witnesses. The parties may submit questions to the President to ask questions on their behalf;
3. Each party may be represented by legal counsel or a representative at the hearing; however, representatives and counsel are not permitted to argue or speak to the President or witnesses during the hearing. If either party is represented by legal counsel, NFCC reserves to right to have its legal counsel present; and

4. Each party may submit third-party testimony.

The hearing will proceed as follows:

1. The President shall provide an overview of the process;
2. Opening statement from the appellant;
3. Opening statement from the appellee;
4. Testimony and witnesses by or on behalf of the appellant, including cross examination;
5. Testimony and witnesses by or on behalf of the appellee, including cross examination;
6. Testimony and witnesses called by the President, including cross examination of witness from appellant and appellee;
7. Closing comments from the appellant;
8. Closing comments from the appellee; and
9. The President may provide closing remarks.

The President is free to question either party or any witnesses at any time during the proceedings. Questioning about the complainant's sexual history with anyone other than the respondent is not permitted.

Within five (5) working days from the date of the appeal hearing, the President will render a written Final Decision of Appeal of Complaint of Sexual Misconduct.

The decision of the President of NFCC is a final action and not subject to further review through NFCC's internal procedures.

Students subjected to suspension or expulsion may seek to externally challenge the final decision of the President in accordance with the provisions and timeframes set forth in Florida law.

#### **f. Protective Measures for Victims**

Title IX requires NFCC to take steps to ensure equal access to its education programs and activities and protect the complainant as necessary, including taking interim measures before the final outcome of an investigation. NFCC will take these steps promptly once it has notice of a Sexual Misconduct allegation and will provide the complainant with periodic updates on the status of the investigation.

Complainants will be notified of their options to avoid contact with the respondent. NFCC will notify the complainant of his or her Title IX rights and any available resources and the right to report a crime to campus security or local law enforcement.

## Section 6. Complaint Process and Applicable Procedures for Employees

The procedures set forth in **Section 5** shall apply equally to students and employees with certain exceptions. Specifically, employees who file complaints against other employees or employees who are the subject of complaints from students under these Procedures will not follow the same processes as is set forth in **Phases 1 through 5 of Section 5**. The follow procedures shall apply:

### Phase 1 - The Investigation

NFCC's investigation is designed to resolve complaints in a prompt, fair and impartial manner. The purpose of the investigation and any subsequent hearing or decision is to determine: (1) whether or not the conduct occurred; and (2) if the conduct occurred, what actions NFCC will take to end the Sexual Misconduct, eliminate the hostile environment, and prevent its recurrence, which may include imposing sanctions on the respondent and providing remedies for the complainant and broader NFCC population. NFCC's investigation will include the opportunity for both parties to present witnesses and other evidence. Since instances of Sexual Misconduct may include possible criminal issues, NFCC will, to the extent possible, coordinate with any other ongoing NFCC or criminal investigations of the incident and establish appropriate fact-finding roles for each investigator.

At the onset of the investigation, the Title IX Coordinator shall assign a neutral investigator after consultation with NFCC's senior management and provide the investigator with a copy of the complaint, unless it is evident from the complaint that it does not fall within the confines of these procedures. In such a case, the Title IX Coordinator will meet separately with the complainant and respondent to advise them of the decision and the next steps involving the complaint.

If the complaint is ultimately forwarded to the investigator because it falls within the confines of these procedures, the contact information of the investigator shall be provided to the complainant and respondent. The complainant and respondent must notify the Title IX Coordinator within three (3) business days if there is any conflict of interest with the investigator. The Title IX Coordinator will determine whether a conflict exists and, if so, shall assign a different individual to serve as the investigator.

The Title IX Coordinator and/or Deputy Title IX Coordinator shall meet separately with the complainant and respondent as soon as possible after a complaint is received. During the meetings, the Title IX Coordinator and/or Deputy Title IX Coordinator will:

1. provide the parties with a copy of NFCC's Title IX Policy and Procedures;
2. explain the investigative process;
3. address concerns with confidentiality and rights of each party;
4. identify whether either party is interested in an informal resolution of the complaint;
5. explain the role of the Title IX Coordinator and Deputy Title IX Coordinator;
6. identify available protective measures for the complainant, interim accommodations for the respondent, and available counseling for the complainant and respondent; and
7. provide the respondent with the name of the complainant (or victim if the complainant is not the victim)(unless confidentiality is requested and deemed appropriate by NFCC), the date of the alleged incident, and details regarding the alleged incident.

The complainant and respondent may be accompanied at any meeting during the investigation with a representative, including legal counsel; however, any such individual must be retained by the party at their own cost. Representatives and legal counsel are prohibited from participating in or interfering with NFCC's investigation.



NFCC's investigation of any complaint received pursuant to this policy will include, but is not necessarily limited to, the following:

1. conducting interviews of the complainant, the respondent, and any witnesses;
2. reviewing law enforcement investigation documents, if applicable;
3. reviewing student and personnel files;
4. reviewing electronic communications; and
5. gathering and examining other relevant documents or evidence.

During the course of an investigation it is possible that information may become known by the Title IX Coordinator or investigator that leads to a reasonable belief that an immediate and substantial threat exists to the NFCC community (including the complainant or respondent). When such situations arise, the following interim actions may be taken:

1. Student Perpetrators –
  - (a) Immediate restriction on campus access by the Director of Campus Safety and Security or his/her designee until such time as the Final Outcome of Complaint of Sexual Misconduct is issued.
  - (b) Immediate, temporary suspension by the Director of Campus Safety and Security or his/her designee when information is known which demonstrates that the respondent is an immediate and substantial threat to the NFCC community.
2. Employee Perpetrators –
  - (a) Immediate restriction on campus access by the Director of Campus Safety and Security or his/her designee until such time as the Final Outcome of Complaint of Sexual Misconduct is issued.
  - (b) Immediate reassignment or placement on administrative leave with pay by the Executive Director of Human Resources or his/her designee when information is known which demonstrates that the respondent is an immediate and substantial threat to the NFCC community.
3. Challenges to Interim Actions Taken when an Immediate and Substantial Threat is Reasonably Believed to Exist -
  - (a) Any student or employee who wishes to challenge interim actions taken when it is determined that an immediate and substantial threat is reasonably believed to exist may do so by appealing in writing to the Dean of Academic Affairs or his/her designee
  - (b) The Dean of Academic Affairs or his/her designee will consider the appeal and issue a decision in writing to the appellant within two (2) business days. The decision of the Dean of Academic Affairs is final and not subject to further challenge.

**Phase 2 - The Conclusion of the Investigation**

The investigator will prepare an Investigative Report at the conclusion of his or her investigation that contains, at a minimum, any summaries of interviews, summaries and copies of documents contained (hard copy and electronic), a timeline of events, an opinion regarding his or her interpretation of the events, and whether a violation of Title IX occurred (as determined by the preponderance of evidence). "Preponderance of evidence" means the greater weight of the evidence or evidence that more likely than not tends to prove a certain proposition. The Investigative Report will be provided to the Title IX Coordinator who will then contemporaneously provide copies to the complainant, victim, and respondent.

The President of NFCC shall also receive a copy of the Investigative Report. The President of NFCC shall take action on the Investigative Report unless an appeal is timely filed in accordance with Phase 3 below. If an appeal is not timely filed and, if employee discipline is warranted, NFCC's policies on employee discipline and any applicable State Board of Education rules shall be applied.

The respondent will not be notified of the individual remedies offered or provided to the complainant. Remedial action may include, but is not limited to, disciplinary action against the respondent (including termination from employment), counseling for the respondent, remedies for the complainant and others, as well as changes to NFCC's overall services or policies. NFCC will also eliminate the hostile environment (if one exists), prevent its recurrence, and, as appropriate, remedy its effects.

Remedies for the complainant may include, but are not limited to:

1. Providing an effective escort to ensure safety;
2. Ensuring the complainant and respondent do not share the same area in the workplace;
3. Providing available supports;
4. Reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined;
5. Requiring that the respondent stay away from the complainant within NFCC's jurisdiction; and
6. Prohibiting the respondent from attending work for a period of time or transferring the respondent to another workplace within NFCC.

Complainants will also be informed of NFCC's final determination and any disciplinary sanctions imposed on the respondent.

**Phase 3 – Appeal of Investigator's Findings**

Either party may elect to appeal the investigator's findings by submitting an appeal in writing to the Title IX Coordinator, the President of NFCC, and the appellee no later than five (5) business days from the date of receipt of the Investigative Report. The written appeal must address the findings and the basis of the appeal. The appellee shall have five (5) business days from receipt of the written appeal to submit a response to the Title IX Coordinator, the President of NFCC, and the appellant. The President of NFCC shall issue a written decision regarding the appeal stating his or her findings within three (3) business days of receipt of the appellee's response or, if not response is provided by the appellee, no later than ten (10) business days following receipt of the written appeal. The President of NFCC's decision will be provided to the Title IX Coordinator, appellant, and appellee.

**Phase 4 – Discipline Following Appeal**

If discipline is warranted after consideration of an appeal by the President, such discipline will be handled in accordance with NFCC's policies on employee discipline and any applicable State Board of Education rules.

### **a. Protective Measures for Victims**

Title IX requires NFCC to take steps to ensure equal access to its education programs and activities and protect the complainant as necessary, including taking interim measures before the final outcome of an investigation. NFCC will take these steps promptly once it has notice of a Sexual Misconduct allegation and will provide the complainant with periodic updates on the status of the investigation.

Complainants will be notified of their options to avoid contact with the respondent and modify the working situation as appropriate. NFCC will notify the complainant of his or her Title IX rights and any available resources and the right to report a crime to campus security or local law enforcement.

## **Section 7. Training**

To promote a positive working and learning environment free of Sexual Misconduct, NFCC will publish this policy on its website, in the Student Handbook, in the Faculty Handbook, and at student and new employee orientation. The Title IX Coordinator and other designated employees will receive training as required under Title IX, including on issues pertaining to prevention and compliance.

## Section 8. Counseling, Advocacy, Campus Support, and Local Law Enforcement Agencies

NFCC provides victims (students and employees) of dating violence, domestic violence, sexual assault or stalking with written information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available, both within NFCC and the community. As of the submission of this report, current available resources include the following:

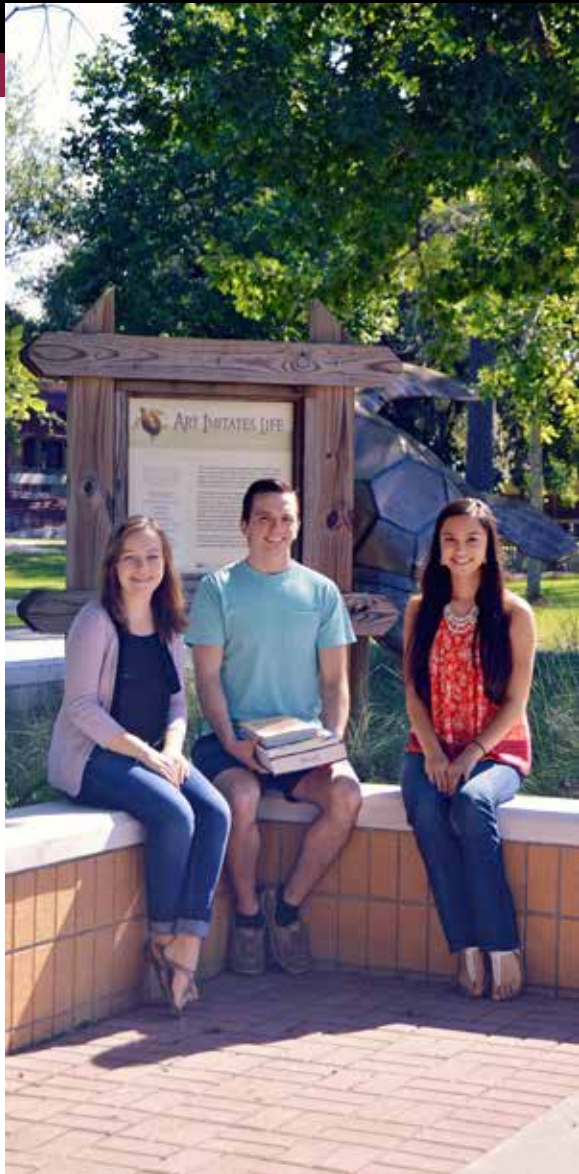
<b>City of Madison Police Department Dispatch</b>	823 SW Pinckney St Madison, FL 32340 Dispatch: (850) 973-4001 (Select Option 1) Office: (850) 973-5077	Provides law enforcement and other assistance to students and employees who report dating violence, domestic violence, sexual assault or stalking.
<b>NFCC Campus Security</b>	325 NW Turner Davis Drive Madison, FL 32340 (850) 973-0280	Provides assistance to students and employees who report dating violence, domestic violence, sexual assault or stalking.
<b>Madison County Memorial Hospital</b>	224 NW Crane Ave Madison, FL 32340 (850) 973-2271	Provides medical assistance 24-hours per day, 7 days per week.
<b>Refuge House (Madison)</b>	Toll-Free: 1-800-500-1119 (Domestic Violence) Toll-Free: 1-888-956-7273 (Sexual Assault) www.refugehouse.com	Serves all people affected by domestic violence and sexual assault across the eight counties of the Big Bend. Refuge House offers support and resources to people who have been hurt by abuse or violence.
<b>Three Rivers Legal Services, Inc.</b>	334 NW Lake City Avenue Lake City, FL 32055 (386) 752-5960 www.trls.org	Works with shelters and victims' advocates at law enforcement agencies to help survivors of intimate partner violence (domestic violence). Three Rivers Legal Services, Inc. is a local, non-profit corporation which provides free civil legal services to low-income, eligible clients in seventeen counties throughout North Florida.
<b>U.S. Citizenship and Immigration Services - Jacksonville Field Office</b>	4121 Southpoint Blvd Jacksonville, FL 32216 (800) 375-5283	Provides citizenship and immigration information.
<b>Financial Aid Department at North Florida Community College</b>	325 NW Turner Davis Drive Madison, FL 32340 (850) 973-1621	Provide information about financial aid and necessary resources to successfully apply for and receive financial assistance.
<b>Title IX Coordinator Tyler Coody</b>	325 NW Turner Davis Dr. Building 12, Room 128B Madison, FL 32340 850-973-1639 coodyt@nfcc.edu	Responsible for coordinating NFCC's compliance with Title IX and this policy.
<b>Deputy Title IX Coordinator Jhan Reichert</b>	325 NW Turner Davis Dr. Building 4, Room 102 Madison, FL 32340 850-973-9485 reichertj@nfcc.edu	Responsible for assisting the Title IX Coordinator with coordinating NFCC's compliance with Title IX and this policy.

NFCC will provide written notification to victims about options and available assistance. NFCC will make accommodations determined to be necessary and appropriate if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Additionally, when a student or employee reports that they have been the victim of dating violence, domestic violence, sexual assault, or stalking, regardless of the location of the offense, NFCC will provide a written explanation of the student's or employee's rights and options. NFCC will also provide victims with information regarding the following:

1. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
2. Information about how NFCC will protect the confidentiality of victims and other necessary parties;
3. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within NFCC and in the community;
4. Written notification to victims about options for, available assistance in, and how to request changes to academic and working situations or protective measures. If requested by a victim and if they are reasonable and available, NFCC will make such accommodations or provide such protective measures; and
5. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

# ACADEMICS



## TRANSFORM YOUR LIFE

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## Academic Regulations

### Student Responsibility

A student who registers at North Florida Community College must accept the rules and regulations of the College, which may be changed as circumstances make changes desirable or necessary. Although prior notice of changes will not be given on an individual basis, any such changes are subsequently published. 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 NFCC standards. As referenced in the Student Code of Conduct, NFCC does not condone student dishonesty in any form, including academic dishonesty. If a student copies information without documentation, copies the work of another student or allows his/her work to be used by other students, he/she should expect consequences consistent with the NFCC policy on academic dishonesty. Generally, 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 inquiry frequently requires independent effort in sustained critical thinking. The principles of academic freedom outlined below are essential to students' 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 and support for causes may be expressed publicly and privately as long as such expression is orderly and causes no 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. The Student Government Association is the only recognized 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 procurement of facilities and provision of security.

### Academic Dishonesty

NFCC is committed to the concept of offering a high quality educational experience to every student. The College strives to build meaningful and productive relationships with students, and the expectation of honesty and effort is the foundation of that relationship. NFCC students are expected to commit themselves to the highest standards of honesty in all their academic endeavors. Any violation of that expectation is considered a serious offense against the principles and objectives 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/her instructors and may also cast doubt on all of the student's academic efforts.

## 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. Examples of cheating include the following:

  - Copying another student's test or homework assignment.
  - Allowing another student to copy from a test or homework assignment.
  - Using unauthorized sources of information 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, ideas, images, or opinions 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 proper academic practice in every field of study requires appropriate acknowledgment of source materials and persons. Examples of plagiarism include the following:

  - Using another person's words, data, ideas, images, or opinions, even if completely paraphrased, without proper citation.
  - Submitting as one's own a paper purchased from a term paper service.
  - Failing to accurately document online information.
  - Submitting anyone else's paper as one's own work.
  - Submitting one's own previously submitted work without current instructor's permission (classified as *self-plagiarism*).
  
- 3. Collusion** occurs when two or more students work together on any project or assignment for which working together is prohibited, or when two or more students conspire to violate the expectations of academic honesty. Examples of collusion include the following:

  - Working together on take-home or online writing assignments or exams when students are instructed to work independently.
  - 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. Examples of academic misconduct include the following:

  - Falsifying academic records.
  - Using unfair academic advantage such as submission of the same written assignment for two courses or for additional assignment attempts within the same course 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 led 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
  - Be 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
  - Be immediately withdrawn from NFCC and placed on suspension for the current term and the next full term
  - Serve one full semester on probation upon return to NFCC.

The pressure to maintain good grades while juggling school, work, and personal responsibilities can be tremendous. However, academic dishonesty is never worth the risk. Students who need more information about academic dishonesty or have questions or concerns about any of the issues discussed here should seek assistance from their instructors or the Office of Academic Affairs.

## Attendance Policy

Regular and consistent attendance facilitates student success. Students are responsible for material covered during their absence. Students should refer to the relevant instructor's syllabus for his/her specific policy for missed work. If there is no verifiable participation within the first week of the term, a student will be dropped from the class for nonattendance. This includes classes delivered in face-to-face, online or hybrid format. See instructor policy in the relevant course syllabus.

## Prerequisites

Many courses require students 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 college credit generally is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction.

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, II and III.
2. The average load is 15-17 credit hours for Terms I, II and III. The maximum load is 18 semester hours for Terms I, II and III.
3. An overload is defined as more than 18 semester hours per term. A student wishing to register for more than 18 credit 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. Vocational Program clock hours may vary. Check desired program in catalog for total clock 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" that remains at the end of the term following the semester in which the "I" grade was received will be changed to "F" unless the instructor grants the student an extension. Instructors must send 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 for graduation is computed on the summation of all the courses taken at NFCC. When a student repeats

<b>GRADE POINT SYSTEM</b>	
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

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-semester enrollment in the course in which the insufficient grade was earned. Upon receiving a grade of "C" or better, the passing grade 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 rate 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. Students may 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) working 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 Dean of Academic Affairs 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 Dean of Academic Affairs. Such an appeal must be presented via a written petition within five (5) working 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 Student 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) working days describing his/her viewpoint and any information deemed pertinent..
5. 5.After careful review of all pertinent documents and discussions with involved parties, the Dean of Academic Affairs shall render a decision relative to the student appeal. The appeal decision shall be rendered and communicated to involved parties within ten (10) working days after receipt of all pertinent documents from the student and instructor.

The decision of the Dean of Academic Affairs is final.

### Academic Honors

#### President's List

The President's List 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 or higher for at least twelve (12) college credit hours of course work.

#### Academic Dean's List

The Dean's List 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 inclusive for at least twelve (12) college credit hours of course work.

### Graduation Honors

Grade Point Average	Baccalaureate Degree	Associate in Arts Degree	Associate in Science Degree	Career and Technical Education Certificates, College Credit Certificates and Applied Technology Diploma
	Included in calculation of graduation honors	Included in calculation of graduation honors	Included in calculation of graduation honors	Included in calculation of graduation honors
	A minimum of 32 credit hours must be completed at NFCC	A minimum of 33 credit hours must be completed at NFCC	A minimum of 33 credit hours must be completed at NFCC	Total hours toward program
3.30 to 3.49	Cum Laude	Cum Laude	Cum Laude	Honors
3.50 to 3.74	Magna Cum Laude	Magna Cum Laude	Magna Cum Laude	High Honors
3.75 to 4.00	Summa Cum Laude	Summa Cum Laude	Summa Cum Laude	Highest Honors



## Academic Probation

A student is placed on academic probation at the end of any term wherein his/her cumulative GPA is less than 2.0 ("C") 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.

A student placed on academic probation or a student placed on continued academic probation is restricted to enrolling in no more than thirteen semester hours during any 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 the term of readmission. 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 the following:
  - (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 the term of readmission.

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 the term of readmission.

### 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, dynamic world. These include the following:

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

Courses included in the general education component of each degree program are designed to facilitate student attainment of one or more of the general education competencies listed above. Course syllabi clearly list student learning outcomes expected in each course. Course assignments and examinations are tools to measure levels of student competency in the learning outcomes identified. Course grades may also be 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 continues to establish 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.



*NFCC Allied Health students volunteer at the Community Health Fair in Madison.*

# ACADEMIC PROGRAMS



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## Associate in Arts Degree - A.A.

### University Parallel Transfer

North Florida Community College offers a two-year program leading to the Associate in Arts (A.A.) degree. This program 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 to 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 within 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. It is the student's responsibility to meet with an advisor to plan his/her program of study at NFCC. Associate in Science degree program lengths vary according to State Board of Education Mandate. In general, A.S. degrees 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 Florida Virtual Campus, a statewide hub of education services for students, at [www.flvc.org](http://www.flvc.org). Early selection of a major and transfer institution is important. Limited access majors require applicants to meet admission and course requirements before being admitted. In addition, applicants may be required to submit test results from the ACT, AHPAT, PCAT or VCAT.

### Associate in Arts Transfer Guarantee

Graduates from any Florida College System institution's 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) credit 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 Florida College System institution 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. Advanced knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

### Foreign Language Competency

Associate in Arts degree-seeking students entering Fall Term 2014 and thereafter will be required to demonstrate foreign language competency. For more information, consult an academic advisor.



## General Education Requirements for the Associate in Arts Degree

Program Code 1001

CIP 24.0101

**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. **Gordon Rule courses are designated below by "(GR)" following the course title.**

**Florida General Education Core** (State Rule 6A-14.0303) requires that, prior to the award of the Associate in Arts degree, first time in college students entering a Florida College System institution in Fall Term 2015, and thereafter, must complete at least one (1) Florida General Education Core course from each of the general education areas. **All course options that meet the Florida General Education Core requirement are designated by "\*" preceding the course prefix and number.**

Students must complete at least one Florida General Education Core course (designated with "\*") from each General Education area, a minimum of 6 hours from each General Education area and a total of 36 hours of General Education. **Once the minimum of 6 credit hours is met for each General Education area, additional General Education credit hours may be taken from any of the General Education areas to reach a total of 36 credit hours.** Any General Education credit hours completed above the required 36 credit hours will count as elective credits toward the A.A. degree.

### COMMUNICATION .....Minimum of 6 Credit Hours

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

- \* ENC 1101 Freshman English I **(GR)**
- ENC 1102 Freshman English II **(GR)**
- CRW 2001 Introduction to Creative Fiction and Poetry **(GR)**

### SOCIAL SCIENCE.....Minimum of 6 Credit Hours

- |            |                              |          |                                  |
|------------|------------------------------|----------|----------------------------------|
| * AMH 2020 | American History II          | AMH 2091 | African-American History         |
| * ECO 2013 | Macroeconomics               | CCJ 1020 | Introduction to Criminal Justice |
| * POS 2041 | American National Government | DEP 2004 | Human Development                |
| * PSY 2012 | General Psychology           | ECO 2023 | Microeconomics                   |
| * SYG 1000 | Introductory Sociology       | SYG 2010 | Social Problems                  |
| AMH 1070   | History of Florida           | WOH 1012 | World History to 1600            |
| AMH 2010   | American History I           | WOH 1022 | World History Since 1600         |

### SCIENCE.....Minimum of 6 Credit Hours

The six (6) credit 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 sciences and one (1) course from the physical sciences. 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.

#### BIOLOGICAL SCIENCE

- |             |                                    |             |                               |
|-------------|------------------------------------|-------------|-------------------------------|
| * 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           | BOT 2010C   | General Botany                |
| BSC 2084C   | Essentials of Anatomy & Physiology | * EVR 1001  | Environmental Science         |
| HUN 2201    | Fundamentals of Human Nutrition    | ZOO 2010C   | General Zoology               |
| MCB 2010C   | Microbiology I                     |             |                               |



**Note:** Students will not receive Science General Education credit for both BSC 1005C and BSC 1010C. If both are taken, one course will count toward elective credit hours.

### PHYSICAL SCIENCE

* AST 1002	Introduction to Astronomy	* PHY 1020C	Fundamentals of Physics
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
CHM 2211L	Organic Chemistry II Lab		

### **MATHEMATICS.....Minimum of 6 Credit Hours**

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

* MAC 1105	College Algebra <b>(GR)</b>
MAC 1114	Trigonometry <b>(GR)</b>
MAC 2140	Precalculus <b>(GR)</b>
MAC 2233	Applied Calculus I <b>(GR)</b>
* MAC 2311	Calculus with Analytic Geometry I <b>(GR)</b>
MAC 2312	Calculus with Analytic Geometry II <b>(GR)</b>
MAC 2313	Calculus with Analytic Geometry III <b>(GR)</b>
MAP 2302	Ordinary Differential Equations <b>(GR)</b>
* MGF 1106	Math for Liberal Arts I <b>(GR)</b>
* MGF 1107	Math for Liberal Arts II <b>(GR)</b>
* STA 2023	Introductory College Statistics <b>(GR)</b>

### **HUMANITIES.....Minimum of 6 Credit Hours**

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

* ARH 2000	Humanities Art <b>(GR)</b>	ENL 2022	British Literature II <b>(GR)</b>
* HUM 1020	Introduction to Humanities <b>(GR)</b>	HUM 2210	General Humanities I <b>(GR)</b>
* LIT 1000	Introduction to Literature <b>(GR)</b>	HUM 2230	General Humanities II <b>(GR)</b>
* PHI 2010	Introduction to Philosophy <b>(GR)</b>	LIT 2110	World Literature I <b>(GR)</b>
AML 2010	American Literature I <b>(GR)</b>	LIT 2120	World Literature II <b>(GR)</b>
AML 2020	American Literature II <b>(GR)</b>	LIT 2020	Short Story <b>(GR)</b>
ENL 2012	British Literature I <b>(GR)</b>	REL 2300	Introduction to World Religion <b>(GR)</b>

**GENERAL EDUCATION TOTAL..... 36 Credit Hours**  
**ELECTIVES..... 24 Credit Hours**

**TOTAL HOURS REQUIRED: 60 Credit Hours**

**Foreign Language Competency:** Associate in Arts degree-seeking students initially entering Fall Term 2014 and thereafter are required to demonstrate foreign language competency. For more information, consult an academic advisor.

## 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 toward the baccalaureate degree. The Associate in Science Business Administration Degree is articulated statewide with all Florida State University System institutions. Other A.S. degree programs require individual institutional articulation.

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

NFCC offers the Associate in Science degree in the following programs:

- Accounting Technology
- Business Administration
- Criminal Justice Technology
- Emergency Medical Services
- Registered Nursing

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

**A.S. degree-seeking students who began their coursework in Fall Term 2015 or after and plan to transfer A.S. degree coursework to an associate in arts or baccalaureate degree program are strongly encouraged to fulfill the A.S. program's General Education Requirements with Florida General Education Core courses. (See NFCC General Education course list, pages 98-99.)**

## Associate in Science Degree: Accounting Technology

Program Code 2013

CIP 52.0302

### 60 Credit Hours

#### General Education Requirement ..... 15 Credit Hours

“\*” denotes Florida General Education Core Courses (See NFCC General Education course list, pages 98-99.)

Course #	Title	Credit Hours
* ENC 1101	Freshman English I	3
* STA 2023	Introductory College Statistics	3
* ECO 2013	Macroeconomics	3
HUMANITIES†	Any General Education Humanities Course	3
SCIENCE†	Any General Education Science Course	3

†A.S. degree-seeking students who began their coursework in Fall Term 2015 or after and plan to transfer A.S. degree coursework to an associate in arts or baccalaureate degree program are strongly encouraged to fulfill General Education Requirements for Humanities and Science with Florida General Education Core courses.

#### Professional Courses ..... 45 Credit Hours

##### Required Courses (42 Credit Hours)

ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
ACG 2100	Intermediate Accounting I	3
ACG 2110	Intermediate Accounting II	3
ACG 2450	Microcomputers in Accounting	3
BUL 2241	Legal Environment of Business	3
CGS 1100C	Computer Applications I	3
CGS 2515	Spreadsheet Applications for Business	3
* ECO 2023	Microeconomics	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
GEB 2930	Business Administration Capstone	3
MAN 2021	Principles of Management	3
OST 2335	Business Communications	3
		<b>Total: 42</b>

##### Elective Courses (Choose 3 hours from the following)

TAX 2000	Individual Income Tax	3
APA 2501	Payroll Accounting	3
		<b>Total: 3</b>

**General Education ..... 15 Credit Hours**

**Professional Courses ..... 42 Credit Hours**

**Electives ..... 3 Credit Hours**

**Total Hours Required: 60 Credit Hours**

### College Credit Certificate — Accounting Technology Management

Program Code 4023

CIP 52.0302

The purpose of this program is to prepare students with the technical knowledge and skills associated with entry-level accounting positions or supplemental training for those currently or previously employed within the field. Upon successful completion of this program, students will be prepared in the principles, theories and concepts in the preparation and maintenance of financial records, including preparation of governmental tax forms, and in the analysis of financial information for decision making within organizations.

#### Required Courses (27 Credit Hours)

ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
TAX 2000	Individual Income Tax	3
ACG 2450	Microcomputers in Accounting	3
APA 2501	Payroll Accounting	3
CGS 1100	Computer Applications I	3
CGS 2515	Spreadsheet Applications for Business	3
GEB 1011	Introduction to Business	3
OST 2335	Business Communications	3

**Total Required Courses ..... 27 Credit Hours**

### College Credit Certificate — Accounting Technology Operations

Program Code 4024

CIP 52.0302

The purpose of this program is to prepare students with the technical knowledge and skills associated with entry-level accounting positions or supplemental training for those currently or previously employed within the field. Upon successful completion of this program, students will be prepared in the principles, theories and concepts in the preparation and maintenance of financial records and in the analysis of financial information for decision making within organizations.

#### Required Courses (18 Credit Hours)

ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
ACG 2450	Microcomputers in Accounting	3
CGS 1100	Computer Applications I	3
GEB 1011	Introduction to Business	3
OST 2335	Business Communications	3

**Total Required Courses ..... 18 Credit Hours**

### College Credit Certificate — Accounting Technology Specialist

Program Code 4025

CIP 52.0302

The purpose of this program is to prepare students with the technical knowledge and skills associated entry-level accounting positions or supplemental training for those currently or previously employed within the field. Upon successful completion of this program, students will be prepared in data entry of accounting information and the preparation, presentation, and analysis of business reports.

#### Required Courses (12 Credit Hours)

ACG 2021	Introduction to Financial Accounting	3
GEB 1011	Introduction to Business	3
ACG 2450	Microcomputers in Accounting	3
OST 2335	Business Communications	3

**Total Required Courses ..... 12 Credit Hours**

**Associate in Science Degree: Business Administration**

Program Code 2001

CIP 52.0201

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

\*\* denotes Florida General Education Core Courses (See NFCC General Education course list, pages 98-99.)

<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†	Any General Education Humanities Course	3
SCIENCE†	Any General Education Science Course	3

**Total: 15**

†A.S. degree-seeking students who began their coursework in Fall Term 2015 or after and plan to transfer A.S. degree coursework to an associate in arts or baccalaureate degree program are strongly encouraged to fulfill General Education Requirements for Humanities and Science with Florida General Education Core courses.

**Professional Courses ..... 45 Credit Hours****Required Professional Courses (42 hours)**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
ACG 2450	Microcomputers in 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 1136	Introduction to E-Business	3
GEB 2930	Business Administration Capstone	3
MAN 2021	Principles of Management	3
MAR 2011	Principles of Marketing	3
OST 2335	Business Communications	3
SBM 2000	Small Business Management	3
MNA 2100	Human Resource Management	3

**Total: 42****Electives Courses (Choose 3 hours from the following)**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ACG 2100	Intermediate Accounting I	3
ACG 2110	Intermediate Accounting II	3
APA 2501	Payroll Accounting	3
CGS 2515	Spreadsheet Applications for Business	3
GEB 2430	Business Ethics	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
TAX 2000	Individual Income Tax	3
CGS 1930C	Computer Science Special Topics: Web Business	1

**Total: 3****General Education Requirements ..... 15 Credit Hours****Professional Courses ..... 45 Credit Hours****TOTAL: 60 Credit Hours**

## College Credit Certificate — Business Development and Entrepreneurship

Program Code 4021

CIP 52.0703

### 25 Credit Hours

The following program can be completed in one year or less. It is designed to equip career-seeking individuals with relevant technical knowledge and skills needed to prepare for further education and careers in business, management and administration. These courses are included in the related Associate in Science Business Administration Degree program and can be used as building blocks toward that degree. Admission requirements are the same as those for degree-seeking college credit programs.

#### Required Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ACG 2021	Introduction to Financial Accounting	3
CGS 1100C	Computer Applications I	3
ENT 1000	Introduction to Entrepreneurship	3
ECO 2013	Macroeconomics	
<b>-or-</b> ECO 2023	Microeconomics	3
MAR 2011	Principles of Marketing	3
OST 2335	Business Communications	3
SBM 2000	Small Business Management	
<b>-or-</b> MNA 2100	Human Relations in Management	3
GEB 1136	Introduction to E-Business	
<b>-or-</b> GEB 2930	Business Administration Capstone	3
CGS 1930C	Computer Science Special Topics: Web Business	<u>1</u>
<b>Total: 25</b>		

**Total Required Professional Courses..... 25 Credit Hours**

Developed in part through the U.S. Department of Labor and U.S. Department of Education Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program.

## College Credit Certificate — Business Operations

Program Code 4006

CIP 52.0499

### 18 Credit Hours

This is a short-term program that can be completed in one year or less. It is designed to equip students with a skill set for immediate employment or job advancement. All courses are included in the related Associate in Science Business Administration Degree program and can be used as building blocks toward completing that degree. The certificate is 18 credit hours comprised of a 15 credit hour program core plus additional 3 credit hours of specialized coursework. Admission requirements are the same as those for degree-seeking college credit programs.

#### Program Core Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ACG 2021	Introduction 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	3
<b>Total:</b>		<b>15</b>

**One 3 credit-hour elective chosen from among the following:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ACG 2071	Introduction to Managerial Accounting	3
SBM 2000	Small Business Management	3
MAN 2021	Principles of Management	3
<b>Total:</b>		<b>3</b>

<b>Program Core Courses</b> .....	<b>15 Credit Hours</b>
<b>Specialized Course</b> .....	<b><u>3 Credit Hours</u></b>
<b>TOTAL: 18 Credit Hours</b>	

**College Credit Certificate – Human Resources Administrator**

Program Code 4018

CIP 52.0201

**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 Associate in Science Business Administration Degree program and 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 those for degree-seeking college credit programs.

**Required Courses:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
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
<b>Total:</b>		<b>21</b>

<b>Total Required Courses</b> .....	<b>21 Credit Hours</b>
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## Associate in Science Degree: Criminal Justice Technology

Program Code 2024

CIP 43.0103

### 60 Credit Hours

The purpose of the Associate in Science Criminal Justice Technology Degree 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. Students may also have the opportunity to articulate into a bachelor's degree program in criminal justice.

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 toward this degree as noted below).

### General Education Courses ..... 18 Credit Hours

“\*” denotes Florida General Education Core Courses (See NFCC General Education course list, pages 98-99.)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
* ENC 1101	Freshman English I	3
ENC 1102	Freshman English II	
-or- CRW 2001	Introduction to Creative Fiction and Poetry	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

**Total: 18**

†A.S. degree-seeking students who began their coursework in Fall Term 2015 or after and plan to transfer A.S. degree coursework to an associate in arts or baccalaureate degree program are strongly encouraged to fulfill General Education Requirements for Humanities, Science and Math with Florida General Education Core courses.

### Required Professional Courses..... 27 Credit Hours

#### Required Professional Courses (27 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	America's Courts and the Criminal Justice System	3
SYG 2322	Juvenile Delinquency	3
SYG 2323	Introduction to Criminology	3
* SYG 1000	Introductory Sociology	3

**Total: 27**

**Electives ..... Choose 15 Credit Hours from the following**

<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
OST 2335	Business Communication	3
SPC 1608	Fundamentals of Speech	3
SPN 1000	Conversational Spanish	3
<b>-or-</b> SPN 1120	Elementary Spanish I	4
SLS 1103	Strategies for Academic Success	3
LIS 2004	Strategies for Online Research	1
CGS 1100C	Computer Application I	3
CLP 1140	Abnormal Psychology	3
SYG 2010	Social Problems	3

**General Education Courses ..... 18 Credit Hours**  
**Required Professional Courses ..... 27 Credit Hours**  
**Electives ..... 15 Credit Hours**

**TOTAL: 60 Credit Hours**

**\*NOTE:** Students who have completed the Law Enforcement or Correctional Basic Recruit Academy at NFCC AND have passed the State Officer Certification examination may be eligible for the graduation credits listed below toward the Associate in Science Criminal Justice Technology Degree.

**\*Law Enforcement Certification (15 Credit Hours toward A.S. Degree)**

<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 (6 Credit Hours toward A.S. Degree)**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
CCJ 1020	Introduction to Criminal Justice	3
CJL 1100	Criminal Law	3

## College Credit Certificate – Criminal Justice Technology Specialist

Program Code 4026

CIP 43.0103

### 24 Credit Hours

This certificate program is part of the Associate in Science: Criminal Justice Technology Degree. The program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards, relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security. The program provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills and knowledge.

#### Required Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
CCJ 1020	Introduction to Criminal Justice	3
CCJ 2010	Nature of Crime	3
CCJ 2022	Concepts and Issues in Criminal Justice	3
CGS 1100C	Computer Applications I	3
CJE 1600	Criminal Investigations	3
CJE 2300	Police Administration and Operations	3
OST 2335	Business Communication	3
SYG 2322	Juvenile Delinquency	3

**Total Required Courses ..... 24 Credit Hours**

## Associate in Science Degree: Emergency Medical Services

Program Code 2007

CIP 51.0899

### 73 Credit Hours

The Associate in Science in Emergency Medical Services (AS-EMS) is designed to prepare students with both academic and practical background knowledge identified by the National EMS Standards for both Emergency Medical Technician and Paramedic professional practice. The program provides a pathway to further education and employment in areas of the Health Sciences.

### General Education Requirements..... 20 Credit Hours

“\*” denotes Florida General Education Core Courses (See NFCC General Education course list, pages 98-99.)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
* ENC 1101	Freshman English I	3
* PSY 2012	General Psychology	
<b>-or-</b> * SYG 1000	Introductory Sociology	3
* STA 2023	Introductory College Statistics	3
HUMANITIES†	Any General Education Humanities Course	3
* BSC 2085C	Human Anatomy & Physiology I	4
BSC 2086C	Human Anatomy & Physiology II	4
<b>Total: 20</b>		

†A.S. degree-seeking students who began their coursework in Fall Term 2015 or after and plan to transfer A.S. degree coursework to an associate in arts or baccalaureate degree program are strongly encouraged to fulfill General Education Requirements for Humanities with Florida General Education Core courses.

### Emergency Medical Service Cluster ..... 54 Credit Hours

<u>Program/Course</u>	<u>Credit Hours</u>
EMT-Basic	12
Paramedic	<u>42</u>
<b>Total: 54</b>	

### General Education Requirements..... 20 Credit Hours

### Emergency Medical Service Cluster ..... 54 Credit Hours

**TOTAL: 74 Credit Hours**

## Emergency Medical Technician/EMT-Basic

Program Code 6001

CIP 51.0904

### 12 Credit Hours

Applied Technology Diploma

This twelve (12) hour college credit program is designed 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 program will enable the student to apply to take the State Registry Examination for EMT.

### Admission Requirements

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

#### A completed total application process includes the following:

1. Submission of an application for admission with payment of the \$20 non-refundable application fee to the NFCC Office of Admissions.
2. Completion of the EMS application. In addition, the applicant must verify the following on the EMT-B application:
  - Ability to lift and carry 125 lbs.
  - Good judgment under stress.
  - Freedom from abuse of alcohol or any other drugs.
  - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
3. Submission to an FDLE background check and fingerprinting. Contact Gail Hackle at (850) 973-1617.
4. Submission of final, official, sealed transcripts from the student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions. A high school diploma or GED is required for the EMT program.
5. Dual enrolled students must have approval of high school principal and meet dual enrollment criteria.
6. Must be at least 18 years of age and provide a copy of birth certificate and driver's license.
7. A copy of a valid CPR card.
8. Current physical examination, 10 panel drug screen, and record of immunizations.
9. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

### 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	2
EMS 1421	Rescue Clinical Practicum	<u>1</u>

**Total: 12**

**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

CIP 51.0904

### 42 Credit Hours

College Credit Certificate

The Paramedic Program at NFCC is designed 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 program enables the student to apply to take the National Registry Examination for Paramedics.

The certificate program is 14 months in duration and may be articulated into the Associate in Science degree in Emergency Medical Services.

### Admission 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 the following:

1. A copy of current State of Florida EMT-B card.
2. Submission of the application for admission and payment of the \$20 non-refundable application fee to the NFCC Office of Admissions.
3. Completion of the EMS application. In addition, the applicant must verify the following on the Paramedic application:
  - Ability to lift and carry 125 lbs.
  - Good judgment under stress.
  - Freedom from abuse of alcohol or any other drugs.
  - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
4. Submission to an FDLE background check and fingerprinting. Contact Gail Hackle at (850) 973-1617.
5. Submission of final, official, sealed transcripts for high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions. A high school diploma or GED is required for the Paramedic program.
6. Must be at least 18 years of age and provide a copy of birth certificate and driver's license.
7. Completion of a Florida Postsecondary Readiness Test. NFCC accepts scores on ACT, SAT, CPT or PERT placement tests that are no more than two years old. PERT testing is available at NFCC, and minimum PERT scores for the Paramedic program are 104 in Reading Comprehension, 99 in Writing and 96 in Mathematics. Based on Section 1008.30, Florida Statutes, students may meet the criteria for an exemption from common placement testing, including successful completion of college coursework. Transfer students will have their transcripts evaluated to determine whether they will be required to take a placement test. A \$10 fee is required at the time of testing. Consult the program advisor or the Office of Enrollment Services for more details.
8. A copy of CPR card and verification of EVOC training.
9. Current physical examination, 10 panel drug screen and record of immunizations.
10. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

**Program Courses.....42 Credit Hours**

<u>Term</u>	<u>Course#</u>	<u>Title</u>	<u>Credit Hours</u>
FALL	EMS 2603C	Paramedic I	12
SPRING	EMS 2604C EMS 2656	Paramedic II Paramedic I Clinical	10 2
SUMMER	EMS 2605C EMS 2676	Paramedic III Paramedic II Clinical	10 2
FALL	EMS 2658 EMS 2659	Paramedic III Clinical Paramedic III Field Internship	4 2
<b>Total Credit Hours</b>			<b>42</b>

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



*NFCC Emergency Medical Services (EMS) students receive valuable hands-on training while studying at NFCC.*

## Associate in Science Degree: Registered Nursing - RN

Program Code 2009

CIP 51.3801

### 72 Credit Hours

NFCC has full approval from the Florida State Board of Nursing to offer the Associate in Science Registered Nursing Degree. This 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.

The Associate Degree RN Program leads to the Associate in Science Registered Nursing Degree (A.S.R.N.) for individuals who have completed the listed coursework. Students are accepted into the required professional courses of the A.S.R.N. program to begin each spring semester. There are general education requirements which must be completed prior to acceptance into the professional courses. The RN Program provides curriculum which assists an individual in giving safe, effective nursing care for culturally diverse patients in a variety of health care settings. The Associate in Science Registered Nursing Program will prepare a graduate to function in the role of provider of care, manager of care and member of the profession. The curriculum includes courses in the nursing process; pharmacology; nursing care for adult, pediatric, aged and pregnant patients in healthy states as well as with disorders and disease states; leadership and management for the registered nurse as well as issues and trends that affect the professional registered nurse including career management.

The Associate in Science Degree-Registered Nurse is offered in three different program tracks: General, LPN Articulation and LPN to RN Accelerated Bridge. The LPN Articulation and LPN to RN Accelerated Bridge tracks are for students who have completed practical nursing programs and are licensed as practical nurses.

### Physical Requirements

The following physical activities and abilities are required for admission into all tracks of the Associate in Science Degree-Registered Nurse program. By applying to North Florida Community College's nursing program, the student agrees that he/she has read this information and that he/she has met all of the physical requirements.

- **Standing/Walking:** Standing and walking is required for the majority of time spent in the clinical area (8-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on vinyl, tile, linoleum, or carpeted floors.
- **Sitting:** Sitting while charting or entering data into a computer. One may also sit while receiving/giving verbal reports at the start/end of one's shift. It is also possible that sitting may occur during breaks and meal periods. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regular lifting of medical supplies, medications, patient supplies, and patient charts, all weighing up to ten pounds is required. Also lifting CPR equipment and other medical equipment weighing up to 45 pounds is required. One is required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning patients. One must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely.
- **Carrying:** Frequent carrying of medical supplies and other items weighing up to 45 pounds is required, along with occasional carrying of certain medical equipment weighing up to 50 pounds.

- Pushing/Pulling: Pushing/pulling 70-100 pounds is required when administering patient therapy and care, as well as when pushing equipment such as oxygen tanks and monitors, and when transporting patients in wheelchairs, beds, or gurneys. Pushing is required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities is required.
- Climbing: No significant climbing is required; one may be required to climb a step stool.
- Bending: Bending is required when administering patient care. One must be able to bend to touch the floor to remove environmental hazards.
- Reaching: Reaching above one's head is required when performing aspects of care such as hanging and adjusting IV bags.
- Squatting/Kneeling: Squatting or kneeling is required when operating medical equipment and performing aspects of patient care, such as CPR.
- Twisting: Twisting at the waist is required when bathing patients and performing other procedures.
- Speaking: Must be able to clearly communicate, assess, and educate patients and families. One must also be able to communicate verbally with other professionals involved in patient care.
- Hearing: One must have normal hearing (aids permitted) in order to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. One must also be able to hear to detect subtle, yet critical information regarding patient conditions including alarms, and to communicate with other professionals involved in patient care.
- Visual Acuity: Vision is required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, and performing physical assessments of patients including subtle changes in color.
- Depth Perception: Students must be able to independently perform fine tasks such as administering injections, sterile catheter insertions (urinary, IV), nasogastric tube insertions.
- Fine Motor Skills: One must have fine motor skills of all fingers and be able to grasp and control medical equipment with both hands, and to independently perform precise procedures including but not limited to sterile dressing changes. Ability to grasp objects such as a pen to prepare handwritten reports is also required.
- Tactile Sensation: Students must be able to assess patients through palpation with fingers and hands, and must be able to distinguish between warm/cold and be able to feel vibrations.
- Smell: One must have normal sense of smell to detect odors indicating unsafe conditions or changing patient status.
- Transportation: Students are responsible for their own transportation to and from clinical agencies.

NFCC delivers services to students with disabilities as established by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments of 2010. The legal requirements set forth in those acts ensure equal access to educational opportunities through reasonable accommodations. Any student with a disability may request assistance through the Disability Resource Center. Requests for services must be made prior to the beginning of an academic term to ensure timely implementation. For more information, please call (850) 973-1683 (V) or (850) 973-1611 (TTY) or email [disabilityresourcecenter@nfcc.edu](mailto:disabilityresourcecenter@nfcc.edu).

## General Track

### Requirements

Applications for the required professional courses of the A.S.R.N program are accepted July 1 through October 1 annually. The Associate in Science Registered Nursing Degree (A.S.R.N.) program is a limited access program. Only the most qualified applicants are accepted to the required professional courses. When 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 credit hour program each January.

### Minimum Entrance Requirements

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Submission of completed Nursing and Allied Health RN application for admission to the Nursing and Allied Health department.
3. Submit final, official, sealed transcripts from the student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
4. If previously or currently enrolled at NFCC, be in good academic standing.
5. Basic computer skills are required for program completion.
6. Completion of the following general education courses with minimum grades of "C" by December of the year prior to the anticipated enrollment in January (Florida General Education Core courses are designated with "\*"):
 

* ENC 1101	Freshman English I (3 credit hours)
* BSC 2085C†	Anatomy and Physiology I with Lab (4 credit hours)
* STA 2023	Introductory College Statistics (3 credit hours)
* PSY 2012	General Psychology (3 credit hours)
HUN 2201	Fundamentals of Human Nutrition (3 credit hours)

*†Successful course completion is required within seven (7) years from the anticipated program admission date. If more than seven (7) years have elapsed since a successful course completion, the course must be retaken and the student must demonstrate successful course completion prior to admission into the A.S.R.N. program.*

7. No more than (1) one failure on any general education program prerequisite course.
  - A "D" in any general education prerequisite course is not acceptable for admission into the professional courses of the A.S.R.N program.
  - A "D" in any co-requisite nursing course after admission into the professional courses of the A.S.R.N. program prohibits program progression.
  - A "D" in any NUR (nursing) course after admission into the professional courses of the A.S.R.N program prohibits program progression.
8. One of the components for application to the professional courses of the A.S.R.N program includes completion of the HESI Admission Test. See the Nursing and Allied Health 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 an 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.

**Selection Process by Selection Committee for Enrollment**

1. Students must have submitted a complete application to Nursing and Allied Health Department and NFCC Office of Admissions.
2. Students must have good moral character as evidenced by previous course records at NFCC and background investigation.
3. Students with arrest records must be approved for clinical clearance.
4. Students must have a clear 10 panel urine drug screen.
5. Students meeting the above criteria are selected based on writing skill presented in essay included in the application packet, HESI Entrance exam and required General Education Course Grades. Students with college degrees are given priority seating.

**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 and Allied Health advisor.

**General Education Requirements..... 30 Credit Hours**

"\*" denotes Florida General Education Core Courses (See NFCC General Education course list, pages 98-99.)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
* ENC 1101	Freshman English I	3
* PSY 2012	General Psychology	3
DEP 2004	Human Development	3
* BSC 2085C	Human Anatomy & Physiology I	4
BSN 2086C	Human Anatomy & Physiology II	4
MCB 2010C	Microbiology I	4
HUN 2201	Fundamentals Human Nutrition	3
* STA 2023	Introductory College Statistics	3
Humanities†	Any General Education Humanities Course	3
<b>Total: 30</b>		

†A.S. degree-seeking students who began their coursework in Fall Term 2015 or after and plan to transfer A.S. degree coursework to an associate in arts or baccalaureate degree program are strongly encouraged to fulfill Gordon Rule requirements, Foreign Language requirements, and General Education requirements for Humanities with Florida General Education Core courses. (See NFCC General Education course list, pages 98-99.)



**Required Professional Courses..... 42 Credit Hours**

Students must complete the required general education courses as listed in Minimum Entrance Requirements prior to beginning the professional courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
NUR 1020C	Foundations of Nursing	9
NUR 2211C	Medical Surgical Nursing I	8
NUR 2710L	Medical Surgical Nursing I Clinical	1
NUR 2244C	Medical Surgical Nursing II	12
NUR 2440C	Maternal Child Nursing and Leadership	<u>12</u>
<b>Total:</b>		<b>42</b>

**General Education Requirements..... 30 Credit Hours**

**Professional Courses ..... 42 Credit Hours**

**TOTAL: 72 Credit Hours**

## Licensed Practical Nurse (LPN) to RN Articulation Track

### Entrance Requirements

In addition to the entrance requirements for the General Track, students who currently hold an unencumbered LPN License in the state of FL issued within three years of program start date or have completed a Florida Practical Nursing Program and hold an unencumbered LPN License in the state of Florida within five years of professional courses start date are eligible to articulate 10 credit hours toward the ASRN. Applications for the professional courses of the LPN to RN Articulation Track are accepted from July 1 through October 1 annually. Students are accepted in December to start in the Summer Term each year.

### General Education Requirements..... 30 Credit Hours

"\*" denotes Florida General Education Core Courses (See NFCC General Education course list, pages 98-99.)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
* ENC 1101	Freshman English I	3
* PSY 2012	General Psychology	3
DEP 2004	Human Development	3
* BSC 2085C	Human Anatomy & Physiology I	4
BSC 2086C	Human Anatomy & Physiology II	4
MCB 2010C	Microbiology I	4
HUN 2201	Fundamentals Human Nutrition	3
* STA 2023	Introductory College Statistics	3
Humanities†	Any General Education Humanities Course	3
<b>Total: 30</b>		

†A.S. degree-seeking students who began their coursework in Fall Term 2015 or after and plan to transfer A.S. degree coursework to an associate in arts or baccalaureate degree program are strongly encouraged to fulfill Gordon Rule requirements, Foreign Language requirements, and General Education requirements for Humanities with Florida General Education Core courses. (See NFCC General Education course list, pages 98-99.)

### LPN Articulation Credit Courses ..... 10 Credit Hours

10 credits will be awarded for NUR 1020C, NUR 2710L (Foundations of Nursing, Medical Surgical Nursing I Clinical) to students who have completed a Practical Nursing Program in Florida within five years and hold a current Florida license as a Practical Nurse.

### Required Professional Courses..... 32 Credit Hours

Students must complete the required general education courses as listed in the Minimum Entrance Requirements prior to beginning the professional courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
NUR 2211C	Medical Surgical Nursing I	8
NUR 2244C	Medical Surgical Nursing II	12
NUR 2440C	Maternal Child Nursing and Leadership	12
<b>Total: 32</b>		

### General Education Requirements..... 30 Credit Hours

### Articulation..... 10 Credit Hours

### Professional Courses ..... 32 Credit Hours

**TOTAL: 72 Credit Hours**

## Associate in Science Degree: Accelerated Registered Nursing (RN) Licensed Practical Nurse (LPN) to RN Bridge

Program Code 2019

CIP 51.3801

### 72 Credit Hours

NFCC has full approval from the Florida State Board of Nursing to offer the Associate in Science Registered Nursing Degree. Students are admitted into the professional courses of the bridge program in the fall semester of each year. This program prepares the LPN 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.

The professional courses of the LPN to RN Bridge Program is a one year/three semester accelerated bridge program leading to the Associate in Science Registered Nursing Degree (A.S.R.N.) for individuals with a practical nurse certificate and current unencumbered practical nurse license. Students are accepted into the professional courses of this track in the fall semester. The LPN to RN Bridge Program provides curriculum which assists an individual in giving safe, effective nursing care for culturally diverse patients in a variety of health care settings. The LPN to RN Bridge program will prepare a graduate to function in the role of provider of care, manager of care and member of the profession. The curriculum includes courses in the nursing process; pharmacology; nursing care for adult, pediatric, aged and pregnant clients in healthy states as well as with disorders and disease states; leadership and management for the registered nurse as well as issues and trends that affect the professional registered nurse including career management.

### Requirements

Applications for the required professional courses of the LPN to RN Bridge program are accepted from March 1 through June 1 annually. The Associate in Science Registered Nursing Degree (A.S.R.N.) program is a limited access program. Only the most qualified applicants are accepted. When equally qualified applicants are identified, residents of Hamilton, Jefferson, Lafayette, Madison, Suwannee and Taylor counties will be given precedence for admission.

### Minimum Entrance Requirements

1. Submission of completed NFCC application for admission to the NFCC Office of Admissions and payment of \$20 non-refundable fee.
2. Submission of completed Nursing and Allied Health LPN to RN Bridge application for admission to the Nursing and Allied Health department.
3. Submission of final, official, sealed transcripts from the student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
4. Good academic standing if previously or currently enrolled at NFCC.
5. Basic computer skills.
6. Current unencumbered LPN license from the U.S. state/territory of residence.
7. Documentation from employer of one year work experience as an LPN at a licensed healthcare facility within three years of program start date. The one year of work experience must be completed before completion of program.
8. Completion of the following general education courses with minimum grades of "C" by the end of SummerTerm prior to the anticipated enrollment in August ("\*" indicates Florida General Education Core course).
  - \* ENC 1101 Freshman English I (3 credit hours)
  - \* BSC 2085C† Anatomy and Physiology I with Lab (4 credit hours)

- BSC 2086C† Anatomy and Physiology II with Lab (4 credit hours)
- \* STA 2023 Introductory Statistics (3 credit hours)
- MCB 2010† Microbiology with Lab (4 credit hours)
- \* PSY 2012 Psychology (3 credit hours)
- HUMANITIES‡ Any General Education Humanities Course (3 credit hours)

†Successful course completion is required within seven (7) years from the anticipated program admission date. If more than seven (7) years have elapsed since a successful course completion, the course must be retaken and the student must demonstrate successful course completion prior to admission into the A.S.R.N. program.

‡A.S. degree-seeking students who began their coursework in Fall Term 2015 or after and plan to transfer A.S. degree coursework to an associate in arts or baccalaureate degree program are strongly encouraged to fulfill the General Education Requirement for Humanities with a Florida General Education Core course. (See NFCC General Education course list, pages 98-99.)

9. No more than (1) one failure on any program general education course.
  - A "D" in any required general education course is not acceptable for admission into the professional courses of the LPN to RN Bridge 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.
10. One of the components for application to the professional courses of the LPN to RN Bridge program includes completion of the HESI Admission Test. Consult the Nursing and Allied Health advisor regarding HESI testing.
11. Applicants may be interviewed by a selection committee after all application requirements have been met.
12. 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 an 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)
13. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

### **Selection Process by Selection Committee for Enrollment**

1. Students must have submitted a complete application to the Nursing and Allied Health Department and NFCC Office of Admissions.
2. Students must have good moral character as evidenced by previous course records at NFCC and background investigation.
3. Students with arrest records must be approved for clinical clearance.
4. Students must have a clear 10 panel urine drug screen.

5. Students meeting the above criteria are selected based on writing skill presented in essay included in the application packet, HESI Entrance exam and required General Education Course Grades. Students with college degrees are given priority seating.

**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 Allied Health advisor.

**General Education Requirements..... 30 Credit Hours**

"\*" denotes Florida General Education Core Courses (See NFCC General Education course list, pages 98-99.)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
* ENC 1101	Freshman English I	3
* PSY 2012	General Psychology	3
DEP 2004	Human Development	3
* BSC 2085C	Human Anatomy & Physiology I	4
BSN 2086C	Human Anatomy & Physiology II	4
MCB 2010C	Microbiology I	4
HUN 2201	Fundamentals Human Nutrition	3
* STA 2023	Introductory College Statistics	3
Humanities†	Any General Education Humanities Course	3
		<b>Total: 30</b>

†A.S. degree-seeking students who began their coursework in Fall Term 2015 or after and plan to transfer A.S. degree coursework to an associate in arts or baccalaureate degree program are strongly encouraged to fulfill Gordon Rule requirements, Foreign Language requirements, and General Education requirements for Humanities with Florida General Education Core courses. (See NFCC General Education course list, pages 98-99.)

**LPN Articulation ..... 10 Credit Hours**

10 credits will be awarded upon completion of the professional courses for students who hold a current, clear license as a Practical Nurse and have completed one year of full-time work experience as a Licensed Practical Nurse at a licensed healthcare facility within three years of program start date. Work experience must be completed before completion of program.

**Required Professional Courses..... 32 Credit Hours**

Students must complete the required general education courses as listed in the Minimum Entrance Requirements prior to beginning the professional courses.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
NUR 1004C	LPN to RN Bridge I	12
NUR 1007C	LPN to RN Bridge II	12
NUR 2036C	LPN to RN Bridge III	8
		<b>Total: 32</b>

**General Education Requirements..... 30 Credit Hours**

**Articulation..... 10 Credit Hours**

**Professional Courses ..... 32 Credit Hours**

**TOTAL: 72 Credit Hours**

## Additional College Credit Certificates

### 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 students with a skill set for immediate employment or job advancement. Admission requirements are the same as those for degree-seeking programs.

#### Digital Media/Multimedia Authoring

Program Code 4011		CIP 50.0102
(12 Credit Hours)		
CGS 1100C	Computer Applications I	3
GRA 2131C	Electronic Imaging	3
GRA 2117C	Computer Assisted Graphic Design	3
GRA 2144C	Fundamentals of Web Design	3
		<b>12</b>

#### Digital Media/Multimedia Instructional Technology

Program Code 4013		CIP 50.0102
(15 Credit Hours)		
CGS 1100C	Computer Applications I	3
GRA 2131C	Electronic Imaging	3
EME 2040	Introduction to Technology for Educators	3
GRA 2117C	Computer Assisted Graphic Design	3
GRA 2144C	Fundamentals of Web Design	3
		<b>15</b>

## Florida Child Care Professional Certificate (FCCPC)

### 12 Credit Hours

The Florida Child Care Professional Credential (FCCPC) is awarded by the Department of Children and Families (DCF.) Students who complete the following four courses at North Florida Community College are eligible to apply for the FCCPC.

The Birth through Five Florida Child Care Professional Credential (FCCPC) Program is designed to provide the skills for immediate employment or job advancement. Admission requirements are the same as those for degree-seeking college credit programs. The FCCPC Program is eligible for the T.E.A.C.H. scholarship.

The FCCPC program is a DCF-approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children from birth through eight (8) years and at least two (2) methods of formal assessment including a Formal Observation by a qualified observer.

Successful completion with a grade of "C" or better of the following four (4) courses is required:

- Course 1 – CHD 2220 Child Growth & Development
- Course 2 – EEC 2734 Health, Safety & Nutrition
- Course 3 – EEX 1010 Teaching Exceptional Children
- Course 4 – EEC 1601 Observing & Recording

Additionally, an early childhood portfolio containing, at a minimum, an autobiography, a resume, eight (8) statements of competence and a resource collection must be compiled and maintained prior to completion of the FCCPC program.

Completion of all FCCPC program requirements 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) Credential. Students who successfully complete all FCCPC program requirements will be able to print a copy of their FCCPC certificate and staff credential verification by accessing their DCF Transcript at [www.myflorida.com/childcare](http://www.myflorida.com/childcare) in 2 to 4 weeks.

Prospective students must contact Early Childhood Education Coordinator, Denise Callaway (850) 973-9449.

### T.E.A.C.H. Scholarship

**Teacher Education And Compensation Helps (T.E.A.C.H.) Scholarship Opportunities –** All NFCC Early Childhood Education programs are eligible for the T.E.A.C.H. Scholarship.

Current Early Childhood Education Programs offered at NFCC include the following:

1. AA Degree: Education Emphasis/Early Childhood
2. Early Childhood Professional Certificate (ECPC)
3. Birth through Five Florida Child Care Professional Certificate (FCCPC)
4. Child Care Center Operations
5. EEC 2521 Child Care Management

Students have the opportunity to apply for a T.E.A.C.H. Scholarship if they meet certain eligibility requirements. The T.E.A.C.H. program provides training and compensation to improve the quality of early childhood care and education experiences by providing scholarships for caregivers, center directors and individuals willing to make a commitment to the education of young children. For the A.A. degree, a minimum of 18 hours in Early Childhood Education courses must be taken. Contact Denise Callaway at (850) 973-9449 or [callawayd@nfcc.edu](mailto:callawayd@nfcc.edu) for more information.



## College Credit Certificate - Network Security

Program Code 4022

CIP 11.1001

### 30 Credit Hours

The following program can be completed in two semesters and is designed to equip career-seeking students with an advanced understanding of various computer networks and the information security issues faced by business and industry worldwide. Students will develop the skills necessary to protect intellectual property from theft and destruction, as well as the skills necessary to infiltrate computer networks in order to protect against network vulnerabilities. This program may articulate into the Associate in Science (A.S.) Network Systems Technology Degree offered at other Florida colleges. Admission requirements are the same as for degree-seeking college credit programs.

#### This program offers multiple certification options:

- CompTIA - A+
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Network Associate (CCNA) Security
- EC-Council - Ethical Hacker
- EC-Council - Computer Forensics and Investigations

#### Required Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
CET 1600C	Cisco Introduction to Networks	3
CET 1610C	Cisco Routing and Switching Essentials	3
CTS 1120C	Security+	3
CTS 1387C	Linux/Unix Fundamentals	3
CET 1171C	IT Essentials	3
CTS 2664C	CCNA Security	3
CET 2615C	Cisco Scaling Networks	3
CET 2620C	Cisco Connecting Networks	3
CIS 2381C	Computer Forensics and Investigations	3
CIS 2352C	Ethical Hacking I	3

**Total: 30**

**Total Required Courses ..... 30 Credit Hours**

Funded in part by the U.S. Department of Labor and U.S. Department of Education Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program.

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## Bachelor's Degree

North Florida Community College offers baccalaureate opportunities for associate degree graduates.

### North Florida Community College

Students with an Associate in Science Registered Nursing degree have an opportunity to earn a bachelor's degree in Nursing through NFCC's fully online ADN-RN to BSN program. NFCC's ADN-RN to BSN program has full approval from the Florida State Board of Education and is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN).

### Saint Leo University - Madison Education Center

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 of Arts degrees in business administration, criminal justice, elementary education, psychology, and human services administration and a Bachelor of Science degree in health care management. 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 or [madison@saintleo.edu](mailto:madison@saintleo.edu).

### Valdosta State University

Any North Florida Community College student who graduates from NFCC with an Associate in Arts (AA) degree is guaranteed admission into Valdosta State University provided the student has a GPA of 2.0 based on a 4.0 scale for all college work attempted and is in good academic and conduct standing. The guarantee of admission is to Valdosta State University only and does not guarantee acceptance into specific majors or programs. For more information about admission and articulation to the university, contact Valdosta State University at (229) 253-2873 or [pnmetzner@valdosta.edu](mailto:pnmetzner@valdosta.edu).

# Bachelor of Science in Nursing

## Associate in Science Degree-Registered Nurse to Bachelor of Science in Nursing Program

Program Code: B101

CIP 51.3801

### 120 Credit Hours

NFCC has full approval from the Florida State Board of Education to offer the Associate in Science Degree-Registered Nurse to Bachelor of Science in Nursing program and is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN). Students are admitted into the program in the fall semester.

The program is designed to further the development of the professional role of associate degree prepared registered nurses (RN) by building on knowledge from liberal arts education, biophysical sciences, and associate degree nursing curriculum. To be eligible for the program, students must have a current RN license from the U.S. state/territory of residence and an Associate in Science Degree-Registered Nurse from an accredited institution. All transcripts will be reviewed before final admission by the Office of the Registrar.

The curriculum incorporates critical thinking and evidence-based scholarship to prepare baccalaureate nurses for system leadership with quality and safety as priorities. For effective intra-professional collaboration and communication, students will explore healthcare policies, regulatory agencies, and financial responsibilities of the baccalaureate nurse. The program also promotes the use of technology in delivering professional nursing practice and management of health information to prevent illness among diverse patient populations and communities.

A minimum of twenty-five (25) percent of the total credit hours of the degree and a minimum of twenty-five (25) percent of the upper level NUR credit hours shall be completed at NFCC for awarding the Baccalaureate of Science in Nursing.

### Physical Requirements

The following physical activities and abilities are required for admission into the Bachelor of Science in Nursing program. By applying to North Florida Community College's nursing program, the student agrees that he/she has read this information and that he/she has met all of the physical requirements.

- **Standing/Walking:** Standing and walking is required for the majority of time spent in the clinical area (8-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on vinyl, tile, linoleum, or carpeted floors.
- **Sitting:** Sitting while charting or entering data into a computer. One may also sit while receiving/giving verbal reports at the start/end of one's shift. It is also possible that sitting may occur during breaks and meal periods. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regular lifting of medical supplies, medications, patient supplies, and patient charts, all weighing up to ten pounds is required. Also lifting CPR equipment and other medical equipment weighing up to 45 pounds is required. One is required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning patients. One must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely.
- **Carrying:** Frequent carrying of medical supplies and other items weighing up to 45 pounds is required, along with occasional carrying of certain medical equipment weighing up to 50 pounds.
- **Pushing/Pulling:** Pushing/pulling 70-100 pounds is required when administering patient therapy

and care, as well as when pushing equipment such as oxygen tanks and monitors, and when transporting patients in wheelchairs, beds, or gurneys. Pushing is required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities is required.

- Climbing: No significant climbing is required; one may be required to climb a step stool.
- Bending: Bending is required when administering patient care. One must be able to bend to touch the floor to remove environmental hazards.
- Reaching: Reaching above one's head is required when performing aspects of care such as hanging and adjusting IV bags.
- Squatting/Kneeling: Squatting or kneeling is required when operating medical equipment and performing aspects of patient care, such as CPR.
- Twisting: Twisting at the waist is required when bathing patients and performing other procedures.
- Speaking: Must be able to clearly communicate, assess, and educate patients and families. One must also be able to communicate verbally with other professionals involved in patient care.
- Hearing: One must have normal hearing (aids permitted) in order to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. One must also be able to hear to detect subtle, yet critical information regarding patient conditions including alarms, and to communicate with other professionals involved in patient care.
- Visual Acuity: Vision is required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, and performing physical assessments of patients including subtle changes in color.
- Depth Perception: Students must be able to independently perform fine tasks such as administering injections, sterile catheter insertions (urinary, IV), nasogastric tube insertions.
- Fine Motor Skills: One must have fine motor skills of all fingers and be able to grasp and control medical equipment with both hands, and to independently perform precise procedures including but not limited to sterile dressing changes. Ability to grasp objects such as a pen to prepare handwritten reports is also required.
- Tactile Sensation: Students must be able to assess patients through palpation with fingers and hands, and must be able to distinguish between warm/cold and be able to feel vibrations.
- Smell: One must have normal sense of smell to detect odors indicating unsafe conditions or changing patient status.
- Transportation: Students are responsible for their own transportation to and from clinical agencies.

NFCC delivers services to students with disabilities as established by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments of 2010. The legal requirements set forth in those acts ensure equal access to educational opportunities through reasonable accommodations. Any student with a disability may request assistance through the Disability Resource Center. Requests for services must be made prior to the beginning of an academic term to ensure timely implementation. For more information, please call (850) 973-1683 (V) or (850) 973-1611 (TTY) or email [disabilityresourcecenter@nfcc.edu](mailto:disabilityresourcecenter@nfcc.edu) to request additional information.

### **Entrance Requirements**

Applications for the professional courses of the program are due by July 1 annually. The Associate in Science-Registered Nurse to Bachelor of Science in Nursing program is a limited access program. Only the most qualified applicants are accepted. When 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 32 credit hour upper division courses each fall. Requirements include the following:

**Minimum Entrance Requirements**

1. Completed application for admission with payment of the \$30 non-refundable fee to the NFCC Office of Admissions
2. Final, official, sealed transcripts from all previously or currently enrolled colleges to the NFCC Office of Admissions
3. Final, official, sealed transcripts from the student's high school to the NFCC Office of Admissions if needed to fulfill foreign language requirement
4. Good academic standing if previously or currently enrolled at NFCC
5. Completed ADN-RN to BSN professional courses application for admission submitted to the Nursing and Allied Health advisor
6. Current, unencumbered Registered Nursing License from the U.S. state/territory of residence
7. Associate in Science degree in Nursing from a regionally accredited institution (42 credit hours)  
The curriculum plan of the AS degree shall include the following:  
Theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care and community settings.
8. Completion of the following lower division courses with minimum grades of "C" by August of the year of anticipated enrollment. Florida General Education Core (State Rule 6A-14.0303) requires that, prior to the award of a baccalaureate degree, first time in college students entering a Florida College System institution in Fall Term 2015, and thereafter, must complete at least one (1) Florida General Education Core course from each of the general education areas. All course options that meet the Florida General Education Core requirement are designated by "\*" preceding the course prefix and number.
  - \* ENC 1101 Freshman English I (3 credit hours)
  - ENC 1102 English II (GR) (3 credit hours)
  - \* BSC 2085C Anatomy and Physiology I with Lab (4 credit hours)
  - BSC 2086C Anatomy and Physiology II with Lab (4 credit hours)
  - CHM 1033C or 1045C Chemistry with Lab (4 credit hours)
  - MCB 2010C Microbiology with Lab (4 credit hours)
  - \* STA 2023 Introductory Statistics (GR) (3 credit hours)
  - \* PSY 2012 Psychology (3 credit hours)
  - DEP 2004 Human Growth and Development (3 credit hours)
  - HUN 2201 Fundamental of Human Nutrition (3 credit hours)
  - Mathematics One 3-credit hour elective (GR)
  - Two Humanities Two 3-credit hour electives (GR)
  - Any 3-credit hour elective
  - Lower division nursing courses (Total of 42 credits)
9. Completion of Foreign language requirement as defined in Rule 6A-10.02412, F.A.C and Florida State Statute 1007.262.
10. Gordon Rule (State Rule 6A-10.030) requires all students enrolling in a Florida public college or university after October 1982 to complete the following prior to entry into the upper division: six (6) semester hours of English coursework and six (6) semester hours of additional coursework in

which the student is required to demonstrate college-level writing skills through multiple writing assignments and six (6) semester hours of mathematics coursework at the level of college algebra or higher. Each Gordon Rule course must be completed with a grade of "C" or better. Gordon Rule courses are designated by "(GR)" following the course title.

11. No more than two (2) failures on any general education or NUR course.
  - A "D" in any required general education or nursing course is not acceptable for admission into the professional courses of the program.
12. Mandatory attendance at an orientation session (which may be virtual). Dates and times will be made available to all applicants.
13. Provisional acceptance may be awarded for applicants lacking six (6) credit hours of general education or elective coursework.

### Selection Process by Selection Committee for Enrollment

1. Students must have submitted a complete application to the Nursing and Allied Health Department and NFCC Office of Admissions.
2. Students must have submitted transcripts from all colleges attended.
3. Students must be in good academic and financial standing with NFCC or transfer institution.
4. Students must have an unencumbered Registered Nursing License from the U.S. state/territory of residence.
5. Students meeting the above criteria are selected based on writing skill presented in essay included in the application packet, transcript evaluation for consistency/equivalency with general education requirements, and transcript evaluation for Associate in Science-Registered Nurse Degree.
6. Applicants may be interviewed by a selection committee after all application requirements have been met.
7. Preference will be given to NFCC graduates when all other qualifications are equal.

All interested applicants are required to schedule an appointment with the Nursing and Allied Health advisor.

### General Education Requirements..... 46 Credit Hours

"\*" denotes Florida General Education Core Courses (See NFCC General Education course list, pages 98-99.)

"+" See Entrance Requirement #7 regarding Florida General Education Core requirement for Humanities (See NFCC General Education course list, pages 98-99.)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
* ENC 1101	Freshman English I (GR)	3
ENC 1102	English II (GR)	3
* PSY 2012	General Psychology	3
DEP 2004	Human Development	3
* BSC 2085C	Human Anatomy & Physiology I	4
BSN 2086C	Human Anatomy & Physiology II	4
MCB 2010C	Microbiology I	4
CHM 1033C/1045C	Chemistry	4
HUN 2201	Fundamentals Human Nutrition	3
* STA 2023	Introductory College Statistics (GR)	3
Mathematics	Elective (GR)	3
Humanities†	Any 2 General Education Humanities Course (GR)	6
Elective	Any Elective	3

**Total: 46**

**Associate in Science Degree-Registered Nurse Courses..... 42 Credit Hours**

The curriculum plan of the AS degree shall include the following:

Theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care and community settings.

**Required Bachelor of Science Degree in Nursing Professional Courses..... 32 Credit Hours**

A grade of "C" or better must be earned in all professional courses of the Bachelor of Science degree program.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
NUR 3069	Advanced Assessment	3
NUR 3125	Pathophysiology	3
NUR 3805	Professional Roles	3
NUR 3047	Cultural Care	3
NUR 3082	History, Issues, and Trends	2
NUR 4870	Informatics	3
NUR 4826	Ethics	3
NUR 4675	Rural Nursing	3
NUR 4145	Pharmacology	3
NUR 4169	Evidenced Based Research	3
NUR 4636	Community Nursing	3
<b>Total: 32</b>		

Twenty-five (25) percent of the upper level NUR credit hours shall be completed at NFCC for awarding the Baccalaureate of Science in Nursing.

**General Education Requirements..... 46 Credit Hours**

**Associate Degree in Nursing Degree..... 42 Credit Hours**

**Bachelor of Science in Nursing Courses ..... 32 Credit Hours**

**TOTAL: 120 Credit Hours**



# CAREER AND TECHNICAL EDUCATION



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## 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 – the student. Faculty and staff of the CTE Center are committed to helping each student achieve success by maximizing access to educational opportunities and by being student-oriented. Students will find all faculty and staff very willing to assist them in achieving their 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 Disability Resource Center and/or with the Career Center counselor. The Disability Resource Center can be contacted at (850) 973-1683 or (850) 973-1611 (TTY) or e-mail [disabilityresourcecenter@nfcc.edu](mailto:disabilityresourcecenter@nfcc.edu).

Before Certificates of Completion are awarded to postsecondary Career and Technical education students, students must successfully meet program competency requirements and may be required to meet 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; refer to the specific program listing to determine the requirements for entry. However, all applicants, regardless of program, must complete the following:

1. 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. Basic skills examination: For a program with more than 450 hours in length, a basic skills examination should be completed within the first six (6) weeks after admission into the program. 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; refer to the individual program for the examination and minimum scores required. A student may not receive a career and technical certificate of completion without first demonstrating the basic skills required for the program. Exemption criteria for meeting basic skills exit requirements are listed below and will be evaluated by the Office of Enrollment Services and the program advisor.

Florida State Board of Education Rule 6A-10.040 lists students who are exempt from taking the basic skills assessment as an exit requirement including students who possess a college degree at the associate in applied science level or higher and students who demonstrate readiness for public postsecondary education pursuant to Rule 6A-10.0315, F.A.C. Exemptions from meeting basic skills exit requirement will be evaluated by the Office of Enrollment Services and the program advisor.

**NOTE:** Students applying to limited access programs may be required to take skills assessments as part of program admissions criteria.

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

NFCC is an area vocational school for Madison, Jefferson and Lafayette Counties. Additionally, college level technical courses are available to high school students in NFCC's six-county service district who plan to pursue a Career and Technical Education certificate at NFCC. 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. Upon approval of their high school guidance counselor/designee and the Associate Dean of Economic Development and Technical Programs, part-time dual-enrollment students may take up to 330 vocational clock hours per term, and full-time dual-enrollment students may take up to 480 clock hours per term. 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 Financial Aid Office at (850) 973-1621 or CareerSource North Florida 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 local high school counselor for more details.

## Allied Health - Patient Care Technician (PCT)

Program Code 5007

CIP 51.3902

### 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 course is completed in sequence through the Patient Care Technician module. Upon successful completion of the first three courses, 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 courses, the graduate can apply to take the national certification exam for patient care technician.

### Admission Requirements

For Fall Term entry, applications for the program are accepted from March 1 through June 1 annually. For Spring Term 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 cases 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 Term or January for Spring Term.

Minimum Entrance Requirements:

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Be at least 18 years of age.
3. Have a high school diploma or GED. Submit final, official, sealed transcripts from your high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
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) within the first six (6) weeks of admission into the program and achieve the required minimum TABE scores of Reading 10.0, Language 10.0, and combined Mathematics 10.0 prior to program completion. A \$10 fee is required at the time of testing. Exemptions from TABE exit requirement based on successful completion of college coursework or demonstrated readiness for public postsecondary education will be evaluated by the program advisor or the Office of Enrollment Services. Note: Students applying to limited access programs may be required to take skills assessments as part of program admissions criteria.
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 an FDLE, Level II security background investigation. The Director of Allied Health programs will clear applicants with minor non-criminal offenses or no investigative findings. If an applicant's security background investigation reveals anything other than a minor non-criminal 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. Attend mandatory orientation session. Dates and times will be made available to all applicants.

**Selection Process by Committee for Admission to a Limited Access Program**

1. Students must have submitted a complete application to Allied Health Department and NFCC Office of Admissions.
2. Students must have good moral character as evidenced by previous course records at NFCC and background investigation.
3. Students with arrest records must be approved for clinical clearance.
4. Students must have a clear 10 panel urine drug screen.
5. Students meeting the above criteria are selected based on writing skill presented in essay included in the application packet and consideration of TABE scores.

**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	<u>60</u>
<b>Total Clock Hours:</b>		<b>600</b>

The program and course content include, but are not limited to the following:

- 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, insurance, and lab supplies.

## Allied Health - Practical Nursing (LPN)

Program Code 5002

CIP 51.3901

### 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.

### Physical Requirements

The following physical activities and abilities are required for admission into the Practical Nursing program. By applying to North Florida Community College's nursing program, the student agrees that he/she has read this information and that he/she has met all of the physical requirements.

- **Standing/Walking:** Standing and walking is required for the majority of time spent in the clinical area (8-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on vinyl, tile, linoleum, or carpeted floors.
- **Sitting:** Sitting while charting or entering data into a computer. One may also sit while receiving/giving verbal reports at the start/end of one's shift. It is also possible that sitting may occur during breaks and meal periods. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regular lifting of medical supplies, medications, patient supplies, and patient charts, all weighing up to ten pounds is required. Also lifting CPR equipment and other medical equipment weighing up to 45 pounds is required. One is required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning patients. One must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely.
- **Carrying:** Frequent carrying of medical supplies and other items weighing up to 45 pounds is required, along with occasional carrying of certain medical equipment weighing up to 50 pounds.
- **Pushing/Pulling:** Pushing/pulling 70-100 pounds is required when administering patient therapy and care, as well as when pushing equipment such as oxygen tanks and monitors, and when transporting patients in wheelchairs, beds, or gurneys. Pushing is required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities is required.
- **Climbing:** No significant climbing is required; one may be required to climb a step stool.
- **Bending:** Bending is required when administering patient care. One must be able to bend to touch the floor to remove environmental hazards.
- **Reaching:** Reaching above one's head is required when performing aspects of care such as hanging and adjusting IV bags.
- **Squatting/Kneeling:** Squatting or kneeling is required when operating medical equipment and performing aspects of patient care, such as CPR.
- **Twisting:** Twisting at the waist is required when bathing patients and performing other procedures.



- **Speaking:** Must be able to clearly communicate, assess, and educate patients and families. One must also be able to communicate verbally with other professionals involved in patient care.
- **Hearing:** One must have normal hearing (aids permitted) in order to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. One must also be able to hear to detect subtle, yet critical information regarding patient conditions including alarms, and to communicate with other professionals involved in patient care.
- **Visual Acuity:** Vision is required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, and performing physical assessments of patients including subtle changes in color.
- **Depth Perception:** Students must be able to independently perform fine tasks such as administering injections, sterile catheter insertions (urinary, IV), nasogastric tube insertions.
- **Fine Motor Skills:** One must have fine motor skills of all fingers and be able to grasp and control medical equipment with both hands, and to independently perform precise procedures including but not limited to sterile dressing changes. Ability to grasp objects such as a pen to prepare handwritten reports is also required.
- **Tactile Sensation:** Students must be able to assess patients through palpation with fingers and hands, and must be able to distinguish between warm/cold and be able to feel vibrations.
- **Smell:** One must have normal sense of smell to detect odors indicating unsafe conditions or changing patient status.
- **Transportation:** Students are responsible for their own transportation to and from clinical agencies.

NFCC delivers services to students with disabilities as established by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments of 2010. The legal requirements set forth in those acts ensure equal access to educational opportunities through reasonable accommodations. Any student with a disability may request assistance through the Disability Resource Center. Requests for services must be made prior to the beginning of an academic term to ensure timely implementation. For more information, please call (850) 973-1683 (V) or (850) 973-1611 (TTY) or email [disabilityresourcecenter@nfcc.edu](mailto:disabilityresourcecenter@nfcc.edu) to request additional information.

### **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 cases 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.

#### **Minimum Entrance Requirements:**

1. Submission of completed application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Submission of completed Nursing and Allied Health LPN application for admission to the Nursing and Allied Health Department.
3. Be at least 18 years of age.
4. Have a high school diploma or GED. Submit final, official, sealed transcripts from your high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
5. Basic computer skills.
6. Completion of the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program and achieve the required minimum scores of Reading 11.0, Language 11.0, and combined Mathematics 11.0 prior to program completion. A \$10 fee is required to be paid at the time of testing. Exemptions from TABE exit requirements based on successful completion



of college coursework or demonstrated readiness for public postsecondary education will be evaluated by the Office of Enrollment Services and the program advisor. Note: Students applying to limited access programs may be required to take skills assessments as part of program admissions criteria.

7. Applicants may be interviewed by a selection committee after all application requirements have been met.
8. 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 an 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)
9. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

**Selection Process by Committee for Enrollment**

1. Students must have submitted complete applications to Nursing and Allied Health Department and NFCC Office of Admissions.
2. Students must have good moral character as evidenced by previous course records at NFCC and background investigation.
3. Students with arrest records must be approved for clinical clearance.
4. Students must have a clear 10 panel urine drug screen.
5. Students meeting the above criteria are selected based on writing skill presented in essay included in the application packet, HESI Admission Exam, and consideration of TABE scores. Students with college degrees are given priority seating.

**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, insurance, and lab supplies.

## Medical Coder/Biller

Program Code 5049

CIP 51.0707

### 1110 Clock Hours / 37 Vocational Credit Hours

This program offers a sequence of courses that provides rigorous content aligned with challenging academic standards. Students will acquire the skills needed in order to prepare for further education and careers in medical coding and billing. Students may enter the program at the beginning of each semester.

After successfully completing this program, the student will be able to demonstrate an understanding of the healthcare delivery system; communicate and use interpersonal skills effectively; describe the functions of a health record; demonstrate a basic understanding of Health Information Technology; discuss classification systems; discuss ethical issues in Health Informatics and Information Management; identify the importance of privacy and health records law in healthcare; utilize appropriate health services organization and delivery system regulations; demonstrate computer knowledge and skills; demonstrate employability skills; describe the anatomy and physiology of the human body; demonstrate proficiency in the application of medical terminology; demonstrate an understanding of the fundamentals of disease process in relationship to the human body, including pharmacology; demonstrate proficiency in the use of ICD and CPT coding systems, both manual and automated; demonstrate understanding of medical billing.

The Medical Coder/Biller Program at NFCC is designed to prepare students to assign the appropriate ICD-10 diagnoses and Procedural (CPT) codes by analyzing the medical record documentation such as physician's notes and laboratory results. The students will also be prepared to transition the diagnoses and procedural codes into a billing claim. This program will prepare the graduate to be eligible to take the Certified Coding Associate Certification Exam offered by the American Health Information Management Association. Achievement of a passing score on this exam will enable the graduate to seek employment as a Certified Coder/Biller.

### Admission Requirements

Students seeking admission to this program should contact the program instructor, Takiyah Mitchell, at (850) 973-9478 or mitchellt@nfcc.edu. Dual Enrolled students must have approval from the high school principal and meet dual enrollment criteria.

All students must complete the following admission steps:

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
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 scores of Reading 11.0, Language 11.0, and combined Mathematics 9 prior to program completion. A \$10 fee is required to be paid at the time of testing. Exemptions from TABE exit requirements based on successful completion of college coursework or demonstrated readiness for public postsecondary education will be evaluated by the Office of Enrollment Services and the program advisor. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.
4. Students eligible for internships are required to complete and clear a Level II background screening at the student's expense.
5. Students eligible for internships must have a clear 10-panel urine drug screen at the student's expense.

**Program Courses.....1110 Clock Hours**

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
HIM0009	Introduction to Health Information Technology	90
HIM0091	Medical Coder/Biller I	350
HIM0092	Medical Coder/Biller II	350
HIM0093	Medical Coder/Biller III	<u>320</u>
<b>Total Clock Hours:</b>		<b>1110</b>

**NOTE:** Students must pay a supply fee, which includes exam preparation material and lab fee.

# Medical Assisting

Program Code 5050

51.0801

## 1300 Clock Hours / 43.33 Vocational Credit Hours

The Medical Assisting program will prepare the student to function in a medical office or clinical environment as a medical receptionist, administrative assistant, insurance coder/biller, phlebotomist, EKG Technician and as a back office clinical assistant/patient educator. Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals and other healthcare facilities. Their duties vary with the location, specialty and size of the practice.

This program is a planned sequence of instruction consisting of ten (10) courses including an internship/practicum. The practicum is a supervised, unpaid experience of 200 contact hours in an ambulatory health care setting performing administrative and clinical procedures and must be completed prior to graduation. Students ready for the practicum experience have completed all other program requirements and are eligible for this final phase in the program. Sites are selected to ensure each student is afforded a variety of experiences, while at the same time all students are provided consistent learning opportunities.

After successfully completing this program, the student will be able to demonstrate knowledge of the healthcare delivery system; communicate and use interpersonal skills effectively; demonstrate legal and ethical responsibilities of persons employed in the medical field; recognize and practice safety and security procedures; demonstrate employability skills; demonstrate knowledge of blood borne diseases, including HIV/AIDS; apply basic math and science skills; demonstrate an understanding of anatomy and physiology concepts in both illness and wellness states; perform basic clerical/medical office duties; identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist; recognize and identify collection reagents supplies, equipment and interfering chemical substances; demonstrate skills and knowledge necessary to perform phlebotomy; practice infection control following standard precautions; practice accepted procedures of transporting, accessioning and processing specimens; practice quality assurance and safety; identify legal and ethical responsibilities of an EKG aide; perform patient care techniques in the health care facility; demonstrate knowledge of, apply and use medical instrumentation modalities; demonstrate basic office examination procedures; demonstrate knowledge of the fundamentals of microbial control and use aseptic techniques; demonstrate minor treatments; demonstrate basic X-Ray procedures; demonstrate knowledge of pharmaceutical principles and administer medications; perform CLIA-waived diagnostic clinical laboratory procedures; ultimately display professional work habits integral to medical assisting.

Through the completion of courses in the Medical Assisting program, students will have the opportunity to earn the following credentials through the National Healthcareer Association:

- Medical Assistant (CCMA)
- Phlebotomy Technician (CPT)
- EKG Technician (CET)

### Admission Requirements

Students seeking admission into this program should contact the program instructor, Ms. Tammy Kemp, RN at 850-973-1633 or [kempt@nfcc.edu](mailto:kempt@nfcc.edu). Classes begin each August, and the application period is from April 1 through August 1.

Students must complete the following admission steps:

1. Submit a complete program application during the designated application period to the instructor.

2. Complete a FDLE, Level II security background screening at their expense (approximately \$60). Applicants with minor noncriminal offenses or no investigative findings may be cleared by the Associate Dean of Economic Development and Technical Programs. If an applicant's security background reveals anything other than a minor noncriminal offense, the Associate Dean will consult with the Director of Allied Health to examine the student's application and determine eligibility to enter the program pursuant to Section 456.0635 Florida Statutes. Applicants who are not cleared for admission will be disqualified for entry into any of the Allied Health programs.
3. Submit an application for admission with payment of the \$20 non-refundable application fee to the NFCC Office of Admissions.
4. Have a high school diploma or GED. Submit final, official, sealed transcripts from high school and all previously or currently enrolled colleges to the NFCC Office of Admissions.
5. Complete the Test of Adult Education (TABE) within the first six weeks of admission into the program. In order to receive a Certificate of Completion, students must achieve the minimum scores of 10 in Reading, Language, and combined Mathematics prior to program completion. A \$10 fee is required to be paid at the time of testing. Exemptions from TABE exit requirements based on successful completion of college coursework or demonstrated readiness for public postsecondary education will be evaluated by the Office of Enrollment Services.
6. Upon return for the spring semester, provide documentation for the following:
  - 10-panel drug screen at student expense (approximately \$45)
  - PPD (if results are positive, please provide a chest x-ray report)
  - Tetanus (must be less than 10 years old)
  - MMR
  - Varicella Titer and results (If negative, you must get the booster)
  - Hepatitis B vaccinations/ or declination

**Program Courses..... 1300 Clock Hours**

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
HSC 0003	Basic Healthcare Worker	90
MEA 0002	Introduction to Medical Assisting	250
MEA 0501C	Medical Office Procedures	75
MEA 0521	Phlebotomist, MA	75
MEA 0543	EKG Aide, MA	75
MEA 0581	Clinical Assisting	230
MEA 0530C	Pharmacology for Medical Assisting	90
MEA 0573L	Laboratory Procedures	125
MEA 0506	Administrative Office Procedures	90
MEA 0942	Practicum Experience	<u>200</u>
<b>Total Clock Hours:</b>		<b>1300</b>

# Automation and Production Technology

Program Code 5046

CIP 15.0406

## 600 Clock Hours

The Automation and Production Technology program is a 600 clock hour program which can be completed in 18 weeks. It is geared toward the student seeking training and industry-recognized credentials that will quickly lead to employment in the manufacturing industry. The program offers a broad foundation of knowledge and skills including workplace safety and lockout/tagout procedures, OSHA regulations, quality control, employability skills, and will stress the understanding of tools, machines and instruments.

Students will have the opportunity to learn how to operate the latest advanced manufacturing equipment and technology through hands-on practical experience that includes the following:

- FANUC® robotic systems technology
- Statasys® 3D printing systems
- Hydraulic systems
- Electronics
- Pneumatic Systems
- CAD using SolidWorks® software

The curriculum is designed to provide students with a foundation of knowledge and technically-oriented experiences in the study of automation technology, its application in manufacturing, engineering and robotics, and its impact on lives. The program's instructional components include classroom lecture, computer laboratory assignments, and manufacturing laboratory assignments. Internship opportunities are available through area manufacturing and production partners.

An expectation of the program is for students to earn the Manufacturing Skill Standards Council (MSSC) Certified Production Technician industry credential. Students who earn this credential are better prepared to document their skills and knowledge with a nationally portable, industry-recognized credential which bears the ANSI/ISO accreditation mark. Students who choose to further their education beyond the Advanced Manufacturing and Production Technology program are able to use this certification in order to articulate 15 credit hours into an A.S. in Engineering Technology degree, 9 credits into an A.S. in Manufacturing Technology, or 6 credits into an A.S. in Electronics Technology at other public Florida colleges through statewide articulation agreements.

MSSC is an industry-led training, assessment, and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers. This certification is based upon industry-defined and federally-endorsed standards and offers both entry-level and incumbent workers the opportunity to demonstrate that they have acquired the skills that are needed in the technology-intensive jobs of the 21st century.

Students wishing to be admitted to this program should contact the instructor, Mr. Bill Eustace, for further program information. He can be reached at (850) 973-1670 or eustaceb@nfcc.edu.

## Admission Requirements

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Submit official, sealed transcripts from your high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.

3. Dual Enrolled students must have approval from the high school principal and meet dual enrollment criteria. Students must at least 16 years of age.
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 scores of Reading 9.0, Language 9.0, and combined Mathematics 9.0 prior to program completion. A \$10 fee is required to be paid at the time of testing. Exemptions from TABE exit requirements based on successful completion of college coursework or demonstrated readiness for public postsecondary education will be evaluated by the Office of Enrollment Services and the program advisor. Students not meeting basic skills requirements may not be awarded a certificate of completion. See program advisor for more details.

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

<u>Course #</u>	<u>Course Title</u>	<u>Clock Hours</u>
ETI 0481C	Production Worker	150
ETI 0482C	Assembler	150
ETI 0484C	Process Assistant	150
ETI 0485C	Automation and Production Technician	150

**Total Clock Hours: 600**

The National Science Foundation Awarded NFCC an \$187,267 grant to develop a manufacturing certification dual enrollment pathway for high school juniors and seniors. The project will open new career pathways for local high schools and is designed to lead students successfully from high school to NFCC, and then to either higher education or employment in the advanced manufacturing sector.



*Advanced Automation and Production Technology students learn the latest in advanced manufacturing equipment and technology through hands on practical experience.*



# Commercial Vehicle Driving

Program Code 5051

CIP 49.0205

## 320 Clock Hours/ 10.67 Vocational Credit Hours

The Tractor Trailer Truck Driver course prepares students for entry into the trucking and logistics industry. Students explore career opportunities and requirements of a professional tractor trailer driver. Students study vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, coupling, uncoupling, maneuvering, road and hazardous driving skills, and licensing requirements

Students entering this program must exhibit a safe driving record, be at least 18 years of age and comply with State and Federal licensing requirements as outlined by the Federal Motor Carrier Safety Administration (FMCSA). Instruction will include 1000 miles of road driving under the supervision of a qualified commercial vehicle driver prior to completion of the program. Road driving activities will include experience on two-lane, four-lane, interstate, and city streets and highways. Twenty percent or more of the experience will occur at night on both wet and/or dry roads. Instruction in driving bob-tail, empty and loaded vehicles will be given.

### Admission Requirements

1. Minimum age of 18 years old. Applicants 18 to 21 years of age are only permitted to operate intrastate (only in Florida) once licensed.
2. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
3. Submit official, sealed transcripts from student’s high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions. A high school diploma or GED is not required for admission to the Commercial Vehicle Driving program.
4. A \$100 nonrefundable/nontransferable deposit is due at time of application which will be applied to program tuition/fees.
5. 10 panel drug screen must be completed at applicant’s expense and submitted with application.
6. Participants must meet the Department of Transportation (D.O.T.) requirements to drive in Florida. Participants must pass and submit the D.O.T. physical and possess a Class “A” CDL training permit (no endorsements required).

### Program Courses.....320 Hours

<u>Course #</u>	<u>Course Title</u>	<u>Clock Hours</u>
TRA 0080	Tractor Trailer Truck Driver	<u>320</u>
<b>Total Clock Hours:</b>		<b>320</b>

**Classroom Hours:** Monday through Thursday, 7:30 a.m. to 5:30 p.m. (hours will vary to compensate for night driving requirements)

The Pell grant is not available for this program. NFCC scholarships may be applied for through the NFCC Foundation, Inc. located on the NFCC campus, Building #36 (Developmental and External Affairs/NFCC Foundation Office). Scholarship applicants may stop by the Foundation Office, call (850)973-9423 or email foundation@nfcc.edu for more information and scholarship applications.

Partial funding for this program was made possible through CareerSource North Florida, Gray Logging, Genesis Timber, M. A. Rigoni, Suwanee Timber Management, Johnson and Johnson, Inc., and Gilman Building Products.

## Early Childhood Professional Certificate (ECPC)

Program Code 5014

CIP 19.0709

### 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 as follows:

- 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 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 A.A. degree are encouraged to complete six (6) college credit hours of Early Childhood Education, rather than complete this program.*

Students wishing to be admitted to this program must contact the program coordinator, Denise Callaway, prior to enrolling. Call (850) 973-9449 or email [callawayd@nfcc.edu](mailto:callawayd@nfcc.edu).

### Admission Requirements

Students must complete the following admission steps:

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
3. Dual Enrolled students must have approval from the high school and meet dual enrollment criteria. Dual enrolled students must be entering their senior year of high school in order to apply to the program.
4. All students are required to complete and clear a Level II background screening.
5. Complete the Test of Adult Basic Education (TABE) within the first six (6) weeks of admission into the program. The TABE can be exempted if the student has passing score on a college placement test.

\*\* Students must have reliable form of transportation for travel to daycare sites.

**Program Courses.....20 Credit Hours/600 Clock Hours**

<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 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 prior to program completion. Exemptions from meeting TABE basic skills exit requirements will be evaluated by the Office of Enrollment Services and the program advisor.
- 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.
- Complete the documented observation by a qualified observer.
- Complete the Professional Resource File (Portfolio)
- Complete the NFCC Application for Graduation

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

**Florida Child Care Professional Certificate (FCCPC)**

**12 Credit Hours**

The Florida Child Care Professional Credential (FCCPC) is awarded by the Department of Children and Families (DCF.) Students who complete the following four courses at North Florida Community College are eligible to apply for the FCCPC.

The Birth through Five Florida Child Care Professional Credential (FCCPC) Program is designed to provide the skills for immediate employment or job advancement. Admission requirements are the same as those for degree seeking college credit programs. The FCCPC Program is eligible for the T.E.A.C.H. scholarship.

The FCCPC program is a DCF approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment including a Formal Observation by a qualified observer.

Successful completion with a grade of "C" or better of the following four (4) courses is required:

- Course 1 – CHD 2220 Child Growth & Development

- Course 2 – EEC 2734 Health, Safety & Nutrition
- Course 3 – EEX 1010 Teaching Exceptional Children
- Course 4 – EEC 1601 Observing & Recording

Additionally, an Early Childhood Portfolio containing, at a minimum, an autobiography, a resume, eight (8) statements of competence, and a resource collection must be compiled and maintained prior to completion of the FCCPC program.

Completion of all FCCPC Program requirements 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) Credential. Students who successfully complete all FCCPC program requirements will be able to print a copy of their FCCPC certificate and staff credential verification by accessing their DCF Transcript at [www.myflorida.com/childcare](http://www.myflorida.com/childcare) in 2 to 4 weeks.

Prospective students must contact Early Childhood Education Coordinator, Denise Callaway (850) 973-9449 or [callawayd@nfcc.edu](mailto:callawayd@nfcc.edu).

### **Admission Requirements:**

Students must:

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Be at least 18 years of age, in order to apply for the credential with DCF upon certification completion.
3. Students may take these classes as non-degree seeking or while seeking an Associate in Arts degree. If seeking a degree, students must have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
4. Dual Enrolled students must have approval from the high school principal and meet dual enrollment criteria.
5. All students entering college credit programs may be required to take a state-mandated post-secondary education readiness test.

## **Child Care Center Operations**

Program Code 5031

CIP 19.0708

### **45 Clock Hours | 1.5 Vocational Credit Hours**

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

- 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 Operations 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.

### Admission Requirements

Students must complete the following admission steps:

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.

### Meet Florida Director Credential Core Requirements:

- Possess a High School diploma or GED.
- Complete the Department of Children and Families Part I Introductory Child Care Courses.
- Complete the DCF Special Needs Appropriate Practices course or a minimum of 8 hours of in-service training on children with disabilities.
- Possess an active Staff Credential

### In Addition, Director Credential, Level I Requirement:

- Completion of one DCF-approved course in the curriculum content area Overview of Child Care Management (this course meets that requirement).

### Program Course.....45 Clock Hours

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
HEV 0160	Child Care Center Director (OCP A)	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 selecting "Training Information."

## T.E.A.C.H. Scholarship

**Teacher Education And Compensation Helps (T.E.A.C.H.) Scholarship Opportunities** – All NFCC Early Childhood Education programs are eligible for the T.E.A.C.H. Scholarship.

Current Early Childhood Education Programs offered at NFCC include the following:

1. Early Childhood Professional Certificate (ECPC)
2. NEW for FALL 2016 - Birth through Five Florida Child Care Professional Certificate (FCCPC)
3. Child Care Center Operations

Students have the opportunity to apply for a T.E.A.C.H. Scholarship if they meet certain eligibility requirements. The T.E.A.C.H. program provides training and compensation to improve the quality of early childhood care and education experiences by providing scholarships for caregivers, center directors, and individuals willing to make a commitment to the education of young children. For the AA Degree, a minimum of 18 hours in Early Childhood Education courses must be taken. Contact Denise Callaway at (850) 973-9449 or [callawayd@nfcc.edu](mailto:callawayd@nfcc.edu) for more information.

# Office Technology - Administrative Office Specialist

Program Code 5023

52.0401

## 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) 973-9470.

### Admission Requirements

Students must complete the following admission steps:

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Have a high school diploma or GED. Submit final, official, sealed transcripts from your high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
3. Dual enrolled students must have approval of high school principal and meet dual enrollment criteria.
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 10.0 in Reading, 10.0 in Mathematics, and 10.0 in Language prior to program completion. A \$10 fee is required to be paid at the time of testing. Exemptions from meeting TABE basic skills exit requirements will be evaluated by the Office of Enrollment Services and the program advisor.

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

CIP 51.0716

## 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 doctors' 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 is April 1 - 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) 973-1633.

### Admission Requirements

Students must complete the following admission steps:

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions and complete an application to the Allied Health Department (no fee).
2. Have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
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. A \$10 fee is required to be paid at the time of testing. Exemptions from TABE exit requirements based on successful completion of college coursework or demonstrated readiness for public postsecondary education will be evaluated by the program advisor or the Office of Enrollment Services. Note: students applying to limited access programs may be required to take skills assessments as part of program admissions criteria.
4. Application to the program includes an FDLE, Level II security background investigation and 10 panel urine drug screening. Both are required for entry into internship sites. Applicants with minor non-criminal offenses or no investigative findings will be cleared for site internship. If an applicant's security background investigation reveals anything other than a minor non-criminal 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.

Students meeting the above criteria are selected based on writing skill presented in the essay included in the application packet.

**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 the following:

- 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. Exemption from the TABE exit requirement will be evaluated by Office of Enrollment Services or program advisor.
- Complete 160 hours of direct work in an NFCC-approved Internship site.
- Provide to the instructor a completed evaluation of student's internship by both the student and the internship site. NOTE: This is to be provided to the instructor by the designated date each term.
- Complete the Professional Resource File (Portfolio).
- Meet all of the basics requirements of this program as set by the Florida Department of Education Curriculum Frameworks.
- Complete NFCC Application for Graduation.

## Public Safety Academy Programs

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

The Public Safety Academy at NFCC is one of forty 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 the NFCC Criminal Justice Advisory Board.

#### Admission Requirements for Basic Recruit Training

1. Must submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
2. Must have a high school diploma or GED. Submit final, official, sealed transcripts from the student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions. (This program is not eligible for dual enrollment).
3. Must provide proof of United States citizenship.
4. Must successfully complete of the Florida Basic Abilities Test for the discipline in which the student will be trained.
5. Must obtain sponsorship by a law enforcement or corrections agency. 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.
6. Must provide submission of fingerprints to FCIC/NCIC.
7. Must be of 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.)
8. Must provide proof of honorable discharge from military service (if applicant has served in the military).
9. Must be in adequate physical condition to fulfill course requirements as evidenced by a physical examination by a physician. (No exceptions are allowed.)
10. Must pass drug screening. Random drug screens may be conducted throughout the program. (No exceptions are allowed.)
11. Must be exposed to pepper gas. (No exceptions are allowed.)

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 [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 5045

CIP 43.0107

## 938 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.

### Admission Requirements

1. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
2. Must verify current certification in Corrections or Law Enforcement, depending upon program entering.
3. Must pass the Law Enforcement or Corrections Basic Abilities Test depending upon the program entering. Call ahead to schedule test (850-973-9451).
4. Must complete the online FAFSA Application to determine federal student loan or PELL. (May be exempted)
5. Must submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
6. Must have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
7. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
8. Must be fingerprinted at NFCC for forwarding to FDLE.
9. Must pass physical fitness exam (Form 75-B.)
10. Must pass urinalysis test.

### Program Courses.....938 Clock Hours

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
CJK 0300	Introduction to Corrections	32
CJK 0305	Communications	40
CJK 0310	Officer Safety	16
CJK 0315	Facility and Equipment	08
CJK 0320	Intake and Release	18
CJK 0325	Supervising in a Correctional Facility	40
CJK 0330	Supervising Special Populations	20
CJK 0335	Responding to Incidents and Emergencies	16
CJK 0340	Officer Wellness and Physical Abilities	30
CJK 0051	CMS Criminal Justice Defensive Tactics	80
CJK 0040	CMS Criminal Justice Firearms	80
CJK 0031	CMS First Aid for Criminal Justice Officers	40

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:

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
CJK-0001	Introduction to Law Enforcement	10
CJK-0012	Legal	62
CJK-0013	Interactions in a Diverse Community	40
CJK-0014	Interviewing and Report Writing	56
CJK 0064	Fundamentals of Patrol	35
CJK 0065	Calls for Service	36
CJK 0077	Criminal Investigations	50
CJK 0078	Crime Scene to Courtroom	35
CJK 0092	Critical Incidents	44
CJK 0087	Traffic Stops	30
CJK 0084	DUI Traffic Stops	24
CJK 0088	Traffic Crash Investigations	32
CJK 0393	Cross-Over Program Updates	08
CJK 0020	CMS Law Enforcement Vehicle Operations	48
CJK 0422	Dart Firing Stun Gun	08
<b>Total Clock Hours:</b>		<b>938</b>

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



*The Public Safety Academy helps train recruits for careers and offers professional development opportunities in law enforcement and correctional officer programs. Cross-over programs are also available for those employed in law enforcement, corrections and as correctional probation officers.*

## Florida Law Enforcement Academy - 2000

Program Code 5042

CIP 43.0107

### 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 of academy training and the examination are required for certification.

#### Admission Requirements

1. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
2. Must pass the Law Enforcement Basic Abilities Test. Call ahead to schedule your test (850-973-9451).
3. Must complete the online FAFSA Application to determine federal student loan or PELL.
4. Must submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
5. Have a high school diploma or GED. Submit final, official, sealed transcripts from your high school/GED and all previously and currently enrolled colleges to the NFCC Office of Admissions.
6. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
7. Must be fingerprinted at NFCC for forwarding to FDLE.
8. Must pass physical fitness exam (Form 75-B.)
9. Must pass urinalysis test.

#### Program Courses.....770 Clock Hours

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
CJK 0001	Introduction to Law Enforcement	10
CJK 0012	Legal	62
CJK 0013	Interactions in a Diverse Community	40
CJK 0014	Interviewing and Report Writing	56
CJK 0064	Fundamentals of Patrol	35
CJK 0065	Calls for Service	36
CJK 0077	Criminal Investigations	50
CJK 0078	Crime Scene to Courtroom	35
CJK 0092	Critical Incidents	44
CJK 0087	Traffic Stops	30
CJK 0084	DUI Traffic Stops	24
CJK 0088	Traffic Crash Investigations	32
CJK 0020	CMS Law Enforcement Vehicle Operations	48
CJK 0031	CMS First Aid for Criminal Justice Officers	40
CJK 0040	CMS Criminal Justice Firearms	80
CJK 0051	CMS Criminal Justice Defensive Tactics	80
CJK 0422	Dart Firing Stun Gun	08
CJK 0096	Criminal Justice Officer Physical Fitness Training	<u>60</u>

**Total Clock Hours:** **770**

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

# Florida CMS Correctional Basic Recruit Academy - 1190

Program Code 5036

CIP 43.0102

## 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.

### Admission Requirements

1. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
2. Must pass the Correctional Basic Abilities Test. Call ahead to schedule your test (850-973-9451).
3. Must complete the on-line FAFSA Application to determine federal student loan or PELL eligibility. (May be exempted)
4. Must submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
5. Must have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions..
6. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
7. Must be fingerprinted at NFCC for forwarding to FDLE.
8. Must pass physical fitness exam. (Form 75-B)
9. Must pass urinalysis test.

### Program Courses.....420 Clock Hours

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
CJK 0300	Introduction to Corrections	32
CJK 0305	Communications	40
CJK 0310	Officer Safety	16
CJK 0315	Facilities and Equipment	08
CJK 0320	Intake and Release	18
CJK 0325	Supervising in a Correctional Facility	40
CJK 0330	Supervising Special Populations	20
CJK 0335	Responding to Incidents and Emergencies	16
CJK 0340	Officer Wellness and Physical Abilities	30
CJK 0051	CMS Criminal Justice Defensive Tactics	80
CJK 0040	CMS Criminal Justice Firearms	80
CJK 0031	CMS First Aid for Criminal Justice Officers	<u>40</u>

**Total Clock Hours: 420**

# Correctional Officer Cross-Over to Florida Law Enforcement Academy - 3002

Program Code 5043

CIP 43.0107

## 518 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.

### Admission Requirements

1. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
2. Must provide verification of current certification in Corrections or Law Enforcement, depending upon program entering.
3. Must pass the Law Enforcement or Corrections Basic Abilities Test depending upon the program entering. Call ahead to schedule test (850-973-9451).
4. Must complete the online FAFSA Application to determine federal student loan or PELL. (May be exempted)
5. Must submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
6. Must have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
7. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
8. Must be fingerprinted at NFCC for forwarding to FDLE.
9. Must pass physical fitness exam. (Form 75-B)
10. Must pass urinalysis test.

### Program Courses.....518 Clock Hours

<u>Course#</u>	<u>Title</u>	<u>Clock Hours</u>
CJK-0001	Introduction to Law Enforcement	10
CJK-0012	Legal	62
CJK-0013	Interactions in a Diverse Community	40
CJK-0014	Interviewing and Report Writing	56
CJK 0064	Fundamentals of Patrol	35
CJK 0065	Calls for Service	36
CJK 0077	Criminal Investigations	50
CJK 0078	Crime Scene to Courtroom	35
CJK 0092	Critical Incidents	44
CJK 0087	Traffic Stops	30
CJK 0084	DUI Traffic Stops	24
CJK 0088	Traffic Crash Investigations	32
CJK 0393	Cross-Over Program Updates	08
CJK 0020	CMS Law Enforcement Vehicle Operations	48
CJK 0422	Dart Firing Stun Gun	08

**Total Clock Hours: 518**



# Law Enforcement Officer Cross-Over to Florida CMS Correctional Officer Basic Recruit Academy - 3001

Program Code 5044

CIP 43.0102

## 198 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.

### Admission Requirements

1. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
2. Must provide verification of current certification in Corrections or Law Enforcement, depending upon program entering.
3. Must pass the Law Enforcement or Corrections Basic Abilities Test depending upon the program entering. Call ahead to schedule test (850-973-9451).
4. Must complete the online FAFSA Application to determine federal student loan or PELL. (May be exempted)
5. Must submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
6. Must have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
7. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
8. Must be fingerprinted at NFCC for forwarding to FDLE.
9. Must pass physical fitness exam. (Form 75-B)
10. Must pass urinalysis test.

### Program Courses.....198 Clock Hours

<u>Course#</u>	<u>Title</u>	<u>Clock Hours</u>
CJK 0300	Introduction to Corrections	32
CJK 0305	Communications	40
CJK 0310	Officer Safety	16
CJK 0315	Facility and Equipment	08
CJK 0320	Intake and Release	18
CJK 0325	Supervising in a Correctional Facility	40
CJK 0330	Supervising Special Populations	20
CJK 0335	Responding to Incidents and Emergencies	16
CJK 0393	Cross-Over Program Updates	<u>08</u>
<b>Total Clock Hours:</b>		<b>198</b>

# Correctional Probation Officer Cross-Over to Florida Law Enforcement Officer - 3005

Program Code 5048

CIP 43.0107

## 532 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 probation officers who seek law enforcement 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.

### Admission Requirements

1. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
2. Must provide verification of current certification in Correctional Probation.
3. Must pass the Law Enforcement or Corrections Basic Abilities Test depending upon the program entering. Call ahead to schedule test (850-973-9451).
4. Must complete the online FAFSA Application to determine federal student loan or PELL. (May be exempted)
5. Must submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
6. Must have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
7. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
8. Must be fingerprinted at NFCC for forwarding to FDLE.
9. Must pass physical fitness exam. (Form 75-B)
10. Must pass urinalysis test.

### Program Courses.....532 Clock Hours

<u>Course#</u>	<u>Title</u>	<u>Clock Hours</u>
CJK 0012	Legal	62
CJK 0013	Interactions in a Diverse Community	40
CJK 0064	Fundamentals of Patrol	35
CJK 0065	Calls for Service	36
CJK 0077	Criminal Investigations	50
CJK 0078	Crime Scene to Courtroom	35
CJK 0092	Critical Incidents	44
CJK 0087	Traffic Stops	30
CJK 0084	DUI Traffic Stops	24
CJK 0088	Traffic Crash Investigations	32
CJK 0393	Crossover Updates	08
CJK 0020	CMS Law Enforcement Vehicle Operations	48
CJK 0040	CMS Criminal Justice Firearms	80
CJK 0422	Dart Firing Stun Gun	08

**Total Clock Hours: 532**

# Correctional Probation Officer Cross-Over to Florida CMS Correctional Officer - 3004

Program Code 5047

CIP 43.0102

## 238 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 probation 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.

### Admission Requirements

1. Must not have been convicted or pled guilty to ANY criminal offense involving moral character as defined by 11B.27.0011 FAC.
2. Must provide verification of current certification in Correctional Probation.
3. Must pass the Law Enforcement or Corrections Basic Abilities Test depending upon the program entering. Call ahead to schedule test (850-973-9451).
4. Must complete the online FAFSA Application to determine federal student loan or PELL. (May be exempted)
5. Must submit an application for admission with payment of the \$20 non-refundable fee to the NFCC Office of Admissions.
6. Must have a high school diploma or GED. Submit final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions.
7. Must obtain and provide a letter of sponsorship from a local law enforcement agency indicating that the agency has conducted a local records check on applicant and that the applicant's record is clear as outlined above.
8. Must be fingerprinted at NFCC for forwarding to FDLE.
9. Must pass physical fitness exam. (Form 75-B)
10. Must pass urinalysis test.

### Program Courses.....238 Clock Hours

<u>Course#</u>	<u>Title</u>	<u>Clock Hours</u>
CJK 0300	Introduction to Corrections	32
CJK 0310	Officer Safety	16
CJK 0315	Facilities and Equipment	08
CJK 0320	Intake and Release	18
CJK 0325	Supervising in a Correctional Facility	40
CJK 0330	Supervising Special Populations	20
CJK 0335	Responding to Incidents and Emergencies	16
CJK 0040	CMS Criminal Justice Firearms	80
CJK 0393	Crossover Updates	08
<b>Total Clock Hours:</b>		<b>238</b>

### **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

CIP 51.0904

### 12 Credit Hours

Applied Technology Diploma

The program provides a pathway to both further education and employment in areas of the Health Sciences.

### Admission Requirements

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

### A completed total application process includes the following:

1. Submission of an application for admission with payment of the \$20 non-refundable application fee to the NFCC Office of Admissions.
2. Completion of the EMS application. In addition, the applicant must verify the following on the EMT-B application:
  - Ability to lift and carry 125 lbs.
  - Good judgment under stress.
  - Freedom from abuse of alcohol or any other drugs.
  - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
3. Submission to an FDLE background check and fingerprinting. Contact Gail Hackle at (850) 973-1617.
4. Submission of final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions. A high school diploma or GED is required for the EMT program.
5. Dual enrolled students must have approval of high school principal and meet dual enrollment criteria.
6. Must be at least 18 years of age and provide a copy of birth certificate and driver's license.
7. A copy of a valid CPR card.
8. Current physical examination, 10 panel drug screen, and record of immunizations.
9. Mandatory attendance at an orientation session. Dates and times will be made available to all applicants.

### Program Courses.....12 Credit Hours

<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	2
EMS 1421	Rescue Clinical Practicum	1
<b>Total Credit Hours:</b>		<b>12</b>

**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

CIP 51.0904

## 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, skills, 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 program 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 in Emergency Medical Services degree.

### Admission 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 the following:

1. A copy of current State of Florida EMT-B card.
2. Submission of an application for admission with payment of the \$20 non-refundable application fee to the NFCC Office of Admissions.
3. Completion of the EMS application. In addition, the applicant must verify the following on the Paramedic application:
  - Ability to lift and carry 125 lbs.
  - Good judgment under stress.
  - Freedom from abuse of alcohol or any other drugs.
  - Willingness to meet the personal appearance and grooming standards of the program and clinical agencies.
4. Submission to an FDLE background check and fingerprinting. Contact Gail Hackle at (850) 973-1617.
5. Submission of final, official, sealed transcripts from your high school/GED and all previously or currently enrolled colleges to the NFCC Office of Admissions. A high school diploma or GED is required for the Paramedic program.
6. Must be at least 18 years of age and provide a copy of birth certificate and driver's license.
7. Completion of a Florida Postsecondary Readiness Test. NFCC accepts scores on ACT, SAT, CPT or PERT placement tests that are no more than two years old. PERT testing is available at NFCC and minimum PERT scores for the Paramedic program are 104 in Reading Comprehension, 99 in Writing, and 96 in Mathematics. Based on Section 1008.30, Florida Statutes, students may meet the criteria for an exemption from common placement testing, including successful completion of college coursework. Transfer students will have their transcripts evaluated to determine whether they will be required to take a placement test. A \$10 fee is required at the time of testing. See program advisor or the Office of Enrollment Services for more details.
8. A copy of CPR card and verification of EVOG training.
9. Current physical examination, 10 panel drug screen, and record of immunizations.
10. Mandatory attendance at an orientation session.  
Dates and times will be made available to all applicants.

**Program Courses.....42 Credit Hours**

<u>Term</u>	<u>Course#</u>	<u>Title</u>	<u>Credit Hours</u>
FALL	EMS 2603C	Paramedic I	12
FALL	EMS 2656	Paramedic Clinical I	02
SPRING	EMS 2604C	Paramedic II	10
SUMMER	EMS 2676	Paramedic Clinical II	02
SUMMER	EMS 2605C	Paramedic III	10
SUMMER	EMS 2658	Paramedic Clinical III	04
FALL	EMS 2659	Paramedic III Field Internship	<u>02</u>
<b>Total Credit Hours</b>			<b>42</b>

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



## Continuing Workforce Education

Continuing Workforce Education is instruction that does not result in a certificate, diploma or 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 David Dunkle, Associate Dean of Economic Development and Technical Programs at (850) 973-9440 or [dunkled@nfcc.edu](mailto:dunkled@nfcc.edu).

### Admission 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
- Industrial Safety
- Time Management
- Team Building
- Medical Coding

### Financial Assistance

There is no financial assistance 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. Contact David Dunkle, Associate Dean of Economic Development and Technical Programs at (850) 973-9440 or [dunkled@nfcc.edu](mailto:dunkled@nfcc.edu) for program offering information.

# ed2go Online Non-Credit Classes

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

The ed2go program offers a wide range of highly interactive, online courses that can be taken for professional development or personal enrichment. These non-credit classes are available year round in six-week blocks with two lessons per week. Expert instructors develop and lead every course. The variety of classes changes from term to term, and enrollment dates are limited.

For more information, including course descriptions and enrollment procedures, visit [www.ed2go.com/nfcc](http://www.ed2go.com/nfcc) or contact the program coordinator at (850) 973-9481.

### Instructor-Led, Online Courses

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

### Areas of Study

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

# 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 by 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 found in 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

<b>Prefix</b>	<b>Level Code</b> (first digit)	<b>Century Digit</b> (second digit)	<b>Decade Digit</b> (third digit)	<b>Unit Digit</b> (fourth digit)	<b>Lab Code</b>
<b>ENC</b> English Composition	<b>1</b> Lower (Freshman) Level at this institution	<b>1</b> Freshman Composition	<b>0</b> Freshman Composition Skills	<b>1</b> 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 *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills" and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that 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 Florida College System (FCS) institution, and the same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at an FCS 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, according to SNCS . 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. However, it is the prerogative of the receiving institution 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 the semester-term system. For example, 4.0 quarter hours often transfer as 2.67 semester hours.

## The Course Prefix

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

## Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

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

The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### **Exceptions to the General Rule for Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. Courses at nonregionally accredited institutions offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

### **Courses at Nonregionally Accredited Institutions**

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

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Frances Adleburg in the Office of Academic Affairs at North Florida Community College, 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>.

### **Advisory Statement for Course Prerequisites that Include Developmental Education**

Many courses at NFCC require prior successful completion of developmental courses or appropriate placement scores on a postsecondary readiness test. Students may be exempt from taking a postsecondary readiness test and from completion of developmental education. A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, or a student who is serving as an active duty member of any branch of the United States Armed Services meets the exemption criteria for common placement testing and enrollment in developmental education instruction as defined in Section 1008.30, FS. Students who meet the exemption criteria may opt to be assessed and enroll in Developmental Education. Consult an academic advisor for more details about these exemptions.

## Accounting & Taxation

**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 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)  
The main concentration of Introduction to Managerial Accounting is to provide 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. (Spring)  
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.

**ACG 2100. INTERMEDIATE ACCOUNTING I:** Three Credits, Three Hours (Fall)  
This course provides students with an in-depth understanding of accounting procedures and specialized treatment of financial statement items, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income-tax procedures in accounting and the acquisition, use and retirement of long-term plant assets. **Prerequisite:** Minimum grade of "C" in ACG 2071.

**ACG 2110. INTERMEDIATE ACCOUNTING II:** Three Credits, Three Hours (Spring)  
This course is a continuation of concepts learned in Intermediate Accounting I, further exploring asset valuation and liabilities, also including analysis and interpretation of financial statements, expanding into concepts associated with stockholders' equity and miscellaneous accounting topics including accounting changes, error corrections, prior period adjustments and globalization of accounting standards.  
**Prerequisite:** Minimum grade of "C" in ACG 2100.

**APA 2501. PAYROLL ACCOUNTING:** Three Credits, Three Hours (Spring)  
This course provides students with an understanding of the procedures associated with payroll accounting, including calculating payroll and payroll taxes and procedures for payroll records and reports. Students will also gain an understanding of various laws regulating payroll applications.  
**Prerequisite:** Minimum grade of "C" in ACG 2021.

**TAX 2000. INDIVIDUAL INCOME TAX:** Three Credits, Three Hours. (Fall)  
This course offers students practice in the application of the Internal Revenue Code to determine individual income tax, including an overview of the basic concepts associated with individual returns, exclusions/inclusions in calculating gross income, deductions, special tax computations, recognition of gains/losses and payment of tax liability. **Prerequisite:** Minimum grade of "C" in ACG 2021.



## 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:** Minimum grade of "C" in ART 1300C.

**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:** Minimum grade of "C" in ART 1759C.

**ART 1930R. SPECIAL TOPICS IN ART:** Three Credits, Three Hours. (On Demand)  
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:** Instructor consent.

**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:** Minimum grade of "C" in 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. This course is a continuation of ART 2500C. **Prerequisite:** Minimum grade of "C" in 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:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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. The students perform in teams practical tasks and exercises in astronomy and scientific observations of astronomical phenomena related to the AST 1002 curriculum.  
**Corequisite:** AST 1002 or instructor consent.

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

## Automation and Production Technology

**ETI 0481C. PRODUCTION WORKER:** 150 Clock Hours. (On Demand)

This is the first course in the Automation and Production Technology Program and provides the student with the core concepts of technology.

**ETI 0482C. ASSEMBLER:** 150 Clock Hours. (On Demand)

This is the second course in the Automation and Production Technology Program and includes troubleshooting, research and development, invention and innovation, and experimentation in problem solving.

**ETI 0484C. PROCESS ASSISTANT:** 150 Clock Hours. (On Demand)

This is the third course in the Automation and Production Technology Program and provides the student with an understanding of graphic design by generating and interpreting computer-aided drawings.

**ETI 0485C. AUTOMATION AND PRODUCTION TECHNICIAN:** 150 Clock Hours. (On Demand)

This is the fourth course in the Automation and Production Technology Program and allows the student to demonstrate the ability to use and maintain technological products and systems.

## Biological Sciences

**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:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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:** Minimum grade of "C" in BSC 1010C.

**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:** Successful completion of an NFCC developmental reading course option or

appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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:** Minimum grade of "C" in BSC 2085C.

**EVR 1001. INTRODUCTION TO ENVIRONMENTAL SCIENCE:** Three Credits, Three Hours - Lecture and testing. (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 EVR 1001 for General Education Science credit. Students cannot receive credit for both EVR1001 and BSC1050. **Prerequisite:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**MCB 2010C. MICROBIOLOGY I:** Four Credits, Four Hours - Lecture and laboratory. (Fall, Spring, Summer) This course is 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:** Minimum grade of "C" in BSC 1010C or BSC 2085C.

**ZOO 2010C. GENERAL ZOOLOGY:** Four Credits, Four Hours - Lecture and laboratory. (Fall) Field trips are included. This course is a survey of the animal kingdom emphasizing the structure, function, classification, behavior and ecology of major animal phyla. **Prerequisite:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

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

## Business

**BUL 2241. LEGAL ENVIRONMENT OF BUSINESS:** Three Credits, Three Hours. (Fall) 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:** Three Credits, Three Hours. (Summer) 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. (Fall and Summer)

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. (Fall, odd years)

This course is designed to familiarize students with the principles of financial management that guide decision making, introduce financial markets in which funds are traded as well as the institutions that participate in the flow of funds. **Prerequisite:** Minimum grade of "C" in ACG 2021. It is strongly recommended that students complete CGS 1100C or have equivalent skills.

**GEB 1011. INTRODUCTION TO BUSINESS:** Three Credits, Three Hours. (Summer)

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. (Spring, odd years)

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), the use of information technologies for accounting, managing inventories and security, and the design of strategies for keeping current with changes in the practice of e-business. **Prerequisite:** Minimum grade of "C" in CGS 1100C or demonstration of technological competency equivalency.

**GEB 2430. BUSINESS ETHICS:** Three Credits, Three Hours. (Fall)

This course familiarizes students with the concept of business ethics, providing a comprehensive understanding of theoretical and practical ethical concepts within a business environment. This includes exploring the role of stakeholders and social responsibility as they relate to business ethics. Students will examine individual and organizational factors associated with ethical decision making within the business environment, discussing emerging issues in business ethics and recognizing ethical dilemmas and risks associated with ethical business practices. Students will also gain knowledge of concepts relating to developing, managing and controlling ethical programs within the business environment, as well as concepts associated with the global ethical environment. Students will also develop an understanding of ethical issues relating to information technology in business and the technological business environment.

**GEB 2930. BUSINESS ADMINISTRATION CAPSTONE:** Three Credits, Three Hours. (On Demand)

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 in Science: Business Administration degree program or Associate in Arts degree with Business Emphasis.

**MAN 2021. PRINCIPLES OF MANAGEMENT:** Three Credits, Three Hours. (Spring)

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. (Summer)

This course is designed to acquaint the student with the changing marketing environment and will

provide an introduction to 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. Coursework will explore the role marketing plays in society and in business. As an introductory course, students will be exposed to the "language of marketing" which includes terminology and basic concepts.

**MNA 2100. HUMAN RESOURCE MANAGEMENT:** Three Credits, Three Hours. (On Demand)

This course is designed to acquaint the student with the knowledge and skills necessary for successful management of human resources and includes 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. (Spring)

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:** Minimum grade of "C" in CGS 1100C.

**SBM 2000. SMALL BUSINESS MANAGEMENT:** Three Credits, Three Hours. (On Demand)

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.

## Chemistry

**CHM 1033C. SURVEY OF CHEMISTRY:** Four Credits, Four Hours - Lecture and Lab. (Fall, Spring, Summer) 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:** Minimum grade of "C" in MAT 1033, STA 2023, high school chemistry or appropriate mathematics placement test score; successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

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

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. **Prerequisites:** High school chemistry or minimum grade of "C" in CHM 1033; successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**CHM 1045L. GENERAL CHEMISTRY I LAB:** One Credit, One Three Hour Session Per Week. (Fall, Spring) One Credit, One Three Hour Session Per Week. (Fall, Spring) 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 Hours - Lecture. (Fall, 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:** Minimum grade of "C" in CHM 1045. **Corequisite:** CHM 1046L.

**CHM 1046L. GENERAL CHEMISTRY II LAB:** One Credit, One Three Hour Session Per Week. (Fall, 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. **Prerequisite:** Minimum grade of "C" in CHM 1045L.

**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:** Minimum grades of "C" 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 Hours - 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:** Minimum grade of "C" 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:** Minimum grades of "C" in CHM 2210 and CHM 2210L. **Corequisite:** CHM 2211.

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

## Commercial Vehicle Driving

**TRA0080. TRACTOR TRAILER TRUCK DRIVER:** 320 Clock Hours. (On Demand)  
The Tractor Trailer Truck Driver course, prepares students for entry into the Trucking and Logistics Industry. Students explore career opportunities and requirements of a professional Tractor Trailer driver. Students study: vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, coupling, uncoupling, maneuvering, road and hazardous driving skills, math, communication, employability, entrepreneurship, and licensing requirements.

## Computer Science / Networking

**CET 1171C. IT ESSENTIALS:** Three Credits, Three Hours. (Spring)  
Students will develop a working knowledge of how computers operate, how to assemble computers, and how to troubleshoot hardware and software issues. Students will learn the fundamentals of computer hardware and software as well as advanced concepts in security, networking, and the responsibilities of an IT Professional.



**CET 1600C. CISCO INTRODUCTION TO NETWORKS:** Three Credits, Three Hours. (Spring)

This course is the first of four courses designed to prepare the student to take the Cisco Certified Network Associate (CCNA) exam and prepares the student for a job/career in network support. The CCNA routing and switching curriculum is authorized under the Cisco Networking Academy Program.

**CET 1610C. CISCO ROUTING AND SWITCHING ESSENTIALS:** Three Credits, Three Hours. (Spring)

This course is the second of four courses designed to prepare the student to take the Cisco Certified Network Associate (CCNA) exam and prepares the student for a job/career in network support. The CCNA routing and switching curriculum is authorized under the Cisco Networking Academy Program.

**Prerequisite:** Minimum grade of "C" in CET 1600C.

**CET 2615C. CISCO SCALING NETWORKS:** Three Credits, Three Hours. (Fall)

This course is the third of four courses designed to prepare the student to take the Cisco Certified Network Associate (CCNA) exam and for a job/career in network support. The CCNA routing and switching curriculum is authorized under the Cisco Networking Academy Program. **Prerequisite:** Minimum grade of "C" in CET 1610C.

**CET 2620C. CISCO CONNECTING NETWORKS:** Three Credits, Three Hours. (Fall)

This course is the fourth of four courses designed to prepare the student to take the Cisco Certified Network Associate (CCNA) exam and for a job/career in network support. The CCNA routing and switching curriculum is authorized under the Cisco Networking Academy Program. **Prerequisite:** Minimum grade of "C" in CET 2615C.

**CGS 1100C. COMPUTER APPLICATIONS I:** Three Credits, Three Hours. (Fall, Spring, 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 1930C. COMPUTER SCIENCE SPECIAL TOPICS:** One Credit, One Hour. (On Demand)

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:** Minimum grade of "C" in CGS 1100C or instructor consent.

**CGS 2515. SPREADSHEET APPLICATIONS FOR BUSINESS:** Three Credits, Three Hours. (Spring)

This course is designed to provide students hands-on experience and skills in designing, planning, creating and programming spreadsheets for business applications using spreadsheet functions and commands. **Prerequisite:** Minimum grade of "C" in CGS 1100C.

**CIS 2352C. ETHICAL HACKING I:** Three Credits, Three Hours. (On Demand)

This is a hands-on course that teaches students how to hack into information systems using ethical standards. The student will learn system and network penetration testing, the tools and techniques used to exploit vulnerabilities such as social engineering, buffer overflows, and how to defend against attacks. The skills developed by students completing this course will prepare them for the EC-Council Certified Ethical Hacker (CEH) Certification exam. See advisor before registering.

**CIS 2381C. COMPUTER FORENSICS AND INVESTIGATIONS:** Three Credits, Three Hours. (On Demand)

This course teaches the methods of acquiring, preserving, retrieving, and presenting data that has been processed electronically and stored on computer media for use in legal proceedings with a focus on Microsoft Windows Systems. The skills developed by students will prepare them for the EC-Council Computer Hacking Forensics Investigator (CHFI) Certification exam. See advisor before registering.

**CTS 1120C. SECURITY+:** Three Credits, Three Hours. (On Demand)

This course provides the student with an understanding of the computer, network, infrastructure, and information security issues faced by industries worldwide. Expertise necessary to combat and protect



intellectual property from theft and destruction are also developed. The skills developed will prepare the student for the CompTIA Security+ (SY0-401) Certification exam. A minimum grade of "C" in CET 1171C is recommended prior to enrolling in this course.

**CTS 1387C. LINUX/UNIX FUNDAMENTALS:** Three Credits, Three Hours. (On Demand)

This course provides a thorough coverage of the new version of the leading Linux certification from Linux Professional Institute. This course covers both objectives and materials tested in the two required LPIC-1 exams: LPI 101 and LPI 102. This includes Linux command line tools, managing software, configuring hardware, managing files and file systems, working with the X Window System, administering the system, and basic networking.

**CTS 2664C. CCNA SECURITY:** Three Credits, Three Hours. (On Demand) This is a hands-on course that equips students with the knowledge and skills needed for entry-level security specialist careers. Students will apply the skills required to develop a security infrastructure, recognize security threats and vulnerabilities, and prepare the network devices to mitigate security threats. The skills developed by students who complete this course will prepare them for the Cisco Systems CCNA-Security Certification exam. **Prerequisites:** Minimum grade of "C" in CET 1600C and CET 1610C.

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

## Criminal Justice

**CCJ 1020. INTRODUCTION TO CRIMINAL JUSTICE:** Three Credits, Three Hours. (Fall)

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. **Prerequisite:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**CCJ 2010. NATURE OF CRIME:** Three Credits, Three Hours. (Summer, odd years)

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. (Spring, even years) 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. (Fall, even years)

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. (Fall, odd years)

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. (Spring, odd years)

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. (Summer, even years) 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)

This course will examine and analyze the structure and components that law enforcement use to conduct a criminal investigation. The course will focus on the history, legal, forensic and investigative tools used in the criminal investigation process. In addition, the course will look at several specific criminal investigations that will provide the student with examples of how the criminal investigation process occurs.

## Developmental Education

**ENC 0054. WRITING SEMINAR:** Developmental Education, Zero Credit, One Hour. (Fall, Spring)

This developmental writing seminar is offered as a co-requisite model providing just-in-time supplemental instruction for students concurrently enrolled in ENC 1101. Students receive instructional support related to the expected learning outcomes and assignments in ENC 1101. Topics include, but are not limited to, MLA format, developing thesis statements, essay format, and basic grammar skills. *Students who enroll in this developmental writing seminar must be concurrently enrolled in ENC 1101.* THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

**ENC 0056. DEVELOPMENTAL WRITING MODULE:** Developmental Education, Zero Credit, Two Hours. (Fall, Spring, Summer) This developmental writing course's content is delivered in a modularized format. Students are administered a diagnostic test to identify skills to prepare an individualized learning plan so that the students work only on skills not yet mastered. Topics in the learning plan include basic grammar, sentence skills, mechanics and spelling, language usage and style. Additionally, instruction

will be provided in paragraph development and essay development to meet individual student needs. This course consists of student-centered computer based interactive instruction along with instructor assistance as needed. THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

**ENC 0027. DEVELOPMENTAL READING & WRITING:** Developmental Education, Zero Credit, Four Hours. (Fall, Spring, Summer) This developmental course provides integrated reading and writing instruction. The skills taught in this course include reading comprehension, vocabulary, and standard American English grammar and usage. Students will demonstrate mastery of these skills through reading activities and written responses to those readings developed into well-organized paragraphs and essays in various rhetorical modes. This course is designed for students whose assessment scores indicate a need for reading and/or writing remediation. THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

**MAT 0022. DEVELOPMENTAL MATH COMBINED:** Developmental Education, Zero Credit, Four Hours. (Fall, Spring, Summer) This is a compressed course designed to prepare students for MAT 1033C. All the topics taught in pre-algebra and introductory algebra are combined in an orderly, integrated sequence. Topics to be studied include arithmetic with whole numbers, integers and rational numbers, plane geometric figures and applications, linear equations and inequalities in one variable, factoring, simplifying quadratic expressions and solving equations, laws of exponents, and basic linear graphing. THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

**MAT 0054. MATH SEMINAR (FOR MAT 1033):** Developmental Education, Zero Credit, One Hour. (Fall, Spring) This developmental math seminar is offered as a co-requisite model providing just-in-time supplemental instruction for students concurrently enrolled in MAT 1033. Students receive instructional support related to the expected learning outcomes and assignments in MAT 1033. Students who enroll in this developmental math seminar must be concurrently enrolled in MAT 1033. THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

**MAT 0054. MATH SEMINAR (FOR STA 2023):** Developmental Education, Zero Credit, One Hour. (Fall, Spring) This developmental math seminar is offered as a co-requisite model providing just-in-time supplemental instruction for students concurrently enrolled in STA 2023. Students receive instructional support related to the expected learning outcomes and assignments in STA 2023. Students who enroll in this developmental math seminar must be concurrently enrolled in STA 2023. THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

**MAT 0056. DEVELOPMENTAL MATH MODULE:** Developmental Education, Zero Credit, Two Hours. (Fall, Spring, Summer) This modularized course provides specialized instruction necessary to prepare the student for MAT 1033 Intermediate Algebra. Students will be given diagnostics to identify skills to prepare an individualized learning plan so that each student works on skills he/she has not yet mastered to prepare them for MAT 1033. Topics to be studied include arithmetic with whole numbers, integers and rational numbers, plane geometric figures and applications, linear equations and inequalities in one variable, factoring, simplifying quadratic expressions and solving equations, laws of exponents, and basic linear graphing. This course consists of student-centered computer-based interactive instruction along with instructor assistance as needed. THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

**REA 0056. DEVELOPMENTAL READING MODULE:** Developmental Education, Zero Credit, Two Hours. (Fall, Spring, Summer) This developmental reading course's content is delivered in a modularized format. Students are administered a diagnostic test to identify skills to prepare an individualized learning plan so that the students work only on skills not yet mastered. Topics in the learning plan include identifying main ideas and supporting details, recognizing transitions and thought patterns, differentiating between facts and opinions, identifying a passage's tone and purpose, making valid inferences and analyzing arguments. This course consists of student-centered computer-based interactive instruction along with instructor assistance as needed. THIS COURSE DOES NOT MEET GENERAL EDUCATION REQUIREMENTS.

## Early Childhood Education

**CHD 2220. CHILD GROWTH AND DEVELOPMENT:** Three Credits, Three Hours. (Fall, Spring)  
This 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. Includes a mandatory 20 hours of classroom observations. This course is one of four required for the Birth through Five Florida Child Care Professional Certificate (FCCPC).

**EDG 1940. FIELD EXPERIENCE:** Three Credits, Three Hours. (On Demand)  
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. (On Demand) 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, to set limits and to evoke 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. (On Demand) This methods course 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.

**EEC 1601. OBSERVING AND RECORDING:** Three Credits, Three Hours. (Fall, Spring)  
This course 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. **Prerequisites:** Minimum grades of "C" in CHD 2220 and DEP 2004 or instructor consent. Includes a mandatory 60 hours of classroom observations. This course is one of four required for the Birth through Five Florida Child Care Professional Certificate (FCCPC).

**EEC 2011. EARLY CHILDHOOD EDUCATOR PROFESSIONALISM:** Two Credits, Two Hours.  
(On Demand) This course introduces early child professionals 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, to incorporate techniques for working with families and to identify community resources available for assistance.

**EEC 2218. LANGUAGE AND LITERACY FOR YOUNG CHILDREN:** Three Credits, Three Hours.  
(On Demand) This methods course 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. **Prerequisites:** Minimum grades of "C" in CHD 2220 and DEP 2004 or instructor consent.

**EEC 2226. MATH, SCIENCE, AND TECHNOLOGY FOR YOUNG CHILDREN:** Three Credits, Three Hours. (On Demand) This methods course 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. **Prerequisites:** Minimum grades of "C" in CHD 2220 and DEP 2004 or instructor consent.

**EEC 2240. SOCIAL STUDIES AND CREATIVE EXPRESSION FOR YOUNG CHILDREN:** Three Credits, Three Hours. (On Demand) This methods course 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. **Prerequisites:** Minimum grades of "C" in CHD 2220 and DEP 2004 or instructor consent.

**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. (Fall, 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. This course is one of four required for the Birth through Five Florida Child Care Professional Certificate (FCCPC).

**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. This course is one of four required for the Birth through Five Florida Child Care Professional Certificate (FCCPC).

**EEX 2030. INTRODUCTION TO EXCEPTIONAL LEARNERS:** Three Credits, Three Hours. (Summer)  
This course is designed to provide an overview of the characteristics and needs of exceptional learners in the K-12 classroom. Focus is on the development of knowledge and skills necessary for inclusive general and special educators to meet the educational needs of students with varying exceptionalities. Specialized instructional methods and strategies for students with exceptionalities are emphasized. This course meets the Florida Educator Certification Renewal Requirement.

**HEV 0160. CHILD CARE CENTER DIRECTOR:** 45 Clock Hours. (Course will be offered on 10 week cycle beginning January 2018. Start dates: 1/8/2018, 3/19/2018, 5/28/2018.) This 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.



**HEV 0870. CHILD CARE WORKER 1:** 150 Clock Hours. (On Demand)

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 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. (On Demand)

This course allows a student to become well versed in the child care industry and provides an overview of early childhood career options and responsibilities. This 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:** Minimum grade of "C" in HEV 0870.

**HEV 0872. TEACHER AIDE (PRESCHOOL):** 150 Clock Hours. (On Demand)

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:** Minimum grade of "C" in HEV 0871 or instructor approval.

**HEV 0873. PRESCHOOL TEACHER:** 150 Clock Hours. (On Demand)

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:** Minimum grade of "C" in HEV 0872 or instructor approval.

## Economics

**ECO 2013. MACROECONOMICS:** Three Credits, Three Hours. (Fall, Spring, Summer)

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:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**ECO 2023. MICROECONOMICS:** Three Credits, Three Hours. (Spring)

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:** Minimum grade of "C" in ECO 2013.

## Education

**EDF 2005. INTRODUCTION TO THE TEACHING PROFESSION:** Three Credits, Three Hours. (Fall, Summer) This course is a beginning social foundations course for students who are considering teaching as a profession. Intro to the Teaching Profession provides a broad introduction to the foundations of education through current discussions of theory and practice. This course offers a thorough overview of the historical, legal, philosophical, social, and practical aspects of education. A minimum of 15 hours of field based experience observing the K-12 population of students in public or private schools, but not virtual school, is required.

**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 Florida Educator Accomplished Practices, Sunshine State Standards and 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. 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 Florida Educator Accomplished Practices, Sunshine State Standards, Professional Educator Competencies and National Educational Technology Standards. **Prerequisite:** Minimum grade of "C" in CGS 1100C.

## Emergency Medical Technician

**EMS 1119. EMERGENCY MEDICAL TECHNICIAN I:** Six Credits, Six Hours. (Fall, Spring)  
This course is designed to provide preparation for employment as an emergency medical technician or to provide supplemental training for persons 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 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 provides the student the opportunity to perform basic patient care and participate as a team member in a contract agency emergency room. **Corequisites:** EMS 1119, EMS 1119L, EMS 1421.

**EMS 1421. RESCUE CLINICAL:** One Credit. (Fall, Spring)  
This clinical course provides the student the opportunity to perform basic patient care and participate as a team member on a contract agency emergency ambulance. **Corequisites:** EMS 1119, EMS 1119L, EMS 1411.



## Engineering Technology

**EET 1084C. INTRODUCTION TO ELECTRONICS:** Three Credits, Three Hours. (On Demand) This course provides an introduction to the basic fundamentals, terminology, and applications used in the electronics industry. Topic coverage will include circuit theory principles, electronic components, transistor usage, amplifiers, power supplies, digital logic techniques, and electronic instruments.

**ETD 1320C. INTRODUCTION TO COMPUTER AIDED DESIGN:** Three Credits, Three Hours. (On Demand) This course uses the major features of computer aided design software to make graphic displays, including basic geometric figures, orthographic view of three-dimensional objects, and production of mechanical drawings of various three-dimensional applications.

**ETI 1110. INTRODUCTION TO QUALITY:** Three Credits, Three Hours. (On Demand) This course defines the role of quality in an industrial environment. Topics include the use of quality management techniques and quality philosophies, process development, techniques used for evaluation, approaches used on continuous operations, methods used to control quality, and the international organization for standardization (ISO) series of standards. The responsibility of quality assurance during the engineering, manufacturing, and marketing of a product is also covered.

**ETI 1420C. MANUFACTURING PROCESSES AND MATERIALS:** Three Credits, Three Hours. (On Demand) This course is intended to provide students with an introduction to the basic characteristics, fundamentals, and manufacturing properties of materials including metals, polymers, ceramics, and composites along with related equipment and processes utilized for their manufacture.

**ETI 1622. CONCEPTS OF LEAN MANUFACTURING AND SIGMA SIX:** Three Credits, Three Hours. (On Demand) This course provides the student with an introduction to the fundamentals of lean manufacturing, based on the concepts of the Toyota Production System model of business function operating systems. A comprehensive overview of the lean and six sigma methodologies including the Define, Measure, Analyze, Improve, and Control (DMAIC) process improvement paradigm will be presented.

**ETI 1644. PRODUCTION AND INVENTORY CONTROL:** Three Credits, Three Hours. (On Demand) In this course students will learn how to use manufacturing planning and control systems to coordinate material, labor, capacity, and other resources to optimize manufacturing operations. Students also learn the key features of automated systems that can be used to manage the supply chain process. The course will cover production planning and inventory control including scheduling, MRP, and capacity planning.

**ETI 1701. INDUSTRIAL SAFETY:** Three Credits, Three Hours. (On Demand) This course focuses on the theories and principles of occupational safety and health in a practical and useful real world job-related setting. Major topics include Occupational Safety and Health Administration (OSHA) compliance, safety standards, code enforcement, ergonomics and mechanical hazards, industrial hygiene, radiation, noise, emergencies, and environmental safety.

**ETI 1949. Manufacturing Internship:** Three Credits, Three Hours. (On Demand) This course is intended to teach the student to apply theoretical principles to a real-life situation under the academic supervision of the program director. Students employed in industry will be required to select a program from outside their area of expertise. Other students can arrange to work in any area manufacturing facility for a minimum of 60 clock hours. A formal report is required.

**ETM 1010C. MECHANICAL MEASUREMENT AND INSTRUMENTATION:** Three Credits, Three Hours. (On Demand) This course provides the basic foundation for both mechanical and electronic measurement techniques used in a manufacturing environment. This course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of measuring

equipment, including micrometers, Vernier calipers, gauges, and other types of measuring equipment. This course will also introduce the student to the basic measuring techniques employing electronic test equipment including the operation and usage of digital multi-meters, function generators, and oscilloscopes.

**ETM 2315C. HYDRAULICS AND PNEUMATICS:** Three Credits, Three Hours. (On Demand) This course is an introduction to the basic hydraulic and pneumatic systems and devices found in advanced manufacturing facilities. Underlying scientific principles and their practical applications will be covered. The laboratory will reinforce the principles learned through hands-on experiments.

**ETP 1501. INTRODUCTION TO ALTERNATIVE AND RENEWABLE ENERGY:** Three Credits, Three Hours. (On Demand) This course presents a general introduction to renewable energy technologies with a specific focus on technology operation and function. The course also touches on non-renewable sources of energy, climate effects, and US energy consumption analysis compared to worldwide energy consumption. An overview of basic energy science will be covered in order to provide a fundamental understanding of physical laws underlying technology feasibility. Technologies reviewed in this course include the following: Photovoltaics, Solar Thermal, Wind Energy, Biomass, Hydro-Energy, Fuel Cells, Energy Storage and Building energy efficiency.

**ETS 1511. MOTORS AND CONTROLS:** Three Credits, Three Hours. (On Demand) This course develops practical hands-on knowledge in the theory, operation, installation, and maintenance of the DC and AC electric motors, Variable Frequency Drives (VFDs), and their various types of manual, magnetic, and electronic controls commonly found in industrial applications today. The course also includes a familiarization with NEC and NEMA codes and standards as they relate to motors, controls, and enclosures. Limited coverage of troubleshooting of motor and control problems is also included.

**ETS 1520. INSTRUMENTATION FUNDAMENTALS:** Three Credits, Three Hours. (On Demand) Provides students with a basic knowledge of instrumentation and how sensors are used in the manufacturing field. Topics include principles of temperature, pressure, flow and level, and the relationship of devices used to measure these for control.

**ETS 1535. AUTOMATED PROCESS CONTROL:** Three Credits, Three Hours. (On Demand) This course provides a broad perspective of control system principles commonly used in modern industrial processes and introduces modern control theory and the use of sensors, actuators, and controllers. The student will be introduced to state of the art control systems used in industry and the elements that comprise a closed-loop network.

**ETS 1540. INDUSTRIAL APPLICATION OF PLC AND ROBOTICS:** Three Credits, Three Hours. (On Demand) Industrial uses of PLCs are explored and covered during several presentations, labs, and research. Multi-function PLCs and their applications are studied in class and in real-world industrial sites. Supply chain/logistics and materials flow; high-tech manufacturing and processing uses for robotic lines, conveyors, switches; and PLCs in various settings are explored, including ladder logic, video feed, and IR control for product movement and identification. Industry representatives provide hands-on experiences within the local workforce where allowable, and computer simulations and labs provide instruction in PLC and robotic placement and use in industrial settings.

**ETS 1542. INTRODUCTION TO PLCs:** Three Credits, Three Hours. (On Demand) This course covers fundamental ladder logic, programmable controller theory and application, and design and troubleshooting of PLC-based systems using classroom presentations, lab construction and redesign, simulation trainers and multi-modal software learning labs. Basic instruction sets are presented and reinforced by computer-based training simulations. Hands-on replication of PLC functions is created in the lab with LogixPro Allen Bradley emulation software and virtual PLC components.

**ETS 2527. ELECTROMECHANICAL COMPONENTS AND MECHANISM:** Three Credits, Three Hours. (On Demand) This course covers gears and gearboxes, belts and pulleys, chains and sprockets, alignments and measures found in the industrial environment.

## English

**CRW 2001. INTRODUCTION TO CREATIVE FICTION AND POETRY:** Three Credits, Three Hours. (On Demand) This course introduces students to fiction and poetry through 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:** Minimum grade of "C" in 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:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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, the continuation of the writing of expository prose, and the continued development of effective research techniques culminating in the writing of a formal research paper. **Prerequisite:** Minimum grade of "C" in ENC 1101.

## Firefighter

**FFP 0010. FIREFIGHTER I:** 206 Clock Hours. (On Demand)  
This course 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 with minimum grade of "C," or instructor consent 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:** Minimum grade of "C" in FRE 1121 or equivalent, or instructor consent 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:** Minimum grade of "C" in FRE 2200 or instructor consent.

## Graphic Arts

**GRA 2117C. COMPUTER ASSISTED GRAPHIC DESIGN:** Three Credits, Three Hours. (Fall, odd years) 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 both on the web and in print documents.

**GRA 2131C. ELECTRONIC IMAGING:** Three Credits, Three Hours. (Summer, even years) 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 projects suitable for printing, presentations or web use. Basic design principles will be applied from concept to finished product. Students should have basic computer knowledge prior to beginning class.

**GRA 2144C. FUNDAMENTALS OF WEB DESIGN:** Three Credits, Three Hours. (Spring) 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.

## 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 and other infectious diseases, aging, death and dying.

**HSC 1531. MEDICAL TERMINOLOGY:** Three Credits, Three Hours. (Fall, Spring) This course is designed to teach Allied Health students recognition and application of basic medical terminology. The units of instruction move the student from identification of basic word parts to recognition and application of medical terms to various body systems. Structural, directional, disease and disorder, surgical and diagnostic terms; pronunciation; and abbreviations are included. Word parts are used to build, analyze, define and spell medical terms.

**HSC 2000. INTRODUCTION TO HEALTH PROFESSIONS:** Two Credits, Two Hours (Fall, Spring) This course is an introduction to various health professions, including the current concepts of comprehensive care of the ill and disabled, and an orientation to the roles of various health professionals. It includes legal and ethical aspects of healthcare, communication and relationships with the healthcare team, safety measures in healthcare, infection control measures, wellness and disease concepts, and CPR certification.

**HUN 2201. FUNDAMENTALS OF HUMAN NUTRITION:** Three Credits, Three Hours. (On Demand)  
This course examines the human body's needs for nutrients, vitamins, minerals and water to function and 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 are addressed. **Prerequisite:** Required successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor. **Suggested prerequisite:** Minimum grade of "C" in one of the following courses: BSC 1010C, BSC 1005C, BSC 2085C 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. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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. This course examines 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. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**AMH 2097. RACE, NATIONALITY AND ETHNICITY IN U.S. HISTORY:** Three Credits, Three Hours. (On Demand)  
This course provides the reference needed to develop an appreciation for ways in which the dual concepts of race and ethnicity have influenced the scope of American History. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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 surveys the major political, economic, cultural and intellectual movements that have shaped the development of the world. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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 surveys the major political, economic, cultural and intellectual movements that have shaped the development of the world. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**WOH 2040. WORLD HISTORY IN THE TWENTIETH CENTURY:** Three Credits, Three Hours.  
(Fall, Spring) This course begins with European Imperialism and World War I and examines the important political, military, economic, intellectual, social and cultural developments in the world during the last century. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

## Humanities

**ARH 2000. HUMANITIES ART:** Three Credits, Three Hours. (Fall, Spring)  
This course is a study of the major achievements of Western civilization in graphic, plastic and building arts and 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:** Minimum grade of "C" in ENC 1101.

**HUM 1020. INTRODUCTION TO HUMANITIES:** Three Credits, Three Hours. (Fall, Spring)  
Emphasizing the reasons for and humanity of creativity, this bridge course to the humanities encourages student appreciation of the humanities through experience and exploration of resources in some or all of the following: literature, art (various media), philosophy, religion, music, film, television, dance, architecture, drama and photography. **Prerequisite:** Minimum grade of "C" in ENC 1101.

**HUM 2210. GENERAL HUMANITIES I- HUMANITIES FROM PREHISTORIC TO RENAISSANCE:**  
Three Credits, Three Hours. (Fall, Spring) This course 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:** Minimum grade of "C" in ENC 1101.

**HUM 2230. GENERAL HUMANITIES II; FROM RENAISSANCE TO PRESENT:** Three Credits, Three Hours. (Fall, Spring) This course 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 to HUM 2210. **Prerequisite:** Minimum grade of "C" in ENC 1101.

**HUM 2931R. SPECIAL TOPICS IN HUMANITIES:** Three Credits, Three Hours. (On Demand)  
This course provides intensive reading in a 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:** Minimum grade of "C" in ENC 1101.

**MUH 2011. HUMANITIES MUSIC:** Three Credits, Three Hours. (Fall, Spring)  
This course is 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:** Minimum grade of "C" in ENC 1101.



**PHI 2010. INTRODUCTION TO PHILOSOPHY:** Three Credits, Three Hours. (Fall, Summer, Spring)  
This course is an introductory examination of some of the central problems in philosophy. Students will learn how to construct and criticize arguments and develop their own philosophical positions as they study philosophers of the past and present. **Prerequisite:** Minimum grade of "C" in ENC 1101.

**REL 2300. INTRODUCTION TO WORLD RELIGION:** Three Credits, Three Hours. (Fall, Summer, Spring) This course introduces the fundamental, sociological, theoretical and practical concepts of world religions as revealed through comparison and contrast of features and expressions examined in the study of religious literature, religious thought and the relationship of religion and culture. **Prerequisite:** Minimum grade of "C" in ENC 1101.

## Library and Information Science

**LIS 1001. INTRODUCTION TO INFORMATION SKILLS:** One Credit, One Hour. (Fall, Spring)  
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. STRATEGIES FOR ONLINE RESEARCH:** One Credit, One Hour. (Fall, Spring)  
This course focuses on critical thinking skills for online research. Students will learn how to access, evaluate and use information efficiently and effectively.

## Literature

**AML 2010. AMERICAN LITERATURE I:** Three Credits, Three Hours. (On Demand)  
This course is a study of the development of America's national literature from colonial times to the end of the Civil War. **Prerequisite:** Minimum grade of "C" in ENC 1102 or CRW 2001.

**AML 2020. AMERICAN LITERATURE II:** Three Credits, Three Hours. (On Demand)  
This course is 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:** Minimum grade of "C" in ENC 1102 or CRW 2001.

**ENL 2012. BRITISH LITERATURE I:** Three Credits. Three Hours. (On Demand)  
This course is designed to acquaint the student with the great masterpieces of English literature from Beowulf to the Age of Johnson. **Prerequisite:** Minimum grade of "C" in ENC 1102 or CRW 2001.

**ENL 2022. BRITISH LITERATURE II:** Three Credits. Three Hours. (On Demand)  
This course is a study of 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:** Minimum grade of "C" in ENC 1102 or CRW 2001.

**LIT 1000. INTRODUCTION TO LITERATURE:** Three Credits, Three Hours. (Fall, Spring)  
This course introduces students to a variety of literary genres. Students learn the basic elements of literature and interpret and analyze literature as a response to the human condition. Reading selections will differ from those taught in ENC 1102. This course meets Florida General Education Core requirements for the A.A. degree. **Prerequisite:** Minimum grade of "C" in ENC 1101.

**LIT 1330. ESSENTIALS OF CHILDREN'S LITERATURE:** Three Credits, Three Hours. (On Demand)  
This course provides an overview of children's 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:** Minimum grade of "C" in ENC 1101.



**LIT 2020. SHORT STORY:** Three Credits, Three Hours. (On Demand)

This course is 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:** Minimum grade of "C" in ENC 1102 or CRW 2001.

**LIT 2110. WORLD LITERATURE I:** Three Credits, Three Hours. (On Demand)

This course surveys the major works of the Western literary heritage. The reading selections range in time from Genesis and Homer to Renaissance literature. **Prerequisite:** Minimum grade of "C" in ENC 1102 or CRW 2001.

**LIT 2120. WORLD LITERATURE II:** Three Credits, Three Hours. (On Demand)

This course surveys 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:** Minimum grade of "C" in ENC 1102 or CRW 2001.

**LIT 2931R. SPECIAL TOPICS IN LITERATURE:** Three Credits, Three Hours. (On Demand)

This course provides intensive reading in a particular concept, topic or genre of popular literary appeal. Examples include women in literature, fantasy, science fiction, horror, literature and film, and the historical novel. This course may be repeated for credit with a change of topic. **Prerequisite:** Minimum grade of "C" in ENC 1102 or CRW 2001.

## Mathematics

Any mathematics course may require the purchase of new textbooks, scientific or graphing calculators, access codes for 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. **Prerequisite:** Successful completion of an NFCC developmental mathematics course option or appropriate mathematics placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor. DOES NOT SATISFY GENERAL EDUCATION REQUIREMENTS.

**MAC 1105. COLLEGE ALGEBRA:** Three Credits, Three Hours. (Fall, Spring, Summer)

MAC 1105 is designed for students whose majors require College Algebra or courses beyond College Algebra, but who are not yet ready for 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. **Prerequisites:** Minimum grade of "C" in MAT 1033 or appropriate mathematics placement scores on a postsecondary readiness test; successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**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; polar coordinates; and applications. The T1-83 or TI-84 graphing

calculator is required. **Prerequisite:** Minimum grade of "C" in MAC 1105 or an appropriate mathematics placement score on a postsecondary readiness test.

**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. **Prerequisite:** Minimum grade of "C" in MAC 1105 or an appropriate mathematics placement test score on a postsecondary readiness test.

**MAC 2233. APPLIED CALCULUS I:** Three Credits, Three Hours. (Spring)

This is 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:** Minimum grade of "C" in MAC 1105 or an appropriate mathematics placement score on a postsecondary readiness test.

**MAC 2311. CALCULUS WITH ANALYTIC GEOMETRY I:** Five Credits, Five Hours. (Fall)

Topics for this course 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. **Prerequisites:** Minimum grades of "C" in MAC 2140 AND MAC 1114 or instructor consent.

**MAC 2312. CALCULUS WITH ANALYTIC GEOMETRY II:** Five Credits, Five Hours. (Spring)

This course is a continuation of MAC 2311 and 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:** Minimum grade of "C" in MAC 2311.

**MAC 2313. CALCULUS WITH ANALYTIC GEOMETRY III:** Three Credits, Three Hours. (Summer)

This course is a continuation of MAC 2312 and includes two- and three-dimensional vectors, partial derivatives, and multiple integrals with applications. **Prerequisite:** Minimum grade of "C" in MAC 2312.

**MAP 2302. ORDINARY DIFFERENTIAL EQUATIONS:** Three Credits, Three Hours. (Summer)

Topics for this course 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:** Minimum grade of "C" in MAC 2312.

**MGF 1106. MATHEMATICS FOR LIBERAL ARTS I:** Three Credits, Three Hours. (Spring)

Major topics for this course may include the following: systematic counting; probability; statistics; history of mathematics; geometry; sets; and logic. A scientific calculator may be required. **Prerequisites:** Successful completion of an NFCC developmental mathematics course option or appropriate mathematics placement scores on a postsecondary readiness test; successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**MGF 1107. MATHEMATICS FOR LIBERAL ARTS II:** Three Credits. Three Hours. (Fall)

Appropriate for liberal arts students who plan to concentrate in a field that requires no specialized mathematics beyond General Education level, this course's major topics include numeration systems, selected topics from number theory, apportionment and voting theory, measurement, counting, probability, financial mathematics and introduction to networks. MGF 1107 can be taken before, after, or at same time as MGF 1106. A scientific calculator may be required. **Prerequisites:** Successful completion of an NFCC developmental mathematics course option or appropriate mathematics placement scores on a postsecondary readiness test; successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**MTB 1370. MATH FOR MEDS:** Two Credits, Two Hours. (On Demand)

This course covers the basic concepts of arithmetic, use and conversion of metric, and household measurements for the purpose of giving medications. **Prerequisite:** Successful completion of at least one college level math.

**STA 2023. INTRODUCTORY COLLEGE STATISTICS:** Three Credits, Three Hours. (Fall, Spring, Summer) 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. The TI-84 graphing calculator is required. **Prerequisites:** Successful completion of an NFCC developmental mathematics course option or appropriate mathematics placement scores on a postsecondary readiness test; successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

## Medical Assisting

**MEA 0002. INTRODUCTION TO MEDICAL ASSISTING:** 250 Hours. Through the course "Introduction to Medical Assisting," students will: demonstrate communication skills used by medical assistants, demonstrate knowledge of legal and ethical responsibilities for medical assistants, and demonstrate an understanding of anatomy and physiology concepts in both illness and wellness states.

**MEA 0501C MEDICAL OFFICE PROCEDURES:** 75 Hours. This course prepares students to perform basic clerical/medical office duties such as: performing effective communication skills essential to the medical office, maintaining filing systems, operating office equipment, and performing clerical office procedures. The course will discuss principles of using electronic medical records (EMR), preparing and maintaining medical records both manually and within the EMR, screening and processing mail, scheduling routine appointments and patient admissions and/or procedures both manually and within the EMR, adhering to current government regulations, risk management and compliance within the scope of practice as a medical assistant practicing in the state of Florida. Students will learn to: Maintain office inventory, inform patients of office policies both verbally and written, perform general housekeeping duties, perform daily office activities both manually and within the EMR, receive patients and visitors and identify and maintain office security policies/procedures.

**MEA 0506 ADMINISTRATIVE OFFICE PROCEDURES:** 90 Hours. Through this course students will be able to perform administrative office duties. They will execute data management using Electronic Medical Record (EMR) including but not limited to: patient registration, appointment scheduling, charting, billing and insurance processing, procedure and diagnostic coding, ordering and monitoring patient testing, medication and prescription orders, keyboarding and correspondence, and performing an office inventory. The course will teach students to explain meaningful use and how it applies to the medical assistant regarding the documentation of physician orders in the EMR. Students will learn to execute non EMR data management including but not limited to: selecting appropriate procedure and diagnostic codes, process insurance data and claims, develop and maintain billing and collection systems and keyboarding documents. Students will perform various financial procedures such as: billing and collection procedures, payroll procedures and checkbook procedures as well as maintaining personal records.

**MEA 0521. PHLEBOTOMIST, MA:** 75 Hours. This course will help students to demonstrate accepted professional communication and interpersonal skills, discuss phlebotomy in relation to the health care setting, identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist, recognize and identify collection reagents supplies, equipment and interfering chemical substances, demonstrate skills and knowledge necessary to perform phlebotomy, practice infection control following standard precautions, practice accepted procedures of transporting, accessioning and processing specimens, practice quality assurance and safety, and describe the role of the medical assistant with intravenous therapy in oncology and dialysis.

**MEA 0530C PHARMACOLOGY FOR MEDICAL ASSISTING:** 90 Hours. In this course, students will demonstrate knowledge of pharmaceutical principles and administer medication by: identifying commonly administered drugs and various methods and routes of drug administration, as well as the dangers and complications associated with drug administration. Students will learn to use correct pharmaceutical abbreviations and terminology, instruct patients regarding self-administration of medications and reporting medical errors, calculate dosage and administer pharmaceuticals to correct anatomical sites, demonstrate knowledge of legal and ethical standards related to the administration and the dispensing of drugs. Students will demonstrate knowledge of emergency medications for various body systems, appropriate techniques to prepare and administer non-parenteral medications, prepare and administer parenteral medication, reconstitute powdered drugs, prepare injections and apply the seven rights of drug administration.

**MEA 0543 EKG AIDE, MA:** 75 Hours. Through this course, students will be able to: describe the cardiovascular system, identify legal and ethical responsibilities of an EKG aide, perform patient care techniques in the health care facility, demonstrate knowledge of and apply and use medical instrumentation modalities.

**MEA 0573L LABORATORY PROCEDURES:** 125 Hours. Through this course, students will be able to: perform CLIA-waived diagnostic clinical laboratory procedures, demonstrate awareness of clinical microscopy techniques and procedures that may be performed in CLIA-exempt laboratories under physician supervision and demonstrate knowledge of emergency preparedness and protective practices.

**MEA 0580C ADVANCED ALLIED HEALTH ASSISTANT:** 100 Hours. 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.

**MEA 0581 CLINICAL ASSISTING:** 230 Hours. Through this course, students will be able to: demonstrate basic office examination procedures, demonstrate knowledge of the fundamentals of microbial control and use aseptic technique, demonstrate minor treatments, demonstrate knowledge of basic diagnostic medical assisting procedures, demonstrate basic X-Ray procedures.

**MEA 0942 PRACTICUM EXPERIENCE:** 200 Hours. This practicum experience is a supervised, unpaid experience of 200 contact hours in an ambulatory health care setting performing administrative and clinical procedures and must be completed prior to graduation. This experience provides an opportunity for students to utilize both administrative and clinical skills learned in the medical assistant classroom and clinical environment in a local clinic, physician's office, or other health care facility. This course is set to assess the student in their ability to utilize all critical thinking application learned during the program and to apply these critical thinking skills during the practicum experience. The healthcare facility and the college will expect the student to utilize good work ethics, show excellent civic responsibilities and further learn to both embrace and respect cultural diversity.

## Medical Coder/Biller

**HIM 0009 INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY:** 90 Hours. This course is an overview of the health care delivery system and covers the following range of topics: the importance of privacy and health record laws, knowledge of appropriate health service organizations, relevant computer and communication skills, relevant medical terminology and fundamentals of disease process in relationship to the human body.

**HIM 0091 MEDICAL CODER/BILLER I:** 350 Hours. Students will be introduced to anatomy and physiology of the human body which includes the structure and functions of different body systems and medical terminology which will allow students to recognize, pronounce and identify word parts and abbreviations.

**HIM 0092 MEDICAL CODER/BILLER II:** 350 Hours. Students will be introduced to ICD-10 and CPT coding systems and coding complexities which include coding concepts, reporting, perspective payment systems and various classification systems.

**HIM 0093 MEDICAL CODER/BILLER III:** 320 Hours. Students will be introduced to the significance of their jobs, the ethical and legal principles relating to Health Information Services, the revenue cycle and how to complete, submit, review, and resubmit claims for payment.

## Nursing - Bachelor Degree

**NUR 3047. CULTURAL CARE:** Three Credits, Three Hours. Through this course, students have the opportunity to gain a deeper understanding of culture as it affects perception and management of health. The course explores basic health concepts that guide the student in the development of health promotion and disease preventive measures for diverse population groups. The course emphasizes the influence of culture on health care practices and the delivery of care for individuals, groups, and communities. The course focuses on concepts related to health beliefs and the influence of relevant issues such as health literacy, health disparities and cultural competence on the delivery of safe patient care. Prerequisites: Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 3069. ADVANCED ASSESSMENT:** Three Credits, Three Hours. This course is designed to enhance the student's knowledge and skills in obtaining and recording a systematic, comprehensive health history and physical examination of individuals across the life span. The course emphasizes integration of nursing biologic, psychologic, and sociocultural knowledge as it applies to findings in the health assessment. Focus is on development and use of general and specialized assessment and interviewing skills to guide clinical decision making in patient care. Prerequisites: Minimum grade of "C" in BSC 2086C. Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 3082. HISTORY, ISSUES AND TRENDS:** Two Credits, Two Hours. This course examines the philosophy of the nursing program and the philosophical and theoretical foundations of nursing. The course focuses on the role of the professional nurse and the impact of the nursing profession to society. The course examines historical and contemporary issues and trends related to nursing and provide an overview of the influence of the nursing profession on health policy, economic and regulation. Prerequisites: Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 3125. PATHOPHYSIOLOGY:** Three Credits, Three Hours. This course builds on foundation knowledge for understanding pathophysiology related to alterations in body systems, physiologic functions and manifestation of disease states. This course explores biological principles and cellular alterations to increase the student's understanding of the internal dynamics involved in disease processes. The course focuses on the application of critical thinking and decision-making skills to analyze diverse



client presentations of common diseases and nursing care implications. Prerequisites: Minimum grade of "C" in BSC 2086C. Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 3805. PROFESSIONAL ROLES:** Three Credits, Three Hours. This course focuses on the transition of the RN student from an associate degree program to the role of the baccalaureate-nursing graduate. The course emphasizes the role and scope of professional nursing, as the course builds upon initial nursing education to prepare the student for a broader scope of practice. The course examines professional standards, attributes, ethical principles, and qualities that professional nurses need to become leaders in the complex global healthcare environment. Prerequisites: Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 4145. PHARMACOLOGY:** Three Credits, Three Hours. This course will focus on major concerns in health care related to safe medication administration practices, medication reconciliation, and concepts of pharmacology in nursing practice. The course examines pharmacotherapeutics, pharmacokinetics, pharmacodynamics, therapeutic indications and nursing implications related to evaluation and management of symptoms across the lifespan. Prerequisites: Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 4169. EVIDENCE BASED RESEARCH:** Three Credits, Three Hours. This course introduces the student to the utilization of research in clinical nursing practice. This course focuses on exploration and assimilation of current scientific evidence, use of clinical judgement, and evaluation of available resources to support practice decision-making. The fundamental concepts of critical analysis and outcomes research, emphasizing the elements of evidence based nursing practice are covered. Prerequisites: Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 4636. COMMUNITY NURSING:** Three Credits, Three Hours. This course focuses on the role of nurse in the community and emphasizes concepts and theories related to community health nursing. The course emphasizes cultural, social, and epidemiological factors related to health, diseases and illness, health promotion and disease prevention across the lifespan of diverse populations. Prerequisites: Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 4675. RURAL NURSING:** Three Credits, Three Hours. This course introduces the student to the role of the nurse in rural health. The rural environment and appropriate health care services and programs to meet the healthcare need of the rural population are emphasized. Topics covered include health risk, health promotion, economics, access to care and health practices of culturally diverse

populations. Prerequisites: Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 4826. ETHICS:** Three Credits, Three Hours. Through this course, students will enhance their knowledge of the ethical and legal aspects of nursing. Exploring ethical issues, ethical decision-making, professional issues, cultural consideration and legal accountability in diverse populations. The focus is on identification and analysis of legal and ethical concepts and principles underlying the critical thinking process in nursing and health care. Prerequisites: Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

**NUR 4870. INFOMRATICS:** Three Credits, Three Hours. This course is designed to explore the use of informatics in nursing practice and its role in enhancing patient care to provide quality patient outcomes. The current and future impact of technology in healthcare are emphasized. The course provides an overview of various applications of information systems within the context of the healthcare system. Prerequisites: Students must have an Associate in Science-Registered Nurse degree which included theoretical instruction and clinical application in medical, surgical, obstetrical, pediatric, geriatric, and psychiatric nursing; personal, family, and community health concepts; pharmacology and administration of medications; legal aspects of practice; interpersonal relationships and leadership skills; professional role and function; health teaching and counseling skills; and clinical experience in acute care, long-term care, and community settings.

## Nursing - Registered

**NUR 1020C. Foundations of Nursing:** Nine credits, Thirteen hours. Foundation of Nursing introduces students to the role of the associate degree nurse in providing holistic, direct nursing care to young, middle-aged, and elderly adults. Students are introduced to the healthcare system with emphasis in theoretical instruction in legal and ethical aspects of nursing, health and illness concepts, stress adaptation, and functional health patterns. Students will learn to demonstrate safe performance of fundamental nursing skills, including hygiene, infection control, physical assessment, and comfort care. Critical thinking skills are developed along with skills in working effectively with peers and other healthcare professionals. Students will learn to demonstrate caring behaviors and therapeutic communication with clients as providers of bedside nursing care. **Prerequisites:** Minimum grades of "C" in ENC 1101, BSC 2085C, STA 2023, PSY 2012, and HUN 2201; Admission into the professional courses of the program.

**NUR 2211C: Medical Surgical Nursing I:** Eight credits, Fifteen hours. Medical Surgical Nursing I builds on the foundations of nursing presented in NUR 1020C by challenging students to apply the nursing process to adult clients experiencing threats to functional health patterns. Theoretical instruction focuses on medical-surgical nursing care of various body system disorders. Concepts of patient-centered care, prevention of disease, nursing treatments, and pharmacologic interventions are included for each system. Professionalism, functioning as a team, therapeutic communication, cultural considerations, and critical thinking are threaded throughout the curriculum. Students are expected to demonstrate safe performance of all skills from previous courses as well as those presented in this course. Clinical experiences may include community, acute care, long-term care, and rehabilitation settings. **Prerequisites:** Minimum grades of "C" in NUR 1020C and BSC 2086C. **Corequisite:** NUR 2710L (Corequisite not required for LPN to RN Articulation Students)



**NUR 2710L: Medical Surgical Nursing I Clinical:** One credit, Three hours. Medical Surgical Nursing I Clinical builds on the foundations of nursing presented in NUR 2211C by challenging students to apply the nursing process to adult clients experiencing threats to functional health patterns. Professionalism, functioning as a team, therapeutic communication, cultural considerations, and critical thinking are threaded throughout the curriculum. Students are expected to demonstrate safe performance of all skills from previous courses as well as those presented in this course. Clinical experiences may include community, acute care, long-term care, and rehabilitation settings. **Prerequisites:** Minimum grades of "C" in NUR 1020C and BSC 2086C. **Corequisite:** NUR 2211C.

**NUR 2244C: Medical Surgical Nursing II:** Twelve credits, Twenty-one hours. Medical Surgical Nursing II continues to build on coursework from Foundations and Medical Surgical Nursing I by challenging students to apply the nursing process to provide patient centered care for the critically ill and mentally ill adult populations. Theoretical instruction focuses on complex medical-surgical nursing care of various body system disorders. Also included in the curriculum are mental health concepts in the adult populations. Concepts of patient-centered care, prevention of disease, nursing treatments, and pharmacologic interventions are included for each system. Professionalism, functioning as a team, therapeutic communication, cultural considerations, and critical thinking are threaded throughout the curriculum. Students are expected to demonstrate safe performance of all skills from previous courses as well as those presented in this course. Clinical experiences may include community, acute care, long-term care, mental health, and rehabilitation settings. **Prerequisite:** Minimum grades of "C" in MCB 2010C, NUR 2211C, NUR 2710L (NUR 2710L not required for LPN to RN Articulation Students).

**NUR 2440C: Maternal Child Nursing and Leadership:** Twelve credits, Twenty-one hours. Maternal Child Nursing and Leadership builds on previous coursework by challenging students to apply the nursing process to provide direct patient centered, holistic care to the pediatric population and childbearing family. Theoretical instruction focuses on the care of families during reproduction and of children from birth through adolescence, including high-risk pregnancy, complications, and dysfunction of pediatric health. Leadership and management nursing skills are presented and students will demonstrate application of these skills (communication, delegation, conflict management, and professional development) in a variety of settings. Concepts of patient-centered care, prevention of disease, nursing treatments, and pharmacologic interventions are included for each system. Professionalism, functioning as a team, therapeutic communication, cultural considerations, and critical thinking are threaded throughout the curriculum. Students are expected to demonstrate safe performance of all skills from previous courses as well as those presented in this course. Clinical experiences may include community, acute care, long-term care, mental health, and rehabilitation settings. **Prerequisite:** Minimum grades of "C" in NUR 2244C and DEP 2004.

**NUR 2241. NURSING PROCESS IV:** Six Credits, Six Hours. (Fall) This course builds on previous nursing process courses, focusing on competencies regarding the role of the associate degree nurse in providing direct holistic care to the pediatric and childbearing family including high-risk circumstances. The student will continue to utilize the nursing process as the framework for providing care specific to the pediatric and childbearing patient and her family. Students will also have the opportunity to integrate the principles of biophysical and psychosocial sciences to the nursing process. Self-evaluation is part of the student socialization process as he/she begins to make the transition from student to graduate. **Prerequisites:** Minimum grades of "C" in NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, HUN 2201, NUR 2236, NUR 2236L, DEP 2004, NUR 1940C. **Corequisite:** NUR 2241L.

**NUR 2241L. NURSING PROCESS IV CLINICAL EXPERIENCE:** Three Credits, Twelve Hours. (Fall) This course compliments NUR 2241. Students will apply knowledge and principles of the biophysical and psychosocial sciences to the nursing process of assessment, planning, implementation and evaluation of holistic nursing care of all age groups including pediatrics, childbearing patients and 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 roles as graduate nurses. **Prerequisites:** Minimum grades of "C" in NUR 1021, NUR 1021L, NUR 1024C, NUR 1141C, NUR 1231, NUR 1231L, HUN 2201, NUR 2236, NUR 2236L, DEP 2004, NUR 1940C. **Corequisite:** NUR 2241.

## Nursing - Registered (Accelerated) - LPN to RN Bridge

**NUR 1004C. LPN TO RN BRIDGE I:** Twelve Credits, Eighteen Hours (per week combined theory and clinical). (Fall) This course continues to build upon nursing knowledge acquired as a Licensed Practical Nurse as it relates to concepts and principles of holistic nursing care. Theory content includes transitioning from the LPN role to the ASRN role, introduction to the health care system, ethical-legal aspects of nursing practice, health and illness, communications, functional health patterns of clients, stress-adaptation, caring, professional behaviors and planning nursing care for mental health clients. There is an emphasis on physical examination and assessment skills and their roles in the nursing process and patient care. Prerequisites: Minimum grades of "C" in ENC 1101, BSC 2085C, BSC 2086C, STA 2023, MCB 2010, PSY 2012, and Humanities elective; admission into the professional courses of the program.

**NUR 1007C. LPN TO RN BRIDGE II:** Twelve Credits, TwentyHours (per week combined theory and clinical). (Spring) Focusing on concepts and principles of holistic nursing care, this course builds upon knowledge acquired as a LPN and in the LPN to RN Bridge I course. Theory content includes planning care for adult clients experiencing threats to functional health patterns. Basic concepts and principles are built upon focusing on interpersonal relationships of adult and elderly clients. Students develop critical thinking skills through case studies and simulation scenarios planned to provide problem-solving skills in analyzing, planning and prioritizing care for clients with chronic or acute health problems. 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, communication, documentation, critical thinking, problem-solving and caring interventions. Conflict management skills are highlighted as the student increases in his/her role as a team member and manager of care. **Prerequisite:** Minimum grade of "C" in NUR 1004C and HUN 2201.

**NUR 2036C. LPN TO RN BRIDGE III:** Eight Credits, Fifteen Hours (per week combined theory and clinical). (12 Weeks - Summer) This course continues to build upon nursing knowledge acquired as a Licensed Practical Nurse and in the beginning LPN to RN Bridge I and II courses as it relates to concepts and principles of holistic nursing care. Theory content includes planning nursing care for pediatric clients and childbearing families, including high risk circumstances. Students will have the opportunity to integrate principles of biophysical and psychosocial sciences into the nursing process. Students will also demonstrate leadership and application of nursing knowledge in a variety of settings, including a preceptorship. Self-evaluation is part of the student socialization process as he/she begins to make the transition from student to graduate. **Prerequisites:** Minimum grades of "C" in NUR 1007C and DEP 2004.

**NUR 9999. NURSING EXPERIENCE:** 10 Clock Hours. LPN Experience Credits. (On Demand) Students with the equivalent of one year of full time work experience in a licensed healthcare facility/ employer are eligible for 10 experience credits. Students must present completion certificate, diploma or official transcript and current nursing license. Credits will be awarded at the completion of the program in which students are enrolled.

## Nursing - Practical

**HSC 0003. BASIC HEALTHCARE WORKER:** 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 postsecondary 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, safety, infection control measures, wellness and disease concepts, CPR certification, employability skills and basic math concepts. **Prerequisite:** Admission into the program.

**HCP 0121C. ARTICULATED NURSING:** 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:** Minimum grade of "C" in 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:** Minimum grade of "C" in 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:** Minimum grades of "C" in 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 graduating 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:** Minimum grades of "C" in 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:** Minimum grades of "C" in 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. **Corequisite:** OTA 0041C.

**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 ethic, and interpersonal skills. **Corequisite:** 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:** Minimum grades of "C" in 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:** Minimum grades of "C" in OTA 0040C, OTA0041C. **Corequisite:** OTA 0651C.

**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 and procedures. **Corequisite:** OTA 0631C.

## Paramedic

Courses count toward A.S. Degree or Certificate only.

**EMS 2603C. PARAMEDIC I:** Twelve Credits, Twelve Hours. (On Demand)

The didactic portion of this course includes the roles and responsibilities of the paramedic; medical, legal and ethical issues are explored. General principles of pathophysiology, pharmacology and airway management are presented. Advanced patient assessment, clinical decisions, communications and documentation are introduced. Discussion of the respiratory system and assessment/treatment of respiratory distress is included. The laboratory portion of this course includes history taking and physical examination; airway, oxygenation and ventilation; BLS trauma skills; IV therapy; IV Bolus med admin; IM and SubQ med admin; intranasal med admin; inhaled med admin; and glucometer. In addition, the student will complete four successful adult patient scenario leads, three successful geriatric patient scenario leads and five successful team-member evaluations. **Prerequisite:** Florida EMT license.

**EMS 2604C. PARAMEDIC II:** Ten Credits, Ten Hours. (On Demand)

The didactic portion of this course covers the topics of medicine, shock and resuscitation. The student is introduced to pediatric advanced life support concepts. Laboratory activities will include 12 lead ECG, synchronized cardioversion, defibrillation and transcutaneous pacing. Scenario labs include three successful pediatric patient scenario leads and five successful team-member evaluations. **Prerequisite:** EMS 2603C. **Corequisite:** EMS 2656

**EMS 2605C. PARAMEDIC III:** Ten Credits, Ten Hours. (On Demand)

The didactic portion of this course covers the topics of trauma, obstetrics, pediatrics and EMS operations and introduces the student to Prehospital Trauma Life Support concepts. The laboratory components include trauma physical assessments, trauma endotracheal intubation, pleural decompression, normal delivery with newborn care and abnormal delivery with newborn care. **Prerequisite:** EMS 2604C **Corequisite:** EMS 2676.

**EMS 2656. PARAMEDIC CLINICAL I:** Two Credits, Two Hours. (On Demand)

This practicum provides the opportunity within the hospital setting for each student to develop clinical

competency and introduces the student to more advanced skills under direct supervision in the emergency department. **Prerequisite:** EMS 2603C. **Corequisite:** EMS 2604C.

**EMS 2676. PARAMEDIC CLINICAL II:** Two Credits, Two Hours. (On Demand)

This practicum provides 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 emergency departments, pediatric centers and health departments. **Prerequisite:** EMS 2656. **Corequisite:** EMS 2605C.

**EMS 2658. PARAMEDIC CLINICAL III:** Four Credits, Four Hours. (On Demand)

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. **Prerequisite:** EMS 2676. **Corequisite:** EMS 2659.

**EMS 2659. PARAMEDIC III FIELD INTERNSHIP:** Two Credits, Two Hours. (On Demand)

This capstone field internship provides the student with intensive out-of-hospital clinical experience which fosters the development of leadership skills by encouraging the transition from observer to team leader in the professional paramedic role. Students independently perform a focused history and physical exam and implement appropriate field treatment plans. **Prerequisite:** EMS 2676. **Corequisite:** EMS 2658.

## Patient Care Technician

**HSC 0003. HEALTH CAREERS CORE:** 90 Clock Hours. (Fall, Spring)

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 postsecondary performance standards. This course includes an overview of the health care team, legal and ethical aspects of the health care professional, communication and relationships with the health care team, safety, infection control measures, wellness and disease concepts, CPR certification, employability skills and basic math concepts.

**HCP 0121C. ARTICULATED NURSING ASSISTANT:** 75 Clock Hours. (Fall, Spring)

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:** Minimum grade of "C" in 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. This course also reviews normal growth and development from infancy through death. **Prerequisites:** Minimum grades of "C" in 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:** Minimum grades of "C" in HSC 0003, HCP 0121C, HCP 0332C.

**HSC 0016C. ALLIED HEALTH ASSISTANT:** 150 Clock Hours. (Fall, Spring)

Students enrolled in this course have completed the patient care assistant competencies and/or are adding additional skills in order to become a multi-skilled worker. Advanced skills and terminology are related to specific body systems and disorders. Students will perform additional skills representative of one of three areas of allied health care in the laboratory and clinical setting. **Prerequisites:** Minimum grades of "C" in 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:** Minimum grades of "C" in 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 one to three selected Allied Health areas. This course emphasizes the Patient Care Technician as a team member.

**Prerequisites:** Minimum grades of "C" in HSC 0003, HCP 0121C, HCP 0332C, HCP 0020C, HSC 0016C, MEA 0580C.

## Photography

**PGY 2401. INTRODUCTION TO PHOTOGRAPHY:** Three Credits. Three Hours. (On Demand)

This course is an introduction to photographic equipment, materials, processes and philosophy and 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)

This course supports 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)

This course is a 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:** Minimum grade of "C" in PEM 2131 or instructor consent.

## Physical Science

**PSC 1341C. PHYSICAL SCIENCE I:** Three Credits, Three Hours - Lecture and Laboratory. (Fall, Spring)

This course is 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 roles in modern society. Extensive use of experimentation is an integral part of the course. **Prerequisites:** Prerequisites of corequisite of MAT 1033, STA 2023 or appropriate mathematics placement score on a postsecondary readiness test; successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

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



## Physics

**PHY 1020C. Fundamentals of Physics:** Three Credits, Three Hours - Lecture and Laboratory. (On Demand)  
This course provides a basic introduction to physics with a minimum of mathematics. It is intended for those students not majoring in engineering or the physical sciences and will give the student a basic qualitative and quantitative understanding of the principles and concepts of the physics of mechanics, electricity and magnetism and an introduction to atomic physics with emphasis how the physicist approaches a problem of describing nature in terms of physical theories and experimental tests.

**PHY 1053. GENERAL PHYSICS I:** Three Credits, Three Hours - Lecture. (Fall)  
This course is an introduction to concepts and application of physics from a non-calculus viewpoint and is 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:** Minimum grade of "C" in MAC 1114 or equivalent with instructor consent. **Corequisite:** PHY 1053L.

**PHY 1053L. GENERAL PHYSICS I LAB:** One Credit, One two-hour session per week. (Fall)  
This lab course includes exercises on measurements, treatment of measurement uncertainties, application of the scientific method, kinematics, statics, dynamics, heat and thermodynamics. **Prerequisite or corequisite:** Minimum grade of "C" in PHY 1053.

**PHY 1054. GENERAL PHYSICS II:** Three Credits, Three Hours - Lecture. (Spring)  
This is the sequel course to PHY 1053 and includes the following topics: properties of matter, electricity, and magnetism, AC and DC circuits, light and optics and special relativity and quantum mechanics. **Prerequisite:** Minimum grade of "C" in PHY 1053.

**PHY 1054L. GENERAL PHYSICS II LAB:** One Credit, One two-hour session per week. (Spring) This course is a 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:** Minimum grade of "C" in PHY 1054.

**PHY 2048. PHYSICS I WITH CALCULUS:** Four Credits, Four Hours - Lecture. (Fall)  
This is an introductory calculus-based physics lecture course for students majoring in engineering physics and other sciences, and includes 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 or corequisite:** Minimum grade of "C" in 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)  
This is a 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)  
This is the sequel course to PHY 2048 and is designed for students majoring in engineering, physics and other sciences. This course includes properties of matter, electricity, and magnetism, AC and DC circuits, light and optics and special relativity and quantum mechanics. **Prerequisites:** Minimum grades of "C" in PHY 2048 and MAC 2311. **Corequisites:** MAC 2312, PHY 2049L.

**PHY 2049L. PHYSICS II WITH CALCULUS LAB:** One Credit, One two-hour session per week. Two Hours. (Spring) This is a 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)

This course is 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:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

## Psychology

**CLP 1140. ABNORMAL PSYCHOLOGY:** Three Credits, Three Hours. (Spring)

The purpose of this course is to enable students to conceptualize a variety of psychological disorders from a research practitioner framework. The course covers conditions such as depression, suicide, bipolar disorder, borderline personality disorder, schizophrenia and psychological therapies. This course does not fulfill General Education Social Science requirements. **Prerequisite:** Minimum grade of "C" in PSY 2012.

**DEP 2004. HUMAN DEVELOPMENT:** Three Credits, Three Hours. (Fall, Spring, Summer)

This course is a survey of the development of language, personality, intelligence and motor functions from the prenatal period to old age and death. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**PSY 2012. GENERAL PSYCHOLOGY:** Three Credits, Three Hours. (Fall, Spring, Summer)

This course is an introduction to the field of psychology with the emphasis on such topics as perception, intelligence, learning, social behavior and personality. **Prerequisite:** Successful completion of NFCC developmental reading and writing course options or appropriate reading and writing placement scores on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

## Public Safety

(Law Enforcement / Corrections / Cross-Over Basic Recruit)

**CJD 0210C. LAW ENFORCEMENT SUPPLEMENTAL REVIEW - EQUIVALENCY OF TRAINING:**

50 Clock Hours. (On Demand) 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:**

40 Clock Hours. (On Demand) 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 001. INTRODUCTION TO LAW ENFORCEMENT:** 10 Clock Hours. (On Demand)

This course introduces the roles and responsibilities of the Criminal Justice Standards and Training Commission and the requirements for certification as a law enforcement officer in the state of Florida.

**CJK 0012. LEGAL:** 62 Clock Hours. (On Demand)

This course provides a solid legal foundation from which students may function as law enforcement officers. Students will learn federal, state and local laws.

**CJK 0013. INTERACTIONS IN A DIVERSE COMMUNITY:** 40 Clock Hours. (On Demand)

Students learn the common communication traits of individuals based upon their cultures, experiences, physical and psychological conditions and how specific situations can challenge a law enforcement officer's effort to perform his or her duties.

**CJK 0014. INTERVIEWING AND REPORT WRITING:** 56 Clock Hours. (On Demand)

This course covers note taking, interviewing and report writing principles for law enforcement officers.

**CJK 0020. LAW ENFORCEMENT VEHICLE OPERATIONS:** 48 Clock Hours. (On Demand)

This course presents the dynamics of emergency vehicle operations and develops 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:** 40 Clock Hours. (On Demand)

This course prepares the student to apply basic first aid knowledge and techniques to emergencies.

**CJK 0040. CMS CRIMINAL JUSTICE FIREARMS:** 80 Clock Hours. (On Demand)

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:** 80 Clock Hours. (On Demand)

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 0064. FUNDAMENTALS OF PATROL:** 35 Clock Hours. (On Demand)

This course provides an overview of the law enforcement techniques and tactics that officers use while on patrol. The course focuses on the use of communications equipment, community oriented policing, officer safety and basic instruction on responding to calls and making arrest.

**CJK 0065. CALLS FOR SERVICE:** 36 Clock Hours. (On Demand)

This course is a component of the law enforcement Florida basic recruit academy. It is designed to enable students to respond to calls for service, disturbances, people in distress and court orders. This course is open only to students admitted to the law enforcement Florida basic recruit academy.

**CJK 0077. CRIMINAL INVESTIGATIONS:** 50 Clock Hours. (On Demand)

Students will learn to conduct an initial investigation of crimes against persons, society, property and economic crimes.

**CJK 0078. CRIME SCENE TO COURTROOM:** 35 Clock Hours. (On Demand)

Students will learn appropriate procedures for processing a crime scene, handling a criminal investigation and preparing the case for court.

**CJK 0084. DUI TRAFFIC STOPS:** 24 Clock Hours. (On Demand)

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 0087. TRAFFIC STOPS:** 30 Clock Hours. (On Demand)

This course is designed to familiarize the student with the procedures and safety issues related to traffic stops.

**CJK 0088. TRAFFIC CRASH INVESTIGATIONS:** 32 Clock Hours. (On Demand)

This course is designed to introduce the student to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash.

**CJK 0092. CRITICAL INCIDENTS:** 44 Clock Hours. (On Demand)

This course is a component of the law enforcement Florida basic recruit academy. It is designed to enable students to identify the crowd control procedures to safely and effectively disperse or control a large group of people, understand local emergency response plans, respond to a bomb threat, assess the scene, search and evacuate a building or suspected bomb sight, identify weapons of mass destruction and properly respond to a WMD incident. This course is open only to students admitted to the law enforcement Florida basic recruit academy.

**CJK 0096. CRIMINAL JUSTICE OFFICER PHYSICAL FITNESS TRAINING:** 60 Clock Hours.

(On Demand) 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 0300. INTRODUCTION TO CORRECTIONS:** 32 Clock Hours. (On Demand)

This course introduces students to the legal and ethical responsibilities of a correctional officer. Legal terms and definitions are explained.

**CJK 0305. COMMUNICATIONS:** 40 Clock Hours. (On Demand)

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:** 16 Clock Hours. (On Demand)

This course provides instruction for effective officer safety and security in a correctional setting.

**CJK 0315. FACILITY AND EQUIPMENT:** 8 Clock Hours. (On Demand)

This course provides instruction for correctional officers to become familiar with equipment, hazardous materials and sanitation and health issues at a correctional facility.

**CJK 0320. INTAKE AND RELEASE:** 18 Clock Hours. (On Demand)

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:** 40 Clock Hours. (On Demand)

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:** 20 Clock Hours. (On Demand)

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:** 16 Clock Hours. (On Demand)

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:** 30 Clock Hours. (On Demand)

This is a 30 hour course designed to evaluate the students' level of physical fitness and then develop a

program of improvement through exercise and instruction in the areas of nutrition, stress management and basic training techniques. The student will demonstrate push-ups, sit-ups, a vertical jump, a 1.5 mile walk/run, and a 300 meter run and will 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 0393. CROSS-OVER PROGRAM UPDATES:** 8 Clock Hours. (On Demand)

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 GUN:** 8 Clock Hours. (On Demand)

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, Summer)

This course is 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:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**SYG 2010. SOCIAL PROBLEMS:** Three Credits, Three Hours. (On Demand)

This course is 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 include marriage, family relations, education, economics, government, American minority groups, crime and delinquency, population problems and problems of ecology and urban living. **Prerequisite:** Successful completion of an NFCC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**SYG 2322. JUVENILE DELINQUENCY:** Three Credits, Three Hours. (On Demand)

This course examines the problem of defining and measuring delinquency, the broad social and cultural aspects of the developmental process of delinquent behavior, causal theories, the role of police, and the development of the juvenile court, including current jurisdiction and function. Special consideration is given to traditional and contemporary training schools, treatment and aftercare. THIS COURSE DOES NOT FULFILL GENERAL EDUCATION SOCIAL SCIENCE REQUIREMENTS.

**SYG 2323. INTRODUCTION TO CRIMINOLOGY:** Three Credits, Three Hours. (On Demand)

This course is 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. THIS COURSE DOES NOT FULFILL GENERAL EDUCATION SOCIAL SCIENCE REQUIREMENTS.

**SYG 2430. MARRIAGE AND THE FAMILY:** Three Credits, Three Hours. (Fall)

This is 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 is suggested but not required. THIS COURSE DOES NOT FULFILL GENERAL EDUCATION SOCIAL SCIENCE REQUIREMENTS.

## 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)

This course is for the beginning student in Spanish and is a foundation in the language and civilization, stressing an oral-aural approach. This 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)

This course is a continuation of SPN 1120. **Prerequisite:** Minimum grade of "C" in SPN 1120 or consent of the instructor based on language placement scores.

**SPN 2200. INTERMEDIATE SPANISH I:** Three Credits, Three Hours. (Fall)

This course is designed to develop a facility for reading and composition and includes a thorough review of Spanish grammar and an introduction to Spanish culture and literature. **Prerequisite:** Minimum grade of "C" in SPN 1121 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. (On Demand)

Designed 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)

This course is designed to give students the skills necessary to be competent 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 are introduced to topics including study skills, note-taking and test-taking strategies, personal improvement and wellness strategies and goal setting. The curriculum includes 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. **Recommended for all students who have fewer than 18 credit hours or where recommended by an advisor or instructor.**

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Maintenance Mechanic  
Maintenance Department

**Surles, Karen R.**  
Coordinator, Financial Aid  
Administrative Services

**Terry, Katie**  
Testing Center Manager

**Thompson, Debbie**  
Admissions & Records Specialist  
A.A., North Florida Community College

**Thompson, Tena**  
Switchboard Operator

# Professional and Support Staff

**Thompson, Wesley**  
Maintenance Worker  
Maintenance Department

**Thornton, Annette**  
Fiscal Assistant II  
Administrative Services  
A.A., North Florida Community College

**Torres, Nicholas**  
System Support Specialist  
Information Technology

**Tucker, Tina**  
Tutor Lab Manager  
B.A., Flagler College

**Turner, Karen**  
Employee Services Specialist

**Underwood, Nichole**  
Fiscal Assistant I/Cashier  
Administrative Services

**Vickers, Wayne**  
Maintenance Mechanic  
Maintenance Department

**Waller, Glenn**  
Senior Accountant  
Administrative Services  
A.A.S., Community College of the  
Air Force

**Waller, Lynn E.**  
Academic Advisor  
A.A., North Florida Junior College  
B.A., Park College

**Webb, Della**  
Disability Resource Center  
A.A., North Florida Community College  
B.A., Saint Leo University

**Wilkerson, Margaret**  
Coordinator, Graphic Design,  
Website & Public Relations  
College Advancement  
B.F.A., Valdosta State University

**Wyche, Lynn**  
Director, Learning Resources  
A.A., North Florida Community College  
B.S., Valdosta State University  
M.L.S. Valdosta State University

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## Program Codes for NFCC Application for Admission

### Special Student Status

- 0101 DE-College Credit
- 0103 Non-Degree Seeking Employment
- 0104 Non-Degree Seeking Personal Objectives
- 0108 Non-Degree Pre-Nursing

### Bachelor of Science Degree

- B101 BSN Bachelor of Science in Nursing (ADN-RN to BSN)

### Associate Degree

- 1001 AA Associate in Arts

### Associate in Science Degrees

- 2013 AS Accounting Technology
- 2001 AS Business Administration
- 2024 AS Criminal Justice Technology
- 2007 AS Emergency Medical Services
- 2028 AS Engineering Technology (Expected Start Date – January 2018)
- 2009 AS Registered Nursing
- 2019 AS Accelerated Registered Nursing – LPN to RN Bridge

### College Credit Certificates

- 4023 CCC Accounting Technology Management
- 4024 CCC Accounting Technology Operations
- 4025 CCC Accounting Technology Specialist
- 4021 CCC Business Development and Entrepreneurship
- 4006 CCC Business Operations
- 4026 CCC Criminal Justice Technology Specialist
- 4011 CCC Digital Media/Multimedia Authoring
- 4013 CCC Digital Media/Multimedia Instructional Technology
- 4018 CCC Human Resources Administrator
- 4022 CCC Network Security
- 4002 CCC Paramedic

PROGRAM CODES

## Program Codes for NFCC Application for Admission

### **Vocational Certificates**

- 5023 Administrative Office Specialist
- 5046 Advanced Manufacturing and Production Technology
- 5014 Early Childhood Professional Certificate
- 5031 Child Care Center Operations
- 5042 Florida Law Enforcement Academy
- 5036 Correctional Officer (BRTP)
- 5043 Crossover from Correctional Officer to Law Enforcement Officer
- 5044 Crossover from Law Enforcement Officer to Correctional Officer
- 5045 Combined CJSTC Corrections and Law Enforcement Basic Dual Certification
- 5047 Crossover from Correctional Probation Officer to Traditional Correctional (BRTP)
- 5048 Crossover from Correctional Probation Officer to Law Enforcement Officer
- 5007 Patient Care Technician
- 5002 Practical Nursing
- 5034 Medical Administrative Specialist
- 5049 Medical Coder/Biller
- 5050 Medical Assisting
- 5051 Commercial Vehicle Driving (CDL Class A)

### **Applied Technology Diploma**

- 6001 Emergency Medical Tech-Basic

### **Workforce/Supplemental**

- 7001 Workforce

The Application for Admission is valid for one (1) year (August-July)

**The NFCC Admission Application can be found  
at [www.nfcc.edu/getting-started/admissions](http://www.nfcc.edu/getting-started/admissions)**

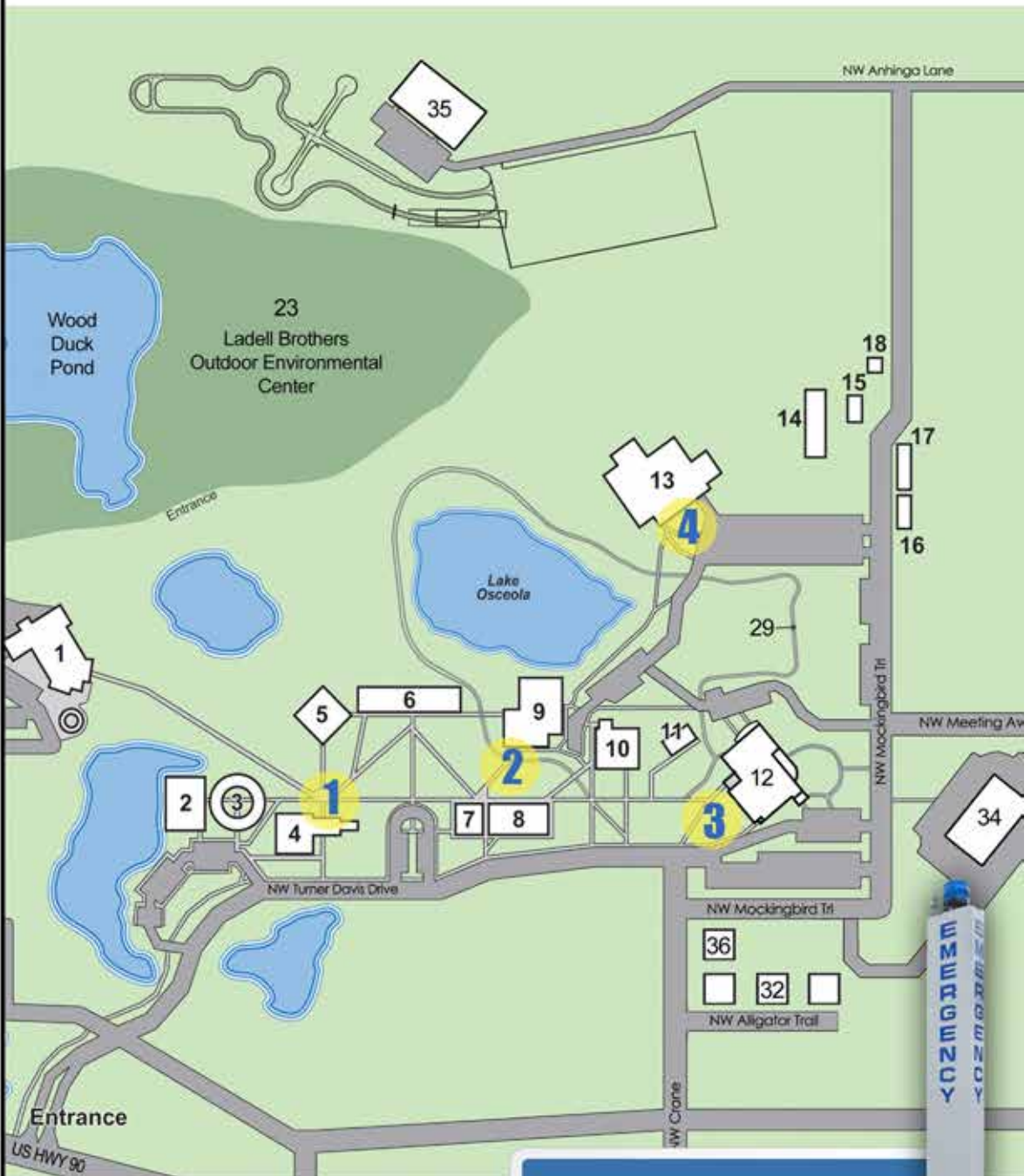
PROGRAM CODES



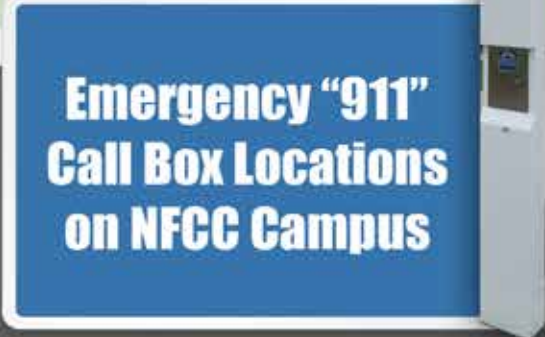
# NFCC CAMPUS MAP

## NFCC CAMPUS MAP

1. Van H. Priest Auditorium
2. Administrative Services
3. Walter L. Bishop Administration Building
4. Marshall W. Hamilton Library Academic Success Center
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
23. Ladell Brothers Outdoor Environmental Center
29. Fitness Walking Trail
32. College Advancement Artist Series
34. Morris G. Steen, Jr. Science Learning Center
35. Public Safety Academy
36. Development and External Affairs / NFCC Foundation



**Emergencies: Dial 911**  
**Campus Security: 850-973-0280**



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