



**NORTH FLORIDA  
COLLEGE**

College Catalog

**2021-2022**

*Sentinels stand together.*

## NORTH FLORIDA COLLEGE

# 2021-2022 College Catalog

This catalog is effective beginning Fall Semester 2021

*325 NW Turner Davis Drive | Madison, Florida 32340*

### **ADMISSIONS**

850-973-1622 | [admissions@nfc.edu](mailto:admissions@nfc.edu)

### **ACADEMIC ADVISING**

850-973-1737 | [advising@nfc.edu](mailto:advising@nfc.edu)

### **FINANCIAL AID**

850-973-1674 | [financialaid@nfc.edu](mailto:financialaid@nfc.edu)

### **CAREER AND WORKFORCE EDUCATION CENTER**

850-973-9454 | [workforceprograms@nfc.edu](mailto:workforceprograms@nfc.edu)

### **NFC FOUNDATION, INC. - SCHOLARSHIPS**

850-973-9414 | [foundation@nfc.edu](mailto:foundation@nfc.edu)

## **NFC.EDU**

North Florida 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, NFC does not discriminate in any of its policies, procedures or practices on the basis of age, color, gender, sex, religion, ethnicity, national origin, race, marital status, genetic information, pregnancy, physical or mental disability 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@nfc.edu](mailto:equity@nfc.edu).

# Welcome to NFC

## Dear Student:

How can we help you?

An institution of higher learning is a place where many questions are asked, but at North Florida College the most important question is this: How can we help you? At NFC, 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.

Regardless of what your dreams are, we are your 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, NFC can help you with that as well by providing fully transferable degrees.

NFC 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 College is a small campus with big possibilities, and we are ready to help you realize your dreams one step at a time. I personally invite you to drop us a line, send us an email, or give us a call. When you're ready, let us know how we can help you achieve your dreams.

Sentinels stand together.

Sincerely,



John Grosskopf  
President  
North Florida College



*John Grosskopf*

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# Campus Directory

**General Information: 850-973-2288 or go to NFC.EDU. Area code is required on local calls.**

<u>Department</u>	<u>Telephone Number</u>	<u>Email Address</u>
Academic Affairs .....	850-973-1678 .....	academicaffairs@nfc.edu
Academic Department Chairs/Contacts:		
Communications and Foreign Language		
Paula McCullers .....	850-973-1715 .....	mccullersp@nfc.edu
Developmental Education, Student Life Skills, and Electives		
Kristin Summers.....	850-973-1630 .....	summersk@nfc.edu
Humanities		
Timothy Knickerbocker .....	850-973-1718 .....	knickerbockert@nfc.edu
Social Sciences		
Michelle Ginn .....	850-973-1729 .....	ginnm@nfc.edu
Mathematics		
Phillip Taylor .....	850-973-1647 .....	taylorp@nfc.edu
Natural Sciences		
Dr. Guenter Maresch.....	850-973-1632 .....	mareschg@nfc.edu
Academic Success Center.....	850-973-1719 or 9411 .....	asc@nfc.edu
Accreditation Liaison.....	850-973-1630 .....	summersk@nfc.edu
Administrative Services .....	850-973-1604 .....	rodgersm@nfc.edu
Admissions .....	850-973-1622 or 9405 .....	admissions@nfc.edu
Advising .....		advising@nfc.edu
Nursing and Allied Health.....		
Career and Workforce Education.....	850-973-1662 .....	fagins@nfc.edu
College Credit .....	850-973-9470 .....	workforceprograms@nfc.edu
Developmental Education.....	850-973-9455 .....	wilkersonp@nfc.edu
Student Support Services.....	850-973-9455 .....	wilkersonp@nfc.edu
Student Support Services.....	850-973-9432 .....	studentsupportservices@nfc.edu
Alumni Affairs .....	850-973-9414 .....	alumni@nfc.edu
Artist Series .....	850-973-1653 .....	artistseries@nfc.edu
Audio-Video Support.....	850-973-1733 .....	audiovisual@nfc.edu
Auditorium, Van H. Priest Auditorium Rental....	850-973-1675 .....	kopkek@nfc.edu
Bookstore (Virtual Bookstore).....	850-973-1675 .....	bookstore@nfc.edu
Business Office.....	850-973-1610 or 9438	
Campus Services (Maintenance).....	850-973-9445 or 9444 .....	maintenance@nfc.edu
Career and Workforce Education Programs...		
Adv. Manufacturing & Production Tech .....	850-973-9470 .....	workforceprograms@nfc.edu
Business and Accounting.....	850-973-1670 .....	eustaceb@nfc.edu
CDL - Tractor Trailer Driving .....	850-973-1619 .....	bravehearts@nfc.edu
Early Childhood Education.....	850-973-9454 .....	smithh@nfc.edu
Emergency Medical Services.....	850-973-9449 .....	callawayd@nfc.edu
Engineering Technology.....	850-973-1673 .....	kirklandm@nfc.edu
Medical Information Coder/Biller.....	850-973-1657 .....	turners@nfc.edu
Medical Information Coder/Biller.....	850-973-9478 .....	mitchellt@nfc.edu

# Campus Directory

Nursing and Allied Health.....	850-973-1626 .....	alliedhealth@nfc.edu
Public Safety Academy.....	850-973-9482 .....	criminaljustice@nfc.edu
College Advancement (PR/Marketing) .....	850-973-1653 .....	news@nfc.edu
Community Theater (Sentinel Upstage Players) ...	850-973-9481 .....	bell@nfc.edu
Computer Services, Campus.....	850-973-1672 .....	computerservices@nfc.edu
Custodial Services .....	850-973-9421	
Disability Resource Center.....	850-973-9403 .....	disabilityresourcecenter@nfc.edu
Distance Learning.....	850-973-1672 or 9464 .....	distancelearn@nfc.edu
Dual Enrollment .....	850-973-1628 .....	dualenrollment@nfc.edu
Duplication Center (on campus) .....	850-973-9464 .....	duplication@nfc.edu
Employee Services.....	850-973-9487 .....	humanresources@nfc.edu
Equity Coordinator.....	850-973-9481 .....	equity@nfc.edu
Financial Aid .....	850-973-1621 .....	financialaid@nfc.edu
Fitness and Wellness Center.....	850-973-1639 or 1609 .....	fitnesscenter@nfc.edu
Foundation (NFC, Inc.) .....	850-973-9414 .....	foundation@nfc.edu
Hardee Center for the Arts.....	850-973-1643 .....	thompsonl@nfc.edu
Institutional Effectiveness/Research.....	850-973-1665 .....	maysd@nfc.edu
Learning Resources .....	850-973-1624 .....	learningresources@nfc.edu
Library (Marshall Hamilton Library).....	850-973-1624 .....	learningresources@nfc.edu
Live Oak Location.....	386-364-5093 or 386-364-5440 .....	tuckert@nfc.edu
Maintenance .....	850-973-9444 or 9445 .....	maintenance@nfc.edu
Nature Center (Ladell Brothers).....	850-973-1687 .....	mareschg@nfc.edu
Ombudsman, Student.....	850-973-9418 .....	ombud@nfc.edu
Personnel .....	850-973-9448 .....	humanresources@nfc.edu
President's Office.....	850-973-1618 or 1601 .....	president@nfc.edu
Purchasing.....	850-973-1675 .....	purchasing@nfc.edu
Recruitment.....	850-973-9407 .....	recruiting@nfc.edu
Registrar.....	850-973-9469 .....	registrar@nfc.edu
Resource Development .....	850-973-9414 .....	foundation@nfc.edu
Scholarships (Foundation).....	850-973-9414 .....	foundation@nfc.edu
Security Office .....	850-973-0280	
Student Center.....	850-973-9481 .....	studentcenter@nfc.edu
Student Clubs/Organizations .....	850-973-9481 .....	studentclubsorganizations@nfc.edu
Testing Center.....	850-973-9451 .....	testing@nfc.edu
Transcripts/Records .....	850-973-1612 .....	transcripts@nfc.edu
TTY Phone Access .....	850-973-1611	
Veterans' Affairs .....	850-973-9469 or 9405 .....	veteranaffairs@nfc.edu
Webmaster (nfc.edu).....	850-973-9424 .....	webmaster@nfc.edu

# Academic Calendar

	<b>Fall 2021</b> Aug 19 - Dec 17	<b>Spring 2022</b> Jan 6 - May 6	<b>Summer 2022</b> May 9 - July 25
<b>Academic Dates &amp; Deadlines</b>			
Early Registration	July 6-9	November 1-5	April 11-15
Open Registration Begins	July 12	November 8	April 18
Classes Begin	August 19	January 6	May 9
Graduation Application Deadline	September 15	February 2	June 8
Withdrawal Deadline	October 20	March 2	June 20
Honors Convocation	-	April 21	-
Classes End	December 7	April 27	July 18
Final Exams	December 8-13	April 28-May 3	July 19-20
All Grades Due	December 15	May 4	July 25
Term Ends	December 17	May 6	July 25
Grades Available	December 17	May 6	July 27
Commencement	December 17	May 6	-
<b>Holidays</b>			
Holidays Campus Closed	September 6 November 11 November 24-26 Dec 20-Jan 3	January 17 February 21 March 21-25	May 30 July 4
<b>Faculty Dates</b>			
Faculty Report to Duty	August 17	January 4	May 10
Last Faculty Duty Day	December 17	May 6	July 25

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



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## Accreditation

North Florida College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of North Florida College. The official SACSCOC website is [www.sacscoc.org](http://www.sacscoc.org).

The Emergency Medical Services – Paramedic program 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 program at North Florida College located in Madison are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326; (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate and baccalaureate nursing programs is Initial Accreditation. View the public information disclosed by the ACEN regarding this program at [www.acenursing.us/accreditedprograms/programSearch.htm](http://www.acenursing.us/accreditedprograms/programSearch.htm).

## 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.

## NFC 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 NFC Office of Advising & Retention.
- Workforce development programs leading to the Associate in Science Degree or to a workforce 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 NFC 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

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## 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 NFC's seventh president on March 1, 2002. Mr. Steen retired in 2008.

President John Grosskopf became College president on January 20, 2009, and continues to serve as NFC's eighth president.

In 2017, the Southern Association of Colleges and School Commission on Colleges accredited NFC as a Level II baccalaureate degree-granting institution. Inaugural classes for NFC first baccalaureate-level program, an online ADN-RN to Bachelor of Science in Nursing bridge program, began in August 2017.

On January 17, 2017, the NFC District Board of Trustees approved North Florida College as the new name to send forward to The Florida Senate for consideration. Florida Governor Ron DeSantis signed the change into law on June 7, 2019, and North Florida Community College officially changed its name to North Florida College on July 1, 2019.

## The Campus

NFC is located in Madison, Florida, at 325 N.W. Turner Davis Drive. Madison lies in the center of NFC's six county service area, off I-10 near I-75, and is near such major Florida cities as Tallahassee and Jacksonville. NFC 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.

NFC students enjoy comfortable class sizes, usually with 24 students or less, and access to state-of-the-art educational facilities and the latest technology. Personalized advising, financial aid opportunities, student support programs, tutoring, one of the best college libraries in the state, and an active Academic Success Center are all in place to help students succeed.

The Colin P. Kelly Fitness and Wellness Center offers students a wonderful place to stay fit and healthy. The Hardee Center for the Arts hosts monthly exhibits (fall/spring) and a walk across campus reveals NFC's impressive outdoor public art collection. The NFC Artist Series presents live performances at Van H. Priest Auditorium and the NFC Community Theatre allows students to audition and share the stage.

NFC is well known for its comfortable campus setting, supportive environment and attention to student success. Madison County's natural beauty, small town hospitality and proximity to larger cities make NFC a wonderful place to learn.

### Major NFC 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 Classrooms Building (1966), Building 8
- Maintenance Building (1967), Building 17
- Technology Center (1967, 2008), Building 5
- Career and Workforce 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/NFC 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 NFC 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 NFC 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 NFC 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 NFC Art Department, (850) 973-1642, or online at nfc.edu.

### Colin P. Kelly Fitness and Wellness Center

The Colin P. Kelly Fitness and Wellness Center (Bldg. 12) is NFC'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 NFC 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 nfc.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 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. NFC'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 NFC Science Department, (850) 973-1687, or online at [nfc.edu](http://nfc.edu).

### **Live Oak Location**

In July 2019, NFC was excited to open an office thirty miles east of the main campus at the historic train depot in Live Oak. This location provides a number of services for both current and potential students including PERT testing, admissions, enrollment, academic advising assistance, academic tutoring support, computer access, face to face classes and quiet areas for individual and group study sessions. For more information about the NFC Live Oak Location, visit [www.nfc.edu/live-oak-location](http://www.nfc.edu/live-oak-location), call (386) 364-5093 or (386) 364-5440, or email [tuckert@nfc.edu](mailto:tuckert@nfc.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, extensive electronic book and video resources, access to electronic databases, DVDs and periodical subscriptions. The library website ([www.nfc.edu/learning-resources](http://www.nfc.edu/learning-resources)) provides an information portal for access to the library catalog, full-text databases, electronic books and library information. Well-qualified ASC and library staff are available to assist students with study and research as well as help with support resources.

### **Van H. Priest Auditorium**

The original Van H. Priest Community Center was erected in 1969 and dedicated in 1976. It was destroyed by a tornado in 1988. In 1991, the community center was "rebuilt to serve the people of Hamilton, Jefferson, Lafayette, Madison, Suwannee and Taylor counties" and named Van H. Priest Auditorium (Bldg. 1). VHP is home to NFC graduation ceremonies, performances of the NFC Artist Series and NFC 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.

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# Enrollment Services

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## Admissions

Application for admission to North Florida 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.nfc.edu](http://www.nfc.edu) or from the Office of Enrollment Services.

NFC 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 the Bachelor of Science in Nursing program requires that the applicant hold the Associate in Science in Nursing from a college accredited by an agency approved by the US Department of Education to offer associate degrees. Admission to specific programs of study at NFC 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 98.

## Eligibility

The following persons are eligible for admission to NFC:

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. Students who have been approved by the College for entry into accelerated programs (Dual Enrollment or Early Admissions)
5. 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
6. Persons seeking enrollment in the community education program or other non-credit courses may enroll without meeting any specific admission requirements

## Requirements

NFC requires documentation indicated by an “X” in the chart (right) from students applying under the categories listed.

A previously enrolled NFC 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>	
CTC 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>	
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>4</sup>	X <sup>5</sup>
Bachelor’s Degree	X	X <sup>1</sup>	X		X <sup>2</sup>						X <sup>5</sup>

<sup>1</sup> Application fee payable first time in attendance at North Florida College. Application fee payable with submission of each Bachelor’s degree application.  
<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 GED 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 transcript is required.
- 3. Home Education Graduate:** Students who have completed a home education program (home school) are eligible for admission as high school graduates. A home-schooled student must provide an affidavit signed by a parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements in Florida Statute 1002.41 (a). Students may be required to provide proof of registration with their county school board.

### Transfer Students and Evaluation of Transfer Credit

Students desiring to transfer to NFC must provide an official transcript from each college attended. They may also need to provide an official high school or GED transcript if an associate degree was not previously earned. Transfer courses are evaluated and recorded on the NFC transcript prior to the end of the first term enrolled.

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 NFC.

Acceptance of credits from non-accredited institutions will be based upon recommendation from the Registrar after review of the submitted coursework. A student may be required to provide course syllabi and instructor credentials so that transfer work can be evaluated.

A student may appeal the denial of transfer credits by written request to the Dean of Academic Affairs.

### Re-Admission of Former Students

Former students not in attendance during the previous year must submit a new application for admission, residency declaration with supporting documentation, and official transcripts from each college attended since the last term of attendance at NFC. Transfer courses are evaluated and recorded on the NFC transcript prior to the end of the first term re-enrolled. Admissions requirements not met during initial attendance or unresolved holds may be required prior to enrolling.

### Dual Enrollment and Early Admission

NFC 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, NFC 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 NFC Dual Enrollment and/or Early Admissions Policy and the Inter-institutional Articulation Agreement in effect between NFC 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 NFC. Credits may be earned for both high school and college. An NFC advisor, along with the high school guidance counselor, is responsible for the academic advisement of Dual Enrollment and Early Admission students.

## Career and Workforce 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 workforce 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 Workforce 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 NFC 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 Technician, Paramedic, Medical Assisting, Practical Nursing, Registered Nursing and BSN.

## Non-Degree Seeking Student Admission

The non-degree seeking status is designed to ease admissions requirements for students who desire to register for courses to fulfill a specific purpose, such as the renewal of licenses, special interest, workshops, and seminars. This is a special category status and is not an alternate form of admission for associate degree or certificate programs. This special status can apply to either credit or non-credit, audited courses. The admissions requirements for non-degree seeking students include the completion of an application for admission and payment of the \$20 application fee. Transcripts and placement testing are not required for non-degree seeking students. However, a transcript may be needed to prove that course prerequisites have been met.

## 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 NFC 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 NFC. The transient letter must be in the student's NFC 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 workforce 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.

## Enrollment Steps

1. **Apply for admission:** Admissions Office (Bldg. 3) or at [www.nfc.edu](http://www.nfc.edu). Florida Resident: For Statement of Florida Residency for Tuition Purposes, you will need your driver's license, voter's registration and/or vehicle registration, etc. If you're under the age of 24, these documents will need to be your parents' documents unless you meet an independent exception.
2. **Submit final, official, sealed transcripts:** Request your official high school transcript or official GED transcript and official transcripts from all prior colleges attended. If you were homeschooled, complete a home school affidavit available from admissions or visit [www.nfc.edu/apply-to-NFC](http://www.nfc.edu/apply-to-NFC). Your transcripts must be received prior to advising and registering.
3. **Apply for financial aid:** If you are seeking financial assistance, apply for financial aid at [fafsa.gov](http://fafsa.gov). Use NFC code: 001508. Submit all financial aid requirements by the priority deadline to make sure your award is processed in time to pay for classes. Contact the Financial Aid Office (Bldg. 2) at 850-973-1621 or [FinancialAid@nfc.edu](mailto:FinancialAid@nfc.edu).
4. **Check out scholarships at [www.nfc.edu/foundation-giving](http://www.nfc.edu/foundation-giving):** NFC scholarship applications are also available at the NFC Foundation Office (Bldg. 36), 850-973-9423 or [Foundation@nfc.edu](mailto:Foundation@nfc.edu), or in Admissions. Scholarship applicants must also complete a FASFA application at [fafsa.gov](http://fafsa.gov).
5. **Veterans Educational Assistance:** If you receive V.A. education benefits, contact the Veterans' Affairs Specialist in the Office of Enrollment Services (Bldg. 3), 850-973-9469 or 9405 or [VeteranAffairs@nfc.edu](mailto:VeteranAffairs@nfc.edu), a minimum of six weeks prior to your first term at NFC.
6. **Activate your MyNFC account:** Visit [my.nfc.edu](http://my.nfc.edu) then select "First Time User" to activate your student account. The MyNFC portal will give you access to your student records (eBanner), your official school email (GoMail), your courses (Desire2Learn/D2L), graduation worksheets (Degree Works), virtual bookstore (Follett).
7. **Sign up to receive emergency alerts:** Visit [e2campus.net/my/NFC](http://e2campus.net/my/NFC) to register your cell phone and/or email address to receive alerts in the event of campus-wide emergency or closing due to inclement weather. Register up to two devices and an alternate email address. System only used for emergency messages.
8. **Determine if you need testing:** A placement or program entry test may be required. See an academic or program advisor for more information. If an advisor determines you need a placement or program test, schedule online at [www.nfc.edu/getting-started/testing](http://www.nfc.edu/getting-started/testing) or contact the NFC Testing Center (Bldg.16) at 850-973-9451 or [Testing@nfc.edu](mailto:Testing@nfc.edu).
9. **Get advised:** An academic advisor will assist you with program planning and course selection. Advising is located in Bldg. 2. Contact Advising at [Advising@nfc.edu](mailto:Advising@nfc.edu) or call 850-973-1737. A student with a documented disability who would like to receive accommodations in his/her course of study should see the Disability Resource Center in Bldg. 6 or call 850-973-9403.

- 10. Attend new student orientation:** Watch for notifications about new student orientation or ask an academic advisor for details (Advising@nfc.edu). Online students should call 850-973-9455.
- 11. Register for classes:** After meeting with an advisor, you may register on the dates/times specified for registration in the catalog and schedule of classes ([www.nfc.edu/current-students/academic-calendar](http://www.nfc.edu/current-students/academic-calendar)). Visit [www.my.nfc.edu](http://www.my.nfc.edu) to register.
- 12. Pay tuition and fees:** Your tuition and fees must be paid by the published date in the schedule of classes. Pay fees in the Business Office in Bldg. 2 or call 850-973-1610 to pay by phone.
- 13. Order textbooks:** Visit the NFC Virtual Bookstore, [www.nfc.edu/virtual-bookstore](http://www.nfc.edu/virtual-bookstore), or other textbook provider.
- 14. Get student ID card:** Visit the NFC Library (Bldg. 4) to get your student ID, required while on campus and for check-out of NFC library materials.
  - Bring: student schedule, form of ID such as driver's license or high school ID, signed instructor approval form if your program requires Level 2 background screening. Online students should call 850-873-1624.
- 15. Attend your first day of classes:** Attend the first day of each of your classes or you may be withdrawn as a "no-show" and still be responsible for cost of the course. For online classes, you must login to D2L on the day the term begins and select your course to view announcements and content. The Drop/Add period is the first week of the term.
- 16. Review the Catalog and Student Handbook:** Review the NFC College Catalog, including the Student Handbook, at [www.nfc.edu](http://www.nfc.edu). This will provide guidance on student rights and responsibilities, code of conduct, parking, and other important guidelines and information.
- 17. Know where to park:** white lines=students/visitors; yellow lines=faculty/staff; blue lines=disabled parking.

## 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, ACCUPLACER or PERT placement tests that are no more than two years old. Transfer students should 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@nfc.edu](mailto:testing@nfc.edu) to schedule a test. A ten (\$10) dollar testing fee must be paid prior to testing if attending NFC (\$35 if not attending NFC). 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 Workforce Education certificate programs may be required to undergo a skill assessment process utilizing the Test of Adult Basic Education (TABE) or other accepted assessment. 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 NFC. Advance registration for testing is required. Interested parties should contact the Testing Center at (850) 973-9451 or [testing@nfc.edu](mailto:testing@nfc.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). Exemptions from meeting basic skills exit requirements will be evaluated by the Office of Enrollment Services and the program advisor.

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

The Florida Basic Abilities Test (CJ-BAT) is a requirement for entry into the public safety academy 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. More information, including a list of available exams, and NFC course equivalencies, is available at [www.nfc.edu/getting-started/testing/clep](http://www.nfc.edu/getting-started/testing/clep) or from the Office of the Registrar. Interested parties should contact the NFC Testing Center at (850) 973-9451 or [testing@nfc.edu](mailto:testing@nfc.edu).

## Advanced Placement (AP)

NFC 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. More information, including a list of exams and NFC course equivalencies, is available at [www.nfc.edu/getting-started/testing/ap-exams](http://www.nfc.edu/getting-started/testing/ap-exams) or from the Office of the Registrar.

## 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, ACCUPLACER). 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 NFC 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 NFC 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 120% 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 144 credit hours ( $120\% \times 120 = 144$ ). Students whose educational plan may include earning a degree should make every effort to enroll in and successfully complete those courses required for their intended major, on their first attempt. Florida College students intending to transfer to a state university should identify a major or “transfer program” early and 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

### Notification of Student Rights Under FERPA

The disclosure or publication of student information is governed by the policies of the NFC District Board of Trustees within the framework of state and federal laws, including the Family Education Rights and Privacy Act passed in 1974.

FERPA affords students certain rights with respect to their educational records. These rights include the right to:

- Inspect and review their education records maintained by NFC
- Request that NFC corrects records which the student believes to be inaccurate or misleading. If NFC

decides not to amend the record, the student has the right to a formal hearing. After the hearing, if NFC still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view about the contested information;

- Have some control over the disclosure of personally identifiable information from their education records and
- File a complaint with the Department of Education.

## Directory Information

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 NFC as "Directory Information" which may be released by the College. While directory information may be released, NFC prefers to protect the privacy of our students by not disclosing lists of students for commercial purposes, except as related to specific contractual arrangements as part of college business operations.

Directory Information includes the following:

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

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

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

## Authorization for Release of Information

A student may request that information from their educational records be released to another individual. This consent to release information must be in writing, signed and dated, and specify: a) the records to be released, b) the purpose of the disclosure, and c) the party (or parties) to whom disclosure may be made. A FERPA Release of Information form is available in the Office of Enrollment Services.

More information about the Family Education Rights and Privacy Act (Buckley Amendment) can be found on the NFC website or from the Office of the Registrar. 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.

## Registration and Class Schedule Changes

NFC conducts early, regular and late registration each term. These important registration dates and deadlines are published in the Academic Calendar found on the NFC website - [www.nfc.edu](http://www.nfc.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. NFC reserves the right to cancel courses when necessary. Students will receive full refunds for canceled courses.

Registration for students with fee waivers, such as the State Employee Fee Waiver or Senior Citizens

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 NFC Office of Financial Aid before the published deadline to pay tuition and fees.

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.

### 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

### 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 NFC

Any student seeking to withdraw from NFC after the Drop/Add period must contact his/her academic advisor and submit a Complete Withdrawal Permit to 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.

### Transcript Request

Official transcripts are issued by the Office of Enrollment Services at NFC; unofficial transcripts are available through the MyNFC 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 NFC website. NFC 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.



## Student Records

Upon enrollment, students will be given instructions for creating their MyNFC student portal account. Students should protect the security of their accounts by keeping their login and password information private. Students may view their grades and student records, register for courses, check financial aid status, and pay tuition through their MyNFC student portal by selecting eBanner. The MyNFC portal also provides access to NFC's learning management system, official student email, degree audits, and virtual bookstore.

## Transient Classes

Currently enrolled eligible students may request approval to take a course(s) at a different institution. Transient approval is needed when the student intends to transfer a course back to NFC. If a student registers in a course(s) that are not approved by NFC, the course(s) may not transfer back. An official transcript with final grades must be requested from the transient school to be sent to NFC.

Students should use the Florida Shines Transient Student Admission Application form to request to attend other public Florida colleges. For requests to attend any other college, contact the Office of the Registrar.

### Student eligibility requirements for transient approval:

- Complete at least one semester at NFC
- Have good academic standing with a minimum GPA 2.0 or higher
- Have no registration or financial holds
- Be seeking a degree or certificate at NFC
- Successfully complete applicable NFC course prerequisites for the course(s) requested
- Request courses that are needed for current program of study, and plan on transferring those courses back to NFC
- Submit transient application

## Graduation Requirements

### General requirements for graduation from NFC 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 NFC
3. Completing a minimum of twenty-five percent of a program's hours through NFC with a minimum grade point average of 2.0 (average of "C")
4. Satisfying all financial obligations to NFC 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 MyNFC 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@nfc.edu](mailto:DegreeWorks@nfc.edu).

### Application for Graduation and Commencement

Students must apply for graduation with the Office of Enrollment Services during the term in which the student expects to graduate. Graduation application deadlines are published in the Academic Calendar, located in both the Catalog and in the Schedule of Courses each semester. NFC holds commencement ceremonies in the Spring and Fall terms. Students who participate in commencement and subsequently do not meet all graduation requirements will not be awarded the certificate or diploma until all requirements are met. Students may only participate in one commencement ceremony for the certificate or degree being awarded. Some short programs such as college credit certificates or vocational certificates may not be eligible to participate in the commencement ceremony.

If a student applies for graduation but does not meet all requirements to graduate at the end of the term for which application was made, NFC will award the certificate or degree when all requirements have been met. The student should contact the NFC Graduation Specialist to discuss any changes in their graduation plans.

If a student meets all requirements to graduate and does not apply for graduation, NFC will award the certificate or degree and notify 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.

### Civic Literacy Requirement

Pursuant to Section 1007.25(5), FS, North Florida College's Associate in Arts and Bachelor's degree-seeking students initially entering the Florida College System in the 2021-22 school year and thereafter must satisfy civic literacy requirements prior to graduation.

To meet the requirements and demonstrate competency, students must complete a course AND pass an approved assessment.

#### Course Requirement

The Civic Literacy **course requirement** can be met by successfully completing one of the following courses:

- AMH 2020 – American History II
- POS 2041 – American National Government

Each of the courses must include the following competencies:

1. Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
2. An understanding of the United States Constitution and its application;
3. Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
4. An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

#### Assessment Requirement:

The Civic Literacy **assessment requirement** can be met by successfully completing one of the following assessment options:

<u>Assessment</u>	<u>Standard Score</u>
AP Government and Politics: United States*	3
AP United States History*	4
CLEP: American Government*	50
Florida Civic Literacy Examination	60

\*A minimum standard score on the AP or CLEP assessments listed above would satisfy BOTH the course and the assessment requirements for civic literacy.

**NOTE:** Prior to the award of an Associate in Arts or Bachelor's degree, first-time-in-college students entering a Florida College System between the 2018-19 to 2020-21 school year must demonstrate competency in civic literacy by successfully completing one of the approved course options OR by achieving the standard score on one of the AP or CLEP Civic Literacy approved assessments.

#### Clarification of Civic Literacy Requirement for Dual Enrolled Students:

Students who were in dual enrollment prior to Fall Term 2018 are not required to satisfy the civic literacy requirement. Prior to the award of an Associate in Arts or Bachelor's degree, students who began dual enrollment in the Fall Term 2018 or later are required to demonstrate civic literacy.

### Foreign Language Requirement

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 with grades of “C” or higher 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 NFC 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 NFC 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. NFC defines continuous enrollment as being enrolled without a break of 12 consecutive months. For example, if a student last attended in a fall term with a lapse in attendance, he or she would be required to reapply for admission if he or she missed the spring, summer, and next fall terms. Students failing to maintain continuous enrollment must apply for readmission under the catalog in effect at the time of their next enrollment. Questions regarding application of this rule or requests for exemption from this rule should be directed to the Office of Enrollment Services.

If a student’s program of study becomes inactive and the student has not been continuously enrolled, the ability to resume studies in the inactive program may not be available to the student.

As program requirements change, a student may wish to change to a newer catalog year. A student may request to move to a newer catalog year by meeting with an academic advisor who will review the new program requirements with the student and help them submit the request to the Office of Enrollment Services.

Exceptions to the effective catalog procedure may be necessary if program requirements change as a result of changes in statute, accreditation requirements, or requirements of other regulatory agencies to which NFC is subject.

Although NFC faculty, staff and administrators assist students in meeting the requirements for a degree or certificate, it is ultimately the student’s responsibility to meet those requirements.

#### **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. If a student chooses to change programs during enrollment, the effective catalog will be the catalog in effect at the time of the program change. 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 and students are required to meet with an advisor prior to completing a program change.

#### **Simultaneous/Subsequent Degrees**

A student may seek an Associate in Arts Degree, an Associate in Science Degree, and certificate program either simultaneously or sequentially by completing all Catalog requirements for the degrees and/or certificates.

# Fees & Financial Aid

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## General Information

Required tuition and fees are established by the NFC 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 NFC. 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 NFC 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 NFC are required to pay the nonrefundable application fee. A nonrefundable application fee of \$30 is required of all students entering the NFC BSN program.

### Recreation and Leisure Activities Fees

The NFC 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 \$1,400 per year, can be purchased from Follett (the NFC Virtual Bookstore and NFC's only contracted vendor) as well as other venues. Course materials purchased from any source other than Follett 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.nfc.edu](http://www.nfc.edu).

### 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 can be processed free of charge if the receiving school participates in Florida's FASTER transcript system. Email [Transcripts@nfc.edu](mailto:Transcripts@nfc.edu) or contact the Office of Enrollment Services to inquire about participating schools.

## Estimated Cost of Attendance at NFC

Most individuals calculate the cost of education by the amount of tuition and fees charged plus the cost of books and supplies. These are direct educational expenses. There are, however, indirect educational expenses, such as transportation expenses, for which students will need to budget. The chart below illustrates examples of both in-state and out-of-state budgets for full-time college credit students. Estimated expenses outlined below are based on a two-semester academic year; 15 credit hours per term or 30 credit hours total.

Full-Time College Credit Budget	In-State	Out-of-State
<b>Tuition and Fees (30 Credits)</b>	<b>\$3,084</b>	<b>\$12,018</b>
Books and Supplies	\$1,400	\$1,400
Room and Board	\$1,500 (dependent) \$5,400 (independent)	\$1,500 (dependent) \$5,400 (independent)
Personal Expenses	\$1,100	\$1,100
Transportation	\$1,800	\$1,800
<b>TOTAL:</b>	<b>\$8,884 (dependent) \$12,784 (independent)</b>	<b>\$17,818 (dependent) \$21,718 (independent)</b>

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

Current Tuition and Fees	In-State	Out-of-State
College Credit	\$99.80 Semester Hour	\$396.30 Semester Hour
Vocational Credit	\$85.00 Semester Hour	\$339.30 Semester Hour
Baccalaureate	\$112.00 Semester Hour	\$309.33 Semester Hour
Computer Access Fee	\$35	\$35
Science Laboratory Fee	\$35	\$35
Access Fee	\$2 Per Credit Hour	\$2 Per Credit Hour
PSAV Activity Fee	\$5 Per Academic Year	\$5 Per Academic Year

**NOTE:** Tuition and fees are subject to change. Please check with an NFC Advisor for current information.

## 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 NFC 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 to receive any refund of fees. Students who officially drop 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 canceled.
2. Refunds of 100 percent of tuition fees will be made when a student drops a course before the last date to drop 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 NFC 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

NFC 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 NFC 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 NFC School Code is 001508.

### When to Apply

Priority is given to applications received by NFC 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 NFC Financial Aid Office located in the Administrative Services Building (Bldg. 2).

### Pell Grant (Disbursement Policy)

NFC 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 NFC. 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 NFC 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 FSAG 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 Workforce 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 NFC 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 NFC or the NFC 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

### NFC Foundation, Inc. Scholarships

The North Florida College Foundation, Inc. is a separate not-for-profit, IRS approved 501© (3) corporation chartered to provide financially for the educational needs of NFC programs and students from Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor counties that cannot be met through state and/or federal aid or student tuition income.

Various individuals and organizations contribute funds for a number of scholarships, please visit [www.nfc.edu/foundation-giving/scholarships](http://www.nfc.edu/foundation-giving/scholarships) to view the current list of available scholarships.

### Scholarship Application Deadlines

The NFC Foundation scholarship application deadlines:

- **March 30 - High School Seniors Scholarships**
- **April 28 - Summer Term**
- **July 20 - Fall Term**
- **November 11 - Spring Term**
- **Open - Last Mile Scholarship**

Unless otherwise indicated, application for scholarships may be completed online at [www.nfc.edu/foundation-giving/scholarships](http://www.nfc.edu/foundation-giving/scholarships) or made through the NFC Foundation Office (Bldg. 36) at NFC. For additional information, contact the NFC Foundation Office at (850) 973-9414 or [foundation@nfc.edu](mailto:foundation@nfc.edu).

### Presidential Scholarships

NFC will award two Presidential Scholarships per county in its service district (Hamilton, Jefferson, Lafayette, Madison, Suwannee and Taylor) annually.

Award criteria:

- Must be an NFC high school dual-enrollment student currently enrolled at NFC
- Must have completed at least 25 credit hours at NFC.
- Student must be a senior in the NFC district's public school system, private school system or home school
- Top two dual-enrolled high school seniors with highest NFC GPA will be selected for scholarship and Fall Term admission

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.

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## Learning Resources

### Marshal Hamilton Library (NFC Library)

The Marshall Hamilton Library is in Building 4 on the NFC 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 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.nfc.edu/learning-resources](http://www.nfc.edu/learning-resources). 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@nfc.edu](mailto:library@nfc.edu).

### Academic Success Center

Located inside the NFC Library, the Academic Success Center (ASC) provides all NFC 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 professional 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 NFC. For information regarding services provided by the ASC, contact Elizabeth Gonzales, Academic Success Center Coordinator at (850) 973-1719 or [asc@nfc.edu](mailto:asc@nfc.edu).

## Disability Resource Center

NFC 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) 973-9403 (V) or (850) 973-1611 (TTY) or email [disabilityresourcecenter@nfc.edu](mailto:disabilityresourcecenter@nfc.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. NFC supports these endeavors as long as students are able to meet acceptable performance standards. As in the case of other disabilities, NFC 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 NFC in the safe placement of the service animal. More information is available at (850) 973-1683 (V) or (850) 973-1611 (TTY) or [disabilityresourcecenter@nfc.edu](mailto:disabilityresourcecenter@nfc.edu).

### **Veterans' Affairs**

NFC 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 contact the Veterans' Affairs Specialist in the Office of Enrollment Services in the Administration Building. Veterans and those eligible for VA benefits must contact the Veterans' Affairs Specialist each term during the academic advisement period to review their status. Veterans with disabilities are encouraged to work with the Veterans' Affairs Specialist and the Disability Resource Center to coordinate accommodations.

### **Certification Restrictions**

Only courses that satisfy requirements outlined by a degree or certificate program graduation worksheet can be certified for VA purposes. Students should refer to their graduation worksheet and consult with an advisor or the Veterans' Affairs Specialist when they register each term. If a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excess free electives, for example, cannot be certified.

Students cannot be certified to take courses on an audit basis.

Classes that are successfully completed may not be certified again for VA purposes if they are repeated.

Remedial or developmental courses, if required, must be taken face-to-face. Online developmental courses cannot be certified to VA.

### **Attendance Standards**

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 formats. See instructor policy in the relevant course syllabus.

## Evaluation of Prior Credit

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 should request their military transcript (i.e. Joint Services Transcript and/or Community College of the Air Force transcript) so that it can be evaluated by the Office of Enrollment Services. See also Transfer Students and Evaluation of Transfer Credit in the Admissions section on page 17.

## Standards of Progress

### Academic Probation

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 or continued 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 and Termination of VA Benefits

A student on academic probation is placed on academic suspension when the term GPA and the cumulative GPA fall below 2.0. VA educational benefits will terminate the semester the student is suspended. If this is the student's first suspension, the student may appeal suspension. See Academic Suspension on page 93 for details.

### Recertification after Academic Suspension

A veteran student terminated from veterans benefits due to unsatisfactory progress may be re-certified to the VA only after obtaining a 2.0 cumulative grade point average and returning to good academic standing. Students must meet with the Veterans' Affairs Specialist to discuss the conditions for the student's continued certification to VA. These conditions will prescribe the minimum performance standards to be achieved by the student during the next enrollment period.

To initiate action by VA to determine whether further payments of VA educational assistance allowance should be authorized, the student must submit a specific request for resumption of VA benefits following an interruption due to unsatisfactory progress or conduct. Requests may be submitted on VA Form 22-1995 or VA Form 22-5495.

### Change of Program Option

A college credit student who has been suspended may change to a clock hour career and workforce certificate program and register for those classes in good standing.

See also Academic Probation and Academic Suspension in the Academic Regulations section on page 93.

## Rate of Pursuit and Training Time

### Rate of Pursuit for Chapter 33

VA calculates rate of pursuit (RoP) by dividing the credit hours (or credit hour equivalents) being pursued by the number of credit hours considered to be full-time by the school. The resulting percentage is the student's RoP. The Chapter 33 housing allowance is paid if RoP is more than 50%. NFC defines full-time as 12 credit hours or more.

### Training Time for Chapters 30, 32, 35, 1606, 1607

VA benefits are paid based on training time certified by the school. In a standard semester (fall and spring), VA measures training time as follows:

#### Standard 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
Less than 1/2 time .....	4 to 5 credit hours
Less than 1/4 time.....	1 to 3 credit hours

### Non-Standard Terms and Summer Terms

When a session or course doesn't follow the standard terms in fall or spring, and in summer terms, students are certified for their actual begin date, end date, and credits for the session or course. VA converts credit earned during nonstandard semesters to equivalent credit hours. VA makes the conversion, not NFC.

### Non-College Degree Programs (Career and Workforce Certificates)

If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week are reported to VA. For students receiving benefits under Chapter 33, VA will convert clock hours to credit hours and then calculate rate of pursuit. The Monthly Housing Allowance is paid if rate of pursuit is more than 50%.

### **Deferment of Tuition and Fees**

Veterans and dependents of veterans eligible for VA education benefits may have their tuition and fees deferred during their first term of attendance. Students with VA benefits who desire a deferred payment plan may make request to the Office of Financial Aid prior to the published deadline to pay tuition and fees during the first term of attendance. To be eligible for deferment, students may also be required to provide their Certificate of Eligibility, submit a written request to use their entitlement, and provide additional identifying information needed to properly certify their enrollment to VA.

Students receiving VA education benefits may defer their tuition and fees for up to 90 days during which time they will have access to campus resources (classes, library, other college facilities) available to other students who have satisfied their tuition and fee bills. They will also not be charged late fees or penalties during the deferment.

Should the tuition and fees not be paid after the term of the deferment, it is understood that no grades will be issued to the student nor will those grades be placed in the student's permanent record.

In accordance with Title 38 US Code 3679 subsection (e), NFC adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;



- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### Academic Advising

Academic and program advisors are available to assist Veterans and dependents of Veterans with academic and career guidance, course planning, registration and referrals to academic support services. All new students will meet with an academic or program advisor before they register and throughout their enrollment to ensure they are on track for their degree or certificate program. Advisors are available for guidance at any point in a student's academic pursuit. For more information, call (850) 973-1737 or email [advising@nfc.edu](mailto:advising@nfc.edu).

### Student Counseling Services (SCS)

The Student Counseling Service is a FREE, confidential service offered to current NFC students. SCS provides assessment and short-term counseling, crisis intervention, and referrals on the NFC campus through Resolutions Health Alliance (RHA) of Lake City, Florida.

A counselor is available on the NFC 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 NFC Fine Arts Building (Bldg. 10, Rm. 14). Appointments are recommended to ensure 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 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 NFC students 24 hours a day at 1-800-330-5615. This hotline is offered through Meridian, not RHA, and is available to all NFC students.

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

### Department of Veterans Affairs Contact Information

- **Education Call Center:** 1-888-442-4551, available between 7 a.m. and 6 p.m. Central Time, Monday-Friday
- **Veterans Crisis Line:** 1-800-273-8255 and press 1; text 838255; TTY number 1-800-799-4889
- **Website:** [www.va.gov/education](http://www.va.gov/education)

## Student Ombudsman

### Mission Statement:

The Student Ombudsman provides all NFC 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@nfc.edu](mailto:ombud@nfc.edu).

## Equal Opportunity Statement

North Florida 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, NFC 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@nfc.edu](mailto:equity@nfc.edu).

## Student Activities

NFC 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 NFC. Participation in extracurricular student activities is encouraged.

### Student Clubs and Organizations

NFC 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
- Gaming and Technology Club
- Health Occupations Students of America (HOSA)
- InterVarsity
- Music Club
- Phi Theta Kappa Honor Society (PTK)
- Sentinel Upstage Players (Community Theatre)
- Student Government Association (SGA)
- Young Engineers Club

#### Art Club

The NFC 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.

#### Gaming and Technology Club

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

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

The NFC Health Occupations Students of America club provides a unique program of leadership development, motivation and recognition for secondary, postsecondary, adult and collegiate students

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enrolled in health science education and biomedical science programs or interested in pursuing careers in health professions.

### **InterVarsity Christian Fellowship**

InterVarsity is a vibrant campus ministry that establishes and advances witnessing communities of students and faculty. The purpose of InterVarsity Christian Fellowship/USA is to establish and advance at colleges and universities witnessing communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world.

### **Music Club**

The NFC Music Club provides opportunities for students to explore music through singing, playing instruments, and performing. Members have opportunities to collaborate with others in small ensembles or larger groups. Students can perform musical selections at campus events or in the community. The Music Club is open to all students.

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

Phi Theta Kappa is the official honor society at NFC. The NFC 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.

### **Sentinel Upstage Players**

Whether one desires the spotlight or enjoys being part of the backstage fellowship, the NFC 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 NFC 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 NFC 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 NFC students. The dates and locations of all SGA meetings are posted on the NFC website, [www.nfc.edu](http://www.nfc.edu), and open to all students, faculty and staff.

### **Young Engineers Club**

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

## Community Theatre

Whether one desires the spotlight or enjoys being part of the backstage fellowship, the NFC 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 NFC website and in the local newspapers. More information is available at (850) 973-9481 or visit [www.nfc.edu](http://www.nfc.edu).

## Performing Artist Series

The NFC Artist Series offers brings excellent performing arts and arts education events to the NFC 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.nfc.edu](http://www.nfc.edu) or through the NFC Office of College Advancement at (850) 973-1653 or [artistseries@nfc.edu](mailto:artistseries@nfc.edu).

## Colin P. Kelly Fitness and Wellness Center

The Colin P. Kelly Fitness and Wellness Center (Bldg. 12) is NFC'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@nfc.edu](mailto:fitnesscenter@nfc.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 NFC 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.nfc.edu](http://www.nfc.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

NFC 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 NFC 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.

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## 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/NFC](http://www.ed2go.com/NFC) or through 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

NFC 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 rights that include the following.

Students have the

- 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 the following.

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 NFC 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 NFC 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 NFC 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, at which time a hold will be placed on the student's account until the penalty phase is completed. 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 followed by a meeting with the Dean of Academic Affairs. If the student fails to meet with the instructor and/or the dean, 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 on pages 87-89.
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 NFC's Title IX Procedures. NFC's Title IX Procedures are available on NFC's website at [www.nfc.edu](http://www.nfc.edu) (front of main page) and from NFC'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 audio-taped. 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 NFC 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 NFC.
- 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.

- **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 at [equity@nfc.edu](mailto:equity@nfc.edu).

- **Fees:** Grievances concerning the assessment or refund of tuition and fees shall be directed to the Dean of Administrative Services, [rodgersm@nfc.edu](mailto:rodgersm@nfc.edu).
- **Financial Aid:** Grievances related to financial aid shall be directed to the Dean of Administrative Services, [rodgersm@nfc.edu](mailto:rodgersm@nfc.edu).
- **Parking and Traffic:** Grievances related to parking or traffic regulations shall be directed to the Dean of Administrative Services, [rodgersm@nfc.edu](mailto:rodgersm@nfc.edu).
- **Contested Grades for Courses:** Grievances related to grade appeals shall be directed to the Office of Academic Affairs, [academicaffairs@nfc.edu](mailto:academicaffairs@nfc.edu). See appeal procedure found at the end of this section and in the Academic Section of the NFC College Catalog.

The student is encouraged to seek out the Office of the Ombudsman, [ombud@nfc.edu](mailto:ombud@nfc.edu), 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 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.

[www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.shtml](http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.shtml)  
 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.stml>.

### **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**

NFC 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 NFC. 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 NFC 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.

NFC 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. NFC'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 NFC's Title IX Procedures, NFC's Title IX Procedures shall apply.

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

Title IX Coordinator	Deputy Title IX Coordinator
Tyler Coody 325 NW Turner Davis Drive Building 12, Room 128B Madison, FL 32340 850-973-1639 <a href="mailto:coodyt@nfc.edu">coodyt@nfc.edu</a>	Jhan Reichert 325 NW Turner Davis Drive Building 4, Room 102 Madison, FL 32340 850-973-9485 <a href="mailto:reichertj@nfc.edu">reichertj@nfc.edu</a>

### 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 NFC 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@nfc.edu](mailto:ombud@nfc.edu).

## Additional Information

### Student Housing

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

### Food Service

NFC'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 NFC GoMail account and email address through the MyNFC Information Network. Once successfully enrolled at NFC, students can access their NFC GoMail account by logging on to the MyNFC Information Network. A link to the MyNFC Information Network is available at [my.nfc.edu](http://my.nfc.edu).

All official campus communications are sent to students' NFC 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 NFC faculty and staff to communicate with students.

### Student ID Cards

Students are required to obtain and wear an NFC ID card while on campus. ID cards are made in the Library throughout the year. Students should present proof of class registration and a photo ID. There is no charge for the first ID. The replacement fee for a lost or damaged ID is \$5.

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## Bookstore

Textbooks can be ordered through the NFC Virtual Bookstore which is accessible from the NFC website at [www.nfc.edu/virtual-bookstore](http://www.nfc.edu/virtual-bookstore) or the MyNFC Information Network at [my.nfc.edu](http://my.nfc.edu). For assistance with textbooks orders, visit the Administrative Services Building (Bldg. 2) or call (850) 973-1675.

## Student Counseling Services (SCS)

The Student Counseling Service is a FREE confidential service offered to current NFC students. SCS provides assessment and short-term counseling, crisis intervention, and referrals on the NFC campus through Resolutions Health Alliance (RHA) of Lake City, Florida.

A counselor is available on the NFC 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 NFC Fine Arts Building (Bldg. 10, Rm 14). Appointments are recommended to ensure 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 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 NFC students 24 hours a day at 1-800-330-5615. This hotline is offered through Meridian, not RHA, and is available to all NFC students.

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

## 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. NFC 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 College (NFC) issues this notification regarding the purpose for the collection and use of any student's Social Security Number (SSN). NFC collects and uses a student's SSN only to perform the College duties and responsibilities. To protect the student's identity, NFC 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 NFC, including the access of the student's college records.

NFC 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 NFC 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 NFC 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 NFC campus is 15 M.P.H., unless otherwise posted.
10. All traffic crashes on the NFC campus should be immediately reported to the NFC 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 NFC 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 NFC. (This shall not include medically necessary or NFC 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 NFC 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 NFC 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 NFC 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 NFC property. NFC 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 NFC 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 NFC for continued and repeated violations of the parking and traffic regulations.
21. Vehicles left on the NFC 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 NFC 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 NFC 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**

NFC 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**

NFC is concerned about the safety, health and well-being of its students, faculty, staff and visitors—individually and collectively (herein referred to as NFC members). A College and University Behavioral Intervention Team (CUBIT) has been formed that will use a multidisciplinary approach to maintain the safety of the NFC 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 NFC members. The NFC CUBIT goal is to address behaviors of concern, showing due diligence for the safety of NFC members while protecting NFC member confidentiality to the appropriate extent. The NFC CUBIT will focus on NFC members who may be exhibiting signs of impending problems. By monitoring persons with problems, NFC hopes to avert serious safety threats and to direct NFC members to resources that can help alleviate stress.

### **Silent Witness**

The Silent Witness Program provides concerned NFC 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 NFC employees who are concerned about the safety and well-being of each member of the NFC 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 NFC team accepts anonymous reports, it also encourages anyone to provide his/her name and contact information so that the NFC CUBIT can follow up to gather additional information.

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

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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 College ("NFC") strongly encourages you to **call 911 to immediately seek law enforcement and medical assistance**. NFC'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. NFC'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, NFC's Title IX Coordinator, Tyler Coody, is available by telephone (850-973-1639), email (coodyt@nfc.edu), or in person (325 NW Turner Davis Dr., Building 12, Room 128B, Madison, FL). NFC's Deputy Title IX Coordinator, Jhan Reichert, is available by telephone (850-973-9485), email (reichertj@nfc.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 NFC from sex discrimination, including sexual violence.

## Section 1. Introduction

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

NFC 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, NFC 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, NFC prohibits Sexual Misconduct (including sexual harassment and/or sexual violence) in its programs and activities.

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

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@nfc.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@nfc.edu</p>

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 NFC 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 NFC’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 NFC’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 NFC, location of incidents, and context in which they occurred; (7) other incidents at NFC; 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. NFC 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 NFC'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. NFC 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,” NFC 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 NFC will not tolerate as they are forms of discrimination that violate the norms of society and the expectations of NFC. NFC is committed to providing the NFC community with a positive environment free of Sexual Misconduct. NFC will not permit discrimination in any of its programs and activities on the basis of sex, sexual orientation, or gender.

This policy addresses NFC’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 NFC to implement preventative measures to curb acts of sexual harassment and sexual violence through education and training. NFC will also provide services and programs to assist victims of Sexual Misconduct.

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

NFC strictly prohibits retaliatory actions being taken against an individual for raising issues of Sexual Misconduct or participating in NFC’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 NFC.

### d. Applicability and Statement of Jurisdiction

This policy is applicable to students, employees, and third parties when such third parties are within NFC’s control. This policy and NFC’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 NFC employment or education program; and
2. the Sexual Misconduct occurs on property owned or controlled by NFC.

Additionally, this policy also applies when acts of Sexual Misconduct occur outside on an NFC employment or education program but the Sexual Misconduct adversely impacts an NFC 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 NFC.

### Section 3. Privacy and Confidentiality

NFC 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, NFC will work with individuals to preserve the confidentiality of matters involving Sexual Misconduct. However, certain circumstances may require that NFC 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. NFC'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 NFC's response to incidents of Sexual Misconduct or to whom NFC 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

NFC prohibits any conduct which would serve as Sexual Misconduct or a violation of Title IX. NFC 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

NFC is committed to the prompt and equitable resolution of student and employee complaints of Sexual Misconduct. As part of the resolution process, NFC 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 NFC

Complainants should be aware that in addition to filing a complaint with NFC 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 NFC. NFC 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. NFC will also be limited in applying its disciplinary procedures against individuals who graduate or leave the employment of NFC.

NFC 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. NFC may also notify local law enforcement.

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

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@nfc.edu	Jhan Reichert 325 NW Turner Davis Drive Building 4, Room 102 Madison, FL 32340 850-973-9485 reichertj@nfc.edu

Anonymous complaints may be made through NFC's Silent Witness Program ("Silent Witness"). Silent Witness allows concerned NFC members to report information about campus safety issues to The College and University Behavioral Intervention Team (CUBIT) anonymously. CUBIT consists of a group of NFC employees who are concerned about the safety and well-being of each member of the NFC 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 NFC will be limited in its ability to respond as it will be unable to communicate with the complainant. NFC 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 NFC 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. NFC’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 NFC 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 NFC’s ability to address the issues set forth in the complaint. Upon receipt of a request that a complaint be withdrawn, NFC’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 NFC 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 NFC has a responsibility to investigate and take action when it becomes aware of information that suggests violations of Title IX are occurring at NFC. Thus, NFC 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 NFC not investigate or seek action against the respondent, NFC 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. NFC 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. NFC’s Title IX Coordinator will evaluate confidentiality requests.

There are situations in which NFC 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 NFC possesses other means to obtain relevant evidence (e.g., security cameras, physical evidence, or through individuals).

If NFC 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 NFC'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. NFC will take steps to prevent retaliation and strong responsive action if it occurs including, but not limited to, termination from employment or dismissal from NFC. This includes retaliatory actions taken by NFC employees and officials. If NFC 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

NFC'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 NFC'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.

NFC'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, NFC'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

NFC'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 NFC 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. NFC'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, NFC will, to the extent possible, coordinate with any other ongoing NFC 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 NFC'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 NFC'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 NFC), 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. NFC will make available advisors to each party if requested. Representatives and legal counsel are prohibited from participating in or interfering with NFC's investigation.

NFC'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 NFC 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 NFC 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 NFC 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 NFC. 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, NFC 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 NFC 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 NFC's overall services or policies. NFC 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 NFC'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 NFC 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 NFC and the appellant. The President of NFC 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 NFC 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 NFC is a final action and not subject to further review through NFC'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 NFC 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, NFC 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 NFC is a final action and not subject to further review through NFC'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 NFC 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. NFC 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. NFC 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

NFC'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 NFC 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 NFC population. NFC'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, NFC will, to the extent possible, coordinate with any other ongoing NFC 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 NFC'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 NFC'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 NFC), 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 NFC's investigation.



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NFC'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 NFC 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 NFC 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 NFC 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 NFC shall also receive a copy of the Investigative Report. The President of NFC 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, NFC'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 NFC's overall services or policies. NFC 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 NFC's jurisdiction; and
6. Prohibiting the respondent from attending work for a period of time or transferring the respondent to another workplace within NFC.

Complainants will also be informed of NFC'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 NFC, 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 NFC, and the appellant. The President of NFC 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 NFC'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 NFC's policies on employee discipline and any applicable State Board of Education rules.

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

Title IX requires NFC 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. NFC 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. NFC 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, NFC 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

NFC 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 NFC 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>NFC 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 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@nfc.edu	Responsible for coordinating NFC'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@nfc.edu	Responsible for assisting the Title IX Coordinator with coordinating NFC's compliance with Title IX and this policy.

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NFC will provide written notification to victims about options and available assistance. NFC 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, NFC will provide a written explanation of the student's or employee's rights and options. NFC 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 NFC 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 NFC 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, NFC 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.

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## Academic Regulations

### Student Responsibility

A student who registers at North Florida 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 NFC standards. As referenced in the Student Code of Conduct, NFC 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 NFC 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 NFC 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

NFC 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. NFC 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 NFC. 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. 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 followed by a meeting with the Dean of Academic Affairs. If the student fails to meet with the instructor and/or the dean, a written report of the alleged violation of the Student Code of Conduct (see Student Code of Conduct on page 47) 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 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 NFC-sponsored extracurricular activities for one semester
  - Dual-enrolled students will be permanently removed from all dual enrollment opportunities at NFC.
- 3. Third Offense.** Students who violate the academic honor code for the third time will
  - Receive a grade of "F" for the course
  - Be administratively withdrawn from remaining NFC courses in progress and placed on suspension for the current term and the next full term
  - Serve one full semester on probation upon return to NFC.

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 NFC 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 and II.  
The average load for Term III is 12-15 credit hours.
3. The maximum load is 18 credit hours for Terms I and II.  
The maximum load is 15 credit hours for Term III..
4. With college approval, students may register for more than the maximum load. Students 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.

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

### GRADE POINT SYSTEM

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

## Forgiveness

Grades of "D" or "F" may be "forgiven" by subsequent-semester enrollment in the course in which the insufficient grade was earned. The improved grade shall be used in calculation of the NFC grade point average. The previous grades of "D" or "F" shall not be included in the calculation of the NFC grade point average. However, all grades remain posted on the NFC 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 at other institutions 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. 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 (GPA)	Baccalaureate Degree	Associate in Arts Degree	Associate in Science Degree	Career and Workforce Education Certificates, College Credit Certificates and Applied Technology Diploma
		Only the upper division courses of the degree are included in calculation of graduation honors	All credit level course grades are included in calculation of graduation honors	Only the courses that apply toward the degree are included in calculation of graduation honors
	A minimum of 32 credit hours must be completed at NFC	A minimum of 33 credit hours must be completed at NFC	A minimum of 33 credit hours must be completed at NFC	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 or subsequent 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

NFC is committed to providing all degree seeking students with a sound general education. The courses in the NFC 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. Critical Thinking Skills
3. Diversity
4. Technology Skills

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. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking Skills:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology Skills:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

### Civic Literacy Requirement

Pursuant to Section 1007.25(5), FS, North Florida College's Associate in Arts and Bachelor's degree-seeking students initially entering the Florida College System in the 2021-22 school year and thereafter must satisfy civic literacy requirements prior to graduation.

To meet the requirements and demonstrate competency, students must complete a course AND pass an approved assessment.

#### Course Requirement

The Civic Literacy **course requirement** can be met by successfully completing one of the following courses:

- AMH 2020 – American History II
- POS 2041 – American National Government

Each of the courses must include the following competencies:

1. Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
2. An understanding of the United States Constitution and its application;
3. Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
4. An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

Assessment Requirement:

The Civic Literacy **assessment requirement** can be met by successfully completing one of the following assessment options:

<u>Assessment</u>	<u>Standard Score</u>
AP Government and Politics: United States*	3
AP United States History*	4
CLEP: American Government*	50
Florida Civic Literacy Examination	60

\*A minimum standard score on the AP or CLEP assessments listed above would satisfy BOTH the course and the assessment requirements for civic literacy.

**NOTE:** Prior to the award of an Associate in Arts or Bachelor's degree, first-time-in-college students entering a Florida College System between the 2018-19 to 2020-21 school year must demonstrate competency in civic literacy by successfully completing one of the approved course options OR by achieving the standard score on one of the AP or CLEP Civic Literacy approved assessments.

**Clarification of Civic Literacy Requirement for Dual Enrolled Students:**

Students who were in dual enrollment prior to Fall Term 2018 are not required to satisfy the civic literacy requirement. Prior to the award of an Associate in Arts or Bachelor's degree, students who began dual enrollment in the Fall Term 2018 or later are required to demonstrate civic literacy.

**Service Learning at NFC**

NFC 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.

NFC continues to establish service learning objectives in a wide variety of curricular offerings. These objectives complement the classroom experience. 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.

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## Bachelor of Science Degree - B.S.

North Florida College offers baccalaureate opportunities for associate degree graduates.

### **North Florida College**

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

### **University of Central Florida - UCF Online**

North Florida College and the University of Central Florida have partnered to offer Transfer Connect, a pathway for students to transition to an online bachelor's degree at UCF. Once you are close to earning your associate's degree at North Florida College, Transfer Connect provides you with pre-enrollment coaching and other support services designed to help you transfer to UCF Online — and succeed. For more information, visit [www.ucf.edu/online/bachelors/north-florida-community-college](http://www.ucf.edu/online/bachelors/north-florida-community-college).

### **Valdosta State University**

Any North Florida College student who graduates from NFC 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.

### **\$10,000 Degree**

North Florida College has accepted Governor Rick Scott's "\$10,000 Degree Challenge" by offering the Bachelor of Science in Nursing degree for only \$10,000. For more information and eligibility requirements, contact an NFC advisor.

## **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**

NFC 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 accredited by the Accreditation Commission for Education in Nursing (ACEN). Students are admitted into the fully online 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 State of Florida or a Multistate Nurse Licensure Compact (eNLC) and an Associate in Science Degree-Registered Nurse from a college accredited by an agency approved by the U.S. Department of Education. 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.

### **Entrance Requirements**

Applications for the professional courses of the program are accepted from April 1 through July 1 annually. The Associate in Science-Registered Nurse to Bachelor of Science in Nursing fully online 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:

1. Completed application for admission with payment of the \$30 non-refundable fee to the NFC Office of Admissions;
2. Final, official, sealed transcripts from all previously or currently enrolled colleges to the NFC Office of Admissions;
3. Good academic standing;
4. Completed ADN-RN to BSN program application for admission submitted to the Nursing and Allied Health department;
5. Current, unencumbered Registered Nursing License from the State of Florida or Multistate Nurse Licensure Compact (eNLC);

6. Associate in Science degree in Nursing from an institution accredited by an agency approved by the U.S. Department of Education (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.

7. Completion of general education requirements and lower division nursing 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.
8. 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.
9. No more than two (2) failures on any general education or lower division NUR course. Students must achieve a "C" or higher in all general education and lower division NUR courses.

### **Selection Process**

1. Students must have submitted a complete application to the Nursing and Allied Health Department and NFC Office of Admissions.
2. Students must have submitted transcripts from all colleges attended.
3. Students must be in good academic and financial standing with NFC or transfer institution.
4. Students must have an unencumbered Registered Nursing License from the State of Florida or Multistate Nurse Licensure Compact (eNLC).
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 NFC graduates when all other qualifications are equal.
8. Provisional acceptance may be awarded for applicants lacking six (6) credit hours of general education or elective coursework.

All interested applicants are required to schedule an appointment with NFC Academic Advisor Shante Fagin, (850) 973-1662 or fagins@nfc.edu.

Students admitted into the Bachelor of Science in Nursing program will be required mandatory attendance at an orientation session (which may be virtual). Dates and times will be made available to all applicants.

## Physical Expectations

The following physical activities and abilities are expected of students accepted into the Bachelor of Science in Nursing program. By applying to North Florida College's nursing program, the student agrees that he/she has read and understands the physical expectations of the program.

- **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.

NFC 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) 973-9403 (V) or (850) 973-1611 (TTY) or email [disabilityresourcecenter@nfc.edu](mailto:disabilityresourcecenter@nfc.edu) to request additional information.

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

"\*" denotes Florida General Education Core Courses (See NFC General Education course list, pages 104-106.)

"†" See Entrance Requirement #7 regarding Florida General Education Core requirement for Humanities (See NFC General Education course list, pages 104-106.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
* 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
BSC 2086C	Human Anatomy & Physiology II	4
MCB 2010C	Microbiology I	4
	Choose one the following 3 credit hour courses	3
	(Prefix BSC*, BCH, CHM, PCB, or PHY - with exception of BSC 2084C, 2085C, 2086C)	
HUN 2201	Fundamentals Human Nutrition	3
* STA 2023	Introductory College Statistics (GR)	3
Mathematics	Elective (GR)	3
Humanities†	Any 1 General Education Humanities CORE Course (GR)	3
Civic Literacy Course	AMH 2020 or POS 2041***	3
Elective	Any Elective**	4

**Total: 46**

\*\* Foreign Language recommended

\*\* Foreign Language Competency: Bachelor degree-seeking students are required to demonstrate foreign language competency. Students may submit final, official, sealed transcripts from their high school to the NFC Office of Admissions to document previous fulfillment of the foreign language requirement.

\*\*\*Civic Literacy Requirement: Bachelor degree-seeking students are required to demonstrate civic literacy if not previously fulfilled at the Associate degree level. See an academic advisor regarding course requirement options and the Florida Civic Literacy Exam requirement.

**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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
NUR 3069	Advanced Assessment	3
NUR 3125	Pathophysiology	3
NUR 3805	Professional Roles	3
NUR 3047	Cultural Care	3
NUR 4826	Ethics	3
NUR 4675	Rural Nursing	3
NUR 4169	Evidenced Based Research	3
NUR 4636	Community Nursing	3
NUR 4827	Leadership and Management	5

**Subtotal: 29**

**Elective - Choose 1**

NUR 4145	Pharmacology -or-	3
NUR 4870	Informatics	3

**Subtotal: 3**

**TOTAL: 32 Credit Hours**

Students must earn at least twenty-five percent (25%) of the courses for the degree at NFC. In addition, twenty-five percent (25%) of all upper division (3000/4000 level) courses must be completed at NFC.

**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**

# Associate in Arts Degree - A.A.

## University Parallel Transfer

North Florida 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 NFC and then transfer to a college or university of their choice. The A.A. degree is articulated to universities within the State University System. NFC 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 NFC 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 NFC. 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.

## Civic Literacy Requirement

First time in college (FTIC) Associate in Arts degree-seeking students entering Fall Term 2018 and thereafter will be required to demonstrate civic literacy competency pursuant to Section 1007.25(4). For more information, consult an academic advisor. See also Civic Literacy Requirement in the Graduation Requirements section on page 26.

## 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. See also Foreign Language in the Graduation Requirements section on page 26.

## 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.

**Civic Literacy Requirement:** Associate in Arts degree-seeking students entering Fall Term 2018 and thereafter will be required to demonstrate civic literacy competency pursuant to Section 1007.25(4). For more information, consult an academic advisor. See also Civic Literacy Requirement in the Graduation Requirements section on page 26.

**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. See also Foreign Language in Graduation Requirements section on page 26.

### 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.

CRW 2001	Introduction to Creative Fiction and Poetry <b>(GR)</b>
* ENC 1101	Freshman English I <b>(GR)</b>
ENC 1102	Freshman English II <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.

AML 2010	American Literature I <b>(GR)</b>
AML 2020	American Literature II <b>(GR)</b>
* ARH 2000	Humanities Art <b>(GR)</b>
ENL 2012	British Literature I <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>
HUM 2230	General Humanities II <b>(GR)</b>
HUM 2310	Mythology
* LIT 1000	Introduction to Literature <b>(GR)</b>
LIT 2020	Short Story <b>(GR)</b>
LIT 2110	World Literature I <b>(GR)</b>
LIT 2120	World Literature II <b>(GR)</b>
* PHI 2010	Introduction to Philosophy <b>(GR)</b>
REL 2300	Introduction to World Religion <b>(GR)</b>



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

**NATURAL SCIENCES ..... 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 NFC.

BIOLOGICAL SCIENCE

- BOT 1000C Introduction to Botany
- \* BSC 1005C Introduction to Biology
- \* BSC 1010C Principles of Biology I
- BSC 1011C Principles of Biology II
- BSC 1084 Survey of the Human Body
- \* BSC 2085C Human Anatomy & Physiology I
- BSC 2086C Human Anatomy & Physiology II
- \* EVR 1001 Introduction to Environmental Science
- EVR 1001L Introduction to Environmental Science Lab
- HUN 2201 Fundamentals of Human Nutrition
- MCB 2010C Microbiology I
- OCE 1001 Introduction to Oceanography
- ZOO 2010C General Zoology

**Note:** 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 or additional general education. Students will not receive Science General Education credit for more than one choice from BSC 1084, BSC 2084C, and BSC 2085C. If more than one of these classes is taken, the additional course(s) will count toward elective credit hours or additional general education.

PHYSICAL SCIENCE

- \* AST 1002 Introduction to Astronomy
- AST 1002L Introduction to Astronomy Lab
- CHM 1033C Survey of Chemistry
- \* CHM 1045 General Chemistry I
- CHM 1045L General Chemistry I Lab
- CHM 1046 General Chemistry II
- CHM 1046L General Chemistry II Lab
- CHM 2210 Organic Chemistry I
- CHM 2210L Organic Chemistry I Lab

CHM 2211	Organic Chemistry II
PSC 1341C	Physical Science I
CHM 2211L	Organic Chemistry II Lab
* PHY 1020C	Fundamentals of Physics
* PHY 1053	General Physics I
PHY 1053L	General Physics I Lab
PHY 1054	General Physics II
PHY 1054L	General Physics II Lab
* PHY 2048	Physics I with Calculus
PHY 2048L	Physics I with Calculus Lab
PHY 2049	Physics II with Calculus
PHY 2049L	Physics II with Calculus Lab

**SOCIAL SCIENCES ..... Minimum of 6 Credit Hours**

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

# Meets Civic Literacy Requirement

**ADDITIONAL GENERAL EDUCATION ..... 6 Credit Hours**

Students should choose an additional six credit hours of general education based on their transfer or career plans.

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

**TOTAL HOURS REQUIRED: 60 Credit Hours**

## General A.A. Degree Map

The following information may be used as a guide to assist students in scheduling courses and planning for graduation. The sample schedule below is an ideal sample for a full-time, college ready student. This sample does not take into account a student's need for developmental courses. This progression reflects success at each attempted course. Part-time students who typically build courses around work or family obligations can use this information to map out a degree plan for a longer period of time. While this is a general guide, students should meet regularly with an academic advisor to discuss best course options.

**Degree-seeking students enrolling at NFC for the first time are required to complete ENC 1101 and a mathematics course appropriate to their intended major within the first 18 college credit hours.**

Semester 1 - Fall Term	Suggested Courses
General Education Communication Core Course	ENC 1101
General Education Math Core Course	MAC 1105, MAC 2311, MGF 1106/1107, STA 2023
General Education Social Science Core Course	Civic Literacy Requirement Options: AMH 2020, POS 2041 Other Core Options if Civic Literacy Met: ECO 2013, SYG 1000
Elective or Transfer Prerequisite*	SLS 1103
<b>Total Semester Hours = 12 Hours</b>	<b>Total Completed Hours = 12 Hours</b>

Semester 2 - Spring Term	Suggested Courses
General Education Communication Course	ENC 1102 or CRW 2001
General Education Math Course	Discuss best option for your plans with an advisor
General Education Social Science Course	Discuss best option for your plans with an advisor
Additional General Education Course*	Discuss best option for your plans with an advisor
<b>Total Semester Hours = 12 Hours</b>	<b>Total Completed Hours = 24 Hours</b>

Semester 3 - Summer Term	Suggested Courses
Elective or Transfer Prerequisite*	Discuss best option for your plans with an advisor
Elective or Transfer Prerequisite*	Discuss best option for your plans with an advisor
<b>Total Semester Hours = 6 Hours</b>	<b>Total Completed Hours = 30 Hours</b>

Semester 4 - Fall Term	Suggested Courses
General Education Humanities Core Course	ARH 2000, HUM 1020, LIT 1000, PHI 2010
General Education Science Core Course	AST 1002, BSC 1005C, BSC 1010C, BSC 2085C, CHM 1045, EVR 1001, PHY 1020C, PHY 1053, PHY 2048
Foreign Language or Elective or Transfer Prerequisite*	Discuss best option for your plans with an advisor
Additional General Education Course*	Discuss best option for your plans with an advisor
<b>Total Semester Hours = 12 Hours (or 13 Hours when science is taken with lab credit)</b>	<b>Total Completed Hours = 42 Hours</b>

Semester 5 - Spring Term	Suggested Courses
General Education Humanities Course	Discuss best option for your plans with an advisor
General Education Science Course	Discuss best option for your plans with an advisor
Foreign Language or Elective or Transfer Prerequisite*	Discuss best option for your plans with an advisor
Elective or Transfer Prerequisite*	Discuss best option for your plans with an advisor
<b>Total Semester Hours = 12 Hours</b>	<b>Total Completed Hours = 54 Hours</b>

Semester 6 - Summer Term	Suggested Courses
Elective or Transfer Prerequisite*	Discuss best option for your plans with an advisor
Elective or Transfer Prerequisite*	Discuss best option for your plans with an advisor
<b>Total Semester Hours = 6 Hours</b>	<b>Total Hours to Graduate = 60 Hours</b>

\*Students must refer to their specific transfer institution/major information on specific prerequisites, GPA, and additional admissions requirements.

## 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.

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

- Accounting Technology
- Business Administration
- Criminal Justice Technology
- Emergency Medical Services
- Engineering Technology
- 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 NFC General Education course list, pages 104-106.)**

# Associate in Science Degree: Accounting Technology

Program Codes 2013, 2023 (see tracks)

CIP 52.0302

## 60 Credit Hours

This program was designed with two tracks to accommodate students who either 1) seek immediate employment in the field of Accounting and/or 2) decide to transfer to any Florida public university as a junior to complete a four-year Bachelor’s degree in Accounting. Instruction in this program provides a balanced curriculum of general education and accounting-related subjects. Additionally, college credit certificate (CCC) program options are embedded within the degree. See CCC details following the degree tracks below.

## Required Courses for Both Tracks ..... 36 Credit Hours

“\*” denotes Florida General Education Core Courses (See NFC General Education course list, pages 104-106.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
ACG 2450	Microcomputers in Accounting	3
CGS 1100C	Computer Applications I	3
CGS 2515	Spreadsheet Applications for Business	3
* ECO 2013	Macroeconomics	3
ECO 2023	Microeconomics	3
* ENC 1101	Freshman English I	3
GEB 1011	Introduction to Business	3
STA 2023	Introductory Statistics	3
HUMANITIES†	Any General Education Humanities Course	3
SCIENCE†	Any General Education Science Course	3

**Total Hours (Required Courses): 36**

†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.

**Select either Professional Track or Transfer Track on the following pages.**

## Professional Track Courses ..... 24 Credit Hours

Program Code 2013

CIP 52.0302

The Professional Track is designed for students seeking immediate employment in the field of Accounting.

**Choose 5 courses (15 hours) from the accounting degree professional courses listed below:**

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
ACG 2100	Intermediate Accounting I	3
ACG 2110	Intermediate Accounting II	3
APA 2501	Payroll Accounting	3
FIN 1100	Personal Finance	3
FIN 2000	Principles of Finance	3
OST 2335	Business Communications	3
TAX 2000	Individual Income Tax	3

**Choose 3 additional elective courses (9 hours) 9**

**Total Hours (Professional Track): 24**

*Note: CU indicates the materials required for this course are included in Cengage Unlimited, a subscription that gives you access to all your Cengage access codes and online textbooks for \$119.99 per term, \$179.99 per year or \$239.99 for two years. See course schedule for a list of elective and/or general education courses using Cengage Unlimited.*

### A.S. Accounting Technology: Professional Track Recommended 2 Year Degree Plan (Fall Term Start)

*This track is designed for students seeking to enter the workforce immediately after graduation.*

<b>Semester 1 - Fall Term</b>	<b>Semester 2 - Spring Term</b>
ENC 1101 Freshman English I STA 2023 Introductory College Statistics Any general education humanities core courses CGS 1100C Computer Applications I (CU) GEB 1011 Introduction to Business (CU)  <i>CU = Cengage Unlimited; see note above</i>	Any general education science core course <i>EVR 1001 Introduction to Environmental Science recommended</i> <b>Mini-Mester A (8-Weeks)</b> ACG 2021 Introduction to Financial Accounting (CU) CGS 2515 Spreadsheet Applications for Business (CU)  <b>Mini-Mester B (8-Weeks)</b> ACG 2071 Introduction to Managerial Accounting (CU) ACG 2450 Microcomputers in Accounting
<b>Semester 3 - Fall Term</b>	<b>Semester 4 - Spring Term</b>
ECO 2013 Macroeconomics (CU) Any four elective courses (minimum two from accounting electives) <b>Recommended accounting elective courses</b> <ul style="list-style-type: none"> <li>• TAX 2000 Individual Income Tax (CU)</li> <li>• ACG 2100 Intermediate Accounting I (CU)</li> </ul>	ECO 2023 Microeconomics (CU) Any four elective courses (minimum three from accounting electives) <b>Recommended accounting elective courses</b> <ul style="list-style-type: none"> <li>• ACG 2110 Intermediate Accounting II (CU)</li> <li>• APA 2501 Payroll Accounting (CU)</li> <li>• OST 2335 Business Communications (CU) (Mini-B)</li> </ul> See schedule of classes for more offerings
<b>Summer options for business may include: CGS 1100C; FIN 1100; ECO 2013; GEB 1011; MNA 2100; ENT 1000</b>	

**Transfer Track Courses..... 25 Credit Hours**

Program Code 2023

CIP 52.0302

Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
ENC 1102	Freshman English II	3
MAC 2233	Applied Calculus I	3
Any General Education Science Course with Lab		4
Any General Education Humanities Course		3
Additional Elective Hours**		<u>12</u>

**Total Hours (Transfer Track): 25**

\*\* Civic Literacy or Foreign Language recommended. General Education courses recommended for possible baccalaureate transfer.

## A.S. Accounting Technology: Transfer Track Recommended 2 Year Degree Plan (Fall Term Start)

This track is designed for students who plan to transfer A.S. degree coursework to baccalaureate degree program. Note: students may need to take additional courses to meet transfer institution prerequisites.

Semester 1 - Fall Term	Semester 2 - Spring Term
ENC 1101 Freshman English I STA 2023 Introductory College Statistics Any general education humanities core course <b><u>Mini-Mester A (8 Weeks)</u></b> CGS 1100C Computer Applications I (CU) GEB 1011 Introduction to Business (CU)	ENC 1102 Freshman English II MAC 2233 Applied Calculus I** (CU) <b><u>Mini-Mester A (8 Weeks)</u></b> ACG 2021 Introduction to Financial Accounting (CU) <b><u>Mini-Mester B (8 Weeks)</u></b> ACG 2071 Managerial Accounting (CU) ACG 2450 Microcomputers in Accounting
Semester 3 - Fall Term	Semester 4 - Spring Term
ECO 2013 Macroeconomics (CU) CGS 2515 Spreadsheet Applications for Business (CU) Any general education humanities core course Any general education science core course <i>EVR 1001-Introduction to Environmental Science recommended</i> *Any two additional elective courses <b><u>Recommended accounting elective courses</u></b> <ul style="list-style-type: none"> <li>• TAX 2000 Individual Income Tax (CU)</li> </ul>	ECO 2023 Microeconomics (CU) Additional general education science course with lab <i>EVR 1001L-Introduction to Environmental Science Lab recommended</i> <b><u>Mini-Mester A (8 Weeks)</u></b> CGS 2515 Spreadsheet Applications for Business (CU) Any two additional elective courses <b><u>*Recommended accounting elective courses</u></b> <ul style="list-style-type: none"> <li>• APA 2501 Payroll Accounting (CU)</li> <li>• OST 2335 Business Communications (CU)</li> </ul>
Summer options for business courses may include: CGS 1100C; FIN 1100; ECO 2013; GEB 1011; MNA 2100; ENT 1000	

\*Accounting elective courses are recommended, not required. Additional general education courses may be required by your transfer institution. Please contact your advisor.

\*\*If you have not met the prerequisites for this course, your plan will need to be revised. See advisor.

**Required Courses ..... 36 Credit Hours**

**Professional/Transfer Track Courses ..... 24/25 Credit Hours**

**Total Hours Required: 60 Credit Hours**

**Related College Credit Certificates**

- **Accounting Technology Management** - See page 130
- **Accounting Technology Operations** - See page 131
- **Accounting Technology Specialist** - See page 131

## Associate in Science Degree: Business Administration

Program Codes 2001, 2021 (see tracks)

CIP 52.0201

### 60 Credit Hours

This program was designed with two tracks to accommodate students who either 1) seek immediate employment in the field of business administration and/or 2) decide to transfer to any Florida public university as a junior to complete a four-year Bachelor's degree in General Business Administration. Instruction in this program provides a balanced curriculum of general education and business-related subjects. Additionally, college credit certificate (CCC) program options are embedded within the degree. See CCC details following the degree tracks below.

### Required Courses for Both Tracks ..... 36 Credit Hours

"\*" denotes Florida General Education Core Courses (See NFC General Education course list, pages 104-106.)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ACG 2021	Introduction to Financial Accounting	3
ACG 2071	Introduction to Managerial Accounting	3
BUL 2241	Legal Environment of Business	3
CGS 1100C	Computer Applications I	3
MAN 2021	Principles of Management	3
* ECO 2013	Macroeconomics	3
ECO 2023	Microeconomics	3
* ENC 1101	Freshman English I	3
GEB 1011	Introduction to Business	3
STA 2023	Introductory Statistics	3
HUMANITIES†	Any General Education Humanities Course	3
SCIENCE†	Any General Education Science Course	3

**Total Hours (Required Courses): 36**

\*Florida Core option recommended for transfer

†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.

**Select either Professional Track or Transfer Track on the following pages.**



## Professional Track Courses ..... 24 Credit Hours

Program Code 2001

CIP 52.0201

The Professional Track is designed for students seeking immediate employment in the field of Accounting.

**Choose 5 courses (15 hours) from the accounting degree professional courses listed below:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ACG 2450	Microcomputers in Accounting	3
CGS 2515	Spreadsheet Applications for Business	3
FIN 1100	Personal Finance	3
FIN 2000	Principles of Finance	3
GEB 2930	Business Administration Capstone	3
MAR 2011	Principles of Marketing	3
MNA 2100	Human Resource Management	3
OST 2335	Business Communications	3
SBM 2000	Small Business Management	3

**Choose 3 additional elective courses (9 hours) 9**

**Total Hours (Professional Track): 24**

### A.S. Business Administration: Professional Track Recommended 2 Year Degree Plan (Fall Term Start)

*This track is designed for students seeking to enter the workforce immediately after graduation.*

Semester 1 - Fall Term	Semester 2 - Spring Term
ENC 1101 Freshman English I <u>Mini-Mester A (8 Weeks)</u> CGS 1100C Computer Applications I (CU) GEB 1011 Introduction to Business (CU) Any two elective courses (minimum one from business electives) <u>*Recommended Business Elective Course</u> <ul style="list-style-type: none"> <li>FIN 1100 Personal Finance (CU)</li> </ul>	STA 2023 Introductory College Statistics Any general education humanities core course <u>Mini-Mester A (8 Weeks)</u> ACG 2021 Introduction to Financial Accounting (CU) <u>Mini-Mester B (8 Weeks)</u> ACG 2071 Introduction to Managerial Accounting (CU) Any business elective course <u>*Recommended Business Elective Course</u> <ul style="list-style-type: none"> <li>OST 2335 Business Communications (CU) (Mini-B)</li> </ul> See schedule of classes for more offerings
Semester 3 - Fall Term	Semester 4 - Spring Term
ECO 2013 Macroeconomics (CU) Any general education science core course EVR 1001 Introduction to Environmental Science recommended <u>Mini-Mester B (8-Weeks)</u> MAN 2021 Principles of Management (CU) Any two elective courses (minimum one from business electives) <u>Recommended Business Electives Courses</u> <ul style="list-style-type: none"> <li>FIN 1100 Small Business Management (CU) (Mini-A)</li> <li>MNA 2100 Human Resource Management (CU) (Mini-A)</li> </ul> See schedule of classes for more offerings	<u>Mini-Mester A (8-Weeks)</u> ECO 2023 Microeconomics (CU) <u>Mini-Mester B (8-Weeks)</u> BUL 2241 Legal Environment of Business (CU) Any three elective courses (minimum two from business electives) <u>Recommended Business Elective Courses</u> <ul style="list-style-type: none"> <li>FIN 2000 Principles of Finance (CU)</li> <li>ACG 2450 Microcomputers in Accounting (Mini-B)</li> </ul> See schedule of classes for more offerings
<p><b>Summer options for business courses may include: CGS 1100C; FIN 1100; ECO 2013; GEB 1011; MNA 2100; ENT 1000</b></p>	

## Transfer Track Courses..... 25 Credit Hours

Program Code 2021

CIP 52.0201

Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
ENC 1102	Freshman English II	3
MAC 2233	Applied Calculus I	3
MAR 2011	Principles of Marketing	3
Any General Education Science Course with Lab		4
Any General Education Humanities Course		3
Additional Elective Hours**		9

**Total Hours (Transfer Track): 25**

\*\* Civic Literacy or Foreign Language recommended. General Education courses recommended for possible baccalaureate transfer.

### A.S. Business Administration: Transfer Track Recommended 2 Year Degree Plan (Fall Term Start)

*This track is designed for students who plan to transfer A.S. Degree coursework to baccalaureate degree program. Note: students may need to take additional courses to meet transfer institution prerequisites.*

Semester 1 - Fall Term	Semester 2 - Spring Term
ENC 1101 Freshman English I <u>Mini-Mester A (8-Weeks)</u> CGS 1100C Computer Applications I (CU) GEB 1011 Introduction to Business (CU) Any two elective courses (minimum one from business electives) <u>Recommended business elective course</u> FIN 1100 Personal Finance	MAC 2233 Applied Calculus I** (CU) MAN 2021 Principles of Management (CU) ENC 1102 Freshman English II <u>Mini-Mester A (8-Weeks)</u> ACG 2021 Introduction to Financial Accounting (CU) <u>Mini-Mester B (8 Weeks)</u> ACG 2071 Introduction to Managerial Accounting (CU)
Semester 3 - Fall Term	Semester 4 - Spring Term
ECO 2013 Macroeconomics (CU) Any general education humanities core course Any General education science core course <i>EVR 1001 Intro to Environmental Science recommended</i> <u>Mini-Mester B (8 Weeks)</u> BUL 2241 Legal Environment of Business (CU) Any one additional elective course <u>Recommended Elective Course</u> MNA 2100 Human Resource Management (CU) (Mini-A) <i>See schedule of classes for more offerings</i>	ECO 2023 Microeconomics (CU) MAR 2011 Principles of Marketing (CU) Additional general education humanities course Additional general education science course with a lab <i>EVR 1001L Intro to Environmental Science Lab recommended</i> Any one additional elective course <u>Recommended Elective Course</u> OST 2335 Business Communications <i>See schedule of classes for more offerings</i>

Summer options for business courses may include: CGS 1100C; FIN 1100; ECO 2013; GEB 1011; MNA 2100; ENT 1000  
 \*If you have not met the prerequisites for this course, your plan will need to be revised. Please see your advisor.

**Required Courses (both tracks) ..... 36 Credit Hours**  
**Professional / Transfer Track Courses ..... 24/25 Credit Hours**

**TOTAL: 60 Credit Hours**

### Related College Credit Certificates

- **Business Operations** - See page 132
- **Human Resource Administrator** - See page 136

# 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 career and workforce 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 NFC General Education course list, pages 104-106.)

<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
<b>Total: 18</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 required 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
<b>Total: 27</b>		

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

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
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 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)**

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
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)**

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

**Related College Credit Certificates**

- **Criminal Justice Technology Specialist** - See page 133

# Associate in Science Degree: Emergency Medical Services

Program Code 2007

CIP 51.0904

## 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..... 19 Credit Hours

“\*” denotes Florida General Education Core Courses (See NFC General Education course list, pages 104-106.)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
* ENC 1101	Freshman English I	3
* PSY 2012	General Psychology	
-or- * SYG 1000	Introductory Sociology	3
* STA 2023	Introductory College Statistics	3
-or- MAC 1105	College Algebra	
* HUMANITIES†	Any General Education Humanities Course	3
* BSC 2085C	Human Anatomy & Physiology I	4
Additional Elective Hours		3
<b>Total: 19</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 #</u>	<u>College Credit Certificate Program</u>	<u>Credit Hours</u>
4030	EMT-Basic	12
4002	Paramedic	42
<b>Total: 54</b>		

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

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

**TOTAL: 73 Credit Hours**

## Related College Credit Certificates

- **Emergency Medical Technician (EMT-Basic)** - See page 134
- **Paramedic** - See page 140

## Associate in Science Degree: Engineering Technology

Program Code 2028

CIP Code 15.0000

### 60 Credit hours

The Associate in Science in Engineering Technology (ASET) is a two year (60 credit hour) degree program that prepares students for high skill/high-wage careers in the process and technology-driven environment of modern, advanced manufacturing. The program does this through experience-based laboratory exercises and algebra-based theoretical foundations based in the fields of applied science and engineering. The degree affords students an opportunity to apply their new skills to employment in a wide variety of manufacturing-related positions such as quality control, product assembly, testing, machining, process development, and project management. Engineering Technology graduates have been successful in industries as diverse as aerospace, medical devices, chemical processing, electronics, and beverage and food processing. ASET graduates may also articulate their degree as the first two (2) years of a Bachelor of Science in Engineering Technology (BSET) degree other Florida colleges (e.g., Daytona State College and Seminole State College) offering the BSET degree program.

While not a prerequisite, students are strongly advised to take advantage of the Statewide Articulation Agreement which provides students the opportunity to "transfer" 15 credit hours into the ASET degree program through earning the Manufacturing Skill Standards Council Certified Production Technician (MSSC/CPT) credential; this program is offered regularly at North Florida College. This credential may be earned through taking the one semester Advanced Manufacturing and Production Technology program and passing four assessments through the Manufacturing Skills Standards Council. Further information on the Advanced Manufacturing and Production Technology program can be found on page 147.

### The A.S. in Engineering Technology curriculum includes the following requirements:

General Education Requirements Courses	15 Credit Hours
Engineering Technology Core Courses	18 Credit Hours
Advanced Manufacturing Specialization Courses	15 Credit Hours
Elective Courses	12 Credit Hours

**Total: 60 Credit Hours**

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

"\*" denotes Florida General Education Core courses (See NFC General Education course list, pages 104-106.)

†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.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
* ENC 1101	Freshman English I (GR)	3
* MAC 1105	College Algebra (GR)	3
Social Science†	Any General Education Social Science Course	3
Humanities†	Any General Education Humanities Course (GR)	3
Science†	Any General Education Science Course#	3

**Total: 15**

#PHY 1020C, PHY 1053, PHY 2048 recommended, **but not required** to meet science requirement. Check requirements for transfer institution.

### Engineering Technology Core..... 18 Credit Hours

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EET 1084C	Introduction to Electronics	3
** ETD 1320C	Introduction to Computer Aided Design	3

** ETI 1110	Introduction to Quality	3
** ETI 1420C	Manufacturing Process and Materials	3
** ETI 1701	Industrial Safety	3
** ETM 1010C	Mechanical Measurement and Instrumentation	<u>3</u>

**Total: 18**

*\*\*The Certified Production Technician (CPT) credential earned through the Manufacturing Skills Standards Council can be used in lieu of taking these courses. The credential may be earned through taking the one semester Advanced Manufacturing and Production Technology / MSSC/CPT program described on page 147.*

**Required Advanced Manufacturing Specialization Courses.....15 Credit Hours**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ETS 1511	Motors and Controls	3
ETS 1542	Introduction to PLCs	3
ETI 1622	Concepts of Lean Manufacturing and Six Sigma	3
ETM 2315C	Hydraulics and Pneumatics	3
GEB 1011	Introduction to Business	<u>3</u>

**Total: 15**

**Electives (choose four courses from the following).....12 Credit Hours**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ETS 1520	Instrumentation Fundamentals	3
ETS 1540	Industrial Application of PLCs and Robotics	3
ETS 1535	Automated Process Control	3
ETI 1644	Production and Inventory Control	3
ETI 1931	Special Topics in Modern Manufacturing	3
ETI 1949	Manufacturing Internship	3
CGS 1100C	Computer Applications I	3
OST 2335	Business Communications	3
PHY 1053	General Physics I	3
PHY 1053L	General Physics I Lab	1
PHY 2048	Physics I with Calculus	4
PHY 2048L	Physics I with Calculus Lab	1
PSC 1341C	Physical Science I	3
MAC 2233	Applied Calculus I (GR)	3
MAC 1114***	Trigonometry (GR)	3
MAC 2140***	Pre-Calculus	3
* MAC 2311***	Calculus with Analytic Geometry I (GR)	5
MAC 2312***	Calculus with Analytic Geometry II (GR)	5
MAT 1033	Intermediate Algebra	3
* STA 2023	Introductory College Statistics (GR)	<u>3</u>

**Total: 12**

\*\*\* MAC 1114, MAC 2140, MAC 2311, MAC 2312 are recommended for students planning to continue on to Daytona State College's BS in Engineering Technology Program.

**General Education Requirements.....15 Credit Hours**  
**Engineering Technology Core .....18 Credit Hours**  
**Advanced Manufacturing Specialization Courses .....15 Credit Hours**  
**Electives.....12 Credit Hours**

**TOTAL: 60 CREDIT HOURS**

## NFC A.S. in Engineering Technology Curriculum Plan Roadmap

Articulated from AMPT	Fall 1	Spring 1	Fall 2	Spring 2
	<b><u>ASET/Advanced Manufacturing Core – Take All 6 Courses Within 3 Semesters</u></b>			
ETD 1320 Intro to CAD	EET 1084C Intro to Electronics	ETM 2315C Hydraul & Pneumatics	EET 1084C Intro to Electronics	ETM 2315C Hydraul & Pneumatics
ETI 1110 Intro to Quality	ETS 1511 Motors & Controls	ETS 1542 Intro to PLCs	ETS 1511 Motors & Controls	ETS 1542 Intro to PLCs
ETI 1420C Mfg. Process & Mat.	GEB 1011 Intro to Business	ETI 1622 Lean Mfg. & Go	GEB 1011 Intro to Business	ETI 1622 Lean Mfg. & Go
ETI 1701 Industrial Safety	<b><u>ASET Electives – Take 4 Courses Within 3 Semesters from Available Options</u></b>			
ETI 1010C Mech. Msmnt. & Inst.	Preferred ET Electives, if Available: ETI 1644 (Fall), ETS 1535 (Spring) & ETI 1949			
	Suggested Electives if Planning to Enter Workforce Immediately: CGS 100C, ETI 1644, ETI 1949, ETS 1535, MAT 1033, OST 2335, and PSC 1341C			
	Suggested Electives if Planning to Continue Education for BSET Degree: ETI 1644, ETS 1535, MAC 1114, MAC 2233, MAC 2311, and STA 2023			
	<b><u>General Education Requirements – Take 5 Courses Within 3 Semesters</u></b>			
	Required GE Courses: ENC 1101 and MAC 1105 (Both Fall and Spring)			
	GE Electives: Any General Education Social Sciences, Humanities, and Science Elective PHY 1020C is recommended, but not required, to meet the Science requirement.			

Students completing the AMPT Program during a Spring semester typically enter the ASET Program the following Fall semester and continue for 3 semesters (Fall-Spring-Fall) to complete the ASET Program.

Students completing the AMPT Program during a Fall semester typically enter the ASET Program the following Spring semester and continue for 3 semesters (Spring-Fall-Spring) to complete the ASET Program.

### Related College Credit Certificates

- **Engineering Technology Support Specialist** - See page 135
- **Lean Manufacturing** - See page 137
- **Pneumatics, Hydraulics and Motors for Manufacturing** - See page 141

### Related Career and Workforce Certificates

- **Advanced Manufacturing and Production Technology** - See page 147



## Associate in Science Degree: Registered Nursing - RN

Program Codes 2009, 2019 (see tracks)

CIP 51.3801

### 72 Credit Hours

NFC 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 Expectations

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 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.

NFC 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) 973-9403 (V) or (850) 973-1611 (TTY) or email [disabilityresourcecenter@nfc.edu](mailto:disabilityresourcecenter@nfc.edu).

## General Track

Program Code 2009

CIP 51.3801

### 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 NFC Office of Admissions.
2. Be at least 18 years of age by the start of program.

3. Submission of completed Nursing and Allied Health RN application for admission to the Nursing and Allied Health department.
4. Submit final, official, sealed transcripts from the student's high school/GED and all previously or currently enrolled colleges to the NFC Office of Admissions.
5. If previously or currently enrolled at NFC, be in good academic standing.
6. Basic computer skills.
7. Completion of the following general education nursing pre-requisite courses with minimum nursing pre-requisite course GPA of 2.25 and at least a grade of "C" or higher by the semester prior to anticipated enrollment. (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.<sup>1</sup>

8. All general education nursing pre-requisite course attempts are considered in the GPA calculation for selection.
  - A "C" or higher is required in all general education prerequisite courses for admission into the professional courses of the A.S.R.N. program.
  - A "C" or higher is required in all co-requisite nursing courses after admission into the professional courses of the A.S.R.N. program for program progression.
  - A "C" or higher is required in all NUR (nursing) courses after admission into the professional courses of the A.S.R.N. program for program progression.
9. 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. Minimum HESI composite score of 70, Math composite and Science composite score average of 70.
10. Other key components for the program include a security background investigation and 10 panel drug screen. Both components are required for entry into clinical courses.
  - The Nursing and Allied Health Programs at NFC require the student to complete an FDLE, Level II security background investigation prior to starting the program. The Associate Dean 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 Associate Dean of Nursing and Allied Health 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 Associate Dean of Nursing and Allied Health 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)
  - Students are required to complete the FDLE, Level II security background investigation, the 10-panel drug screen, the physical, and provide immunization records prior to program orientation after being accepted.

- Mandatory attendance at an orientation session. Dates and times will be made available to all accepted applicants.

### Selection Process by Selection Committee for Enrollment

- Students must have submitted a complete application to Nursing and Allied Health Department and NFC Office of Admissions.
- Students must have good moral character as evidenced by previous course records at NFC and background investigation.
- Writing skills presented in essay included in the application packet (minimum grade 32 out of 40, see rubric in application packet).
- Interview skills presented in video interview (minimum grade of 26 of 40, see rubric in application packet). The Career and Workforce Education Specialist is available to assist applicants who may need assistance with this process.
- Completion of nursing pre-requisite courses with a "C" or higher.
- Minimum nursing pre-requisite courses GPA of 2.25. All general education nursing pre-requisite course attempts are considered in the GPA calculation for the A.S.R.N. selection process.
- Minimum HESI cumulative score of 70, Math score and Science composite score average of 70. HESI categories including English/Language composite, Science composite, and Math score must be 65 or higher.
- Students meeting the above criteria are selected based on ranking using the following formula:  
(Pre-req GPAX25)(0.4) + (Math and Science Composite Average)(0.6)
- For students who are equally ranked, priority acceptance will be given to those with college degrees, in-district residence, NFC program completers, or unsuccessful general education nursing pre-requisite course attempts in the order listed.

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 NFC General Education course list, pages 104-106.)

<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>		

#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 Gordon Rule requirements, Civic Literacy requirements, Foreign Language requirements, and General Education requirements for Humanities with Florida General Education Core courses. (See NFC General Education course list, pages 104-106.)

**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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
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: 42</b>

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

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

**TOTAL: 72 Credit Hours**

**LPN Articulation Track**

Program Code 2009

CIP 51.3801

**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 NFC General Education course list, pages 104-106.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
* 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	<u>3</u>
		<b>Total: 30</b>

#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 Gordon Rule requirements, Civic Literacy requirements, Foreign Language requirements, and General Education requirements for Humanities with Florida General Education Core courses. (See NFC General Education course list, pages 104-106.)

**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	<u>12</u>
		<b>Total: 32</b>

**General Education Requirements..... 30 Credit Hours****Articulation..... 10 Credit Hours****Professional Courses ..... 32 Credit Hours****TOTAL: 72 Credit Hours****LPN to RN Accelerated Bridge Track**

Program Code 2019

CIP 51.3801

**72 Credit Hours**

NFC 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 NFC application for admission to the NFC 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 NFC Office of Admissions.
4. Good academic standing if previously or currently enrolled at NFC.
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 nursing pre-requisite courses with minimum nursing pre-requisite course GPA of 2.25 and at least a grades of "C" or higher by the end of Summer Term 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 NFC General Education course list, pages 104-106.)*
9. All general education nursing pre-requisite course attempts are considered in the GPA calculation for selection.
  - A "C" or higher is required in all required general education courses is required for admission into the professional courses of the LPN to RN Bridge program.
  - A "C" or higher is required in all corequisite nursing courses after admission into the program for program progression.
  - A "C" or higher is required in all NUR (nursing) courses after admission into the program for program progression.
10. Completion of approved IV Therapy course.
11. 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. Minimum HESI cumulative score of 70, Math score and Science composite score average of 70. HESI categories including English/Language composite, Science composite, and Math score must be 65 or higher.
12. Applicants may be interviewed by a selection committee after all application requirements have been met.

13. 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.
  - The Nursing and Allied Health Programs at NFC require the student to complete an FDLE, Level II security background investigation prior to starting the program. The Associate Dean 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 Associate Dean of Nursing and Allied Health 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 Associate Dean of Nursing and Allied Health 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)
  - Students are required to complete the FDLE, Level II security background investigation, the 10-panel drug screen, the physical, and provide immunization records prior to program orientation after being accepted.
14. Mandatory attendance at an orientation session. Dates and times will be made available to all accepted applicants.

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

1. Students must have submitted a complete application to the Nursing and Allied Health Department and NFC Office of Admissions.
2. Students must have good moral character as evidenced by previous course records at NFC and background investigation.
3. Writing skills presented in essay included in the application packet (minimum grade 32 out of 40, see rubric in application packet).
4. Interview skills presented in video interview (minimum grade of 26 of 40, see rubric in application packet). The Career and Workforce Education Specialist is available to assist applicants who may need assistance with this process.
5. Completion of nursing pre-requisite courses with a "C" or higher.
6. Minimum nursing pre-requisite courses GPA of 2.25. All general education nursing pre-requisite course attempts are considered in the GPA calculation for the A.S.R.N. selection process.
7. Minimum HESI cumulative score of 70, Math score and Science composite score average of 70. HESI categories including English/Language composite, Science composite, and Math score must be 65 or higher.
8. Students meeting the above criteria are selected based on ranking using the following formula:  
(Pre-req GPAX25)(0.4) + (Math and Science Composite Average)(0.6)
9. For students who are equally ranked, priority acceptance will be given to those with college degrees, in-district residence, NFC program completers, or unsuccessful general education nursing pre-requisite course attempts in the order listed.

**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 NFC General Education course list, pages 104-106.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
* 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>

#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 Gordon Rule requirements, Civic Literacy requirements, Foreign Language requirements, and General Education requirements for Humanities with Florida General Education Core courses. (See NFC General Education course list, pages 104-106.)

**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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
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**

# College Credit Certificates

A **college credit certificate** is a qualification earned by a student after taking a series of courses in a particular subject which provide extensive knowledge in the chosen career path. The programs generally take less than a year to complete. Students often earn certificates to get a step ahead in the professional field of their interest, and certificates may be offered in similar programs leading to Associate in Science degrees. Students receive an institutional college credit certificate upon completion, and the program's certificate title is added to the student's transcript.

Some college credit certificate programs have limited or selective admissions requirements. Students should consult with an academic advisor or with the specific instructional area which oversees a particular certificate for additional details.

Students choosing to enroll in a college credit certificate program may be required to take a state-mandated post-secondary education readiness test. Exemptions may apply according to Section 1008.30, F.S. See an academic advisor for details.

A grade of "C" or better must be earned in all required courses of the College Credit Certificate programs.

## College Credit Certificate: Accounting Technology Management

Program Code 4023

CIP 52.0302

### 27 Credit Hours

The purpose of this program is to prepare students with the workforce 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)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>Fall Term A</b>		
GEB 1011	Introduction to Business	3
CGS 1100C	Computer Applications I	3
<b>Fall Term B</b>		
ACG 2021	Introduction to Financial Accounting	3
CGS 2515	Spreadsheet Applications for Business	3
<b>Spring Term A</b>		
OST 2335	Business Communications	3
ACG 2071	Introduction to Managerial Accounting	3
<b>Spring Term B</b>		
ACG 2450	Microcomputers in Accounting	3
APA 2501	Payroll Accounting	3
<b>Summer</b>		
TAX 2000	Individual Income Tax	3

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

# College Credit Certificate: Accounting Technology Operations

Program Code 4024

CIP 52.0302

## 18 Credit Hours

The purpose of this program is to prepare students with the workforce 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)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>Fall Term A</b>		
GEB 1011	Introduction to Business	3
CGS 1100	Computer Applications I	3
<b>Fall Term B</b>		
ACG 2021	Introduction to Financial Accounting	3
<b>Spring Term A</b>		
OST 2335	Business Communications	3
ACG 2071	Introduction to Managerial Accounting	3
<b>Spring Term B</b>		
ACG 2450	Microcomputers in Accounting	3

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

# College Credit Certificate: Accounting Technology Specialist

Program Code 4025

CIP 52.0302

## 12 Credit Hours

The purpose of this program is to prepare students with the workforce 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 data entry of accounting information and the preparation, presentation, and analysis of business reports.

### Required Courses (12 Credit Hours)

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>Fall Term A</b>		
GEB 1011	Introduction to Business	3
<b>Fall Term B</b>		
ACG 2021	Introduction to Financial Accounting	3
<b>Spring Term A</b>		
OST 2335	Business Communications	3
<b>Spring Term B</b>		
ACG 2450	Microcomputers in Accounting	3

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

## College Credit Certificate: Business Operations

Program Code 4006

CIP 52.0201

### 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>
<b>Fall Term A</b>		
GEB 1011	Introduction to Business	3
CGS 1100C	Computer Applications I	3
<b>Fall Term B</b>		
ACG 2021	Introduction to Financial Accounting	3
BUL 2241	Legal Environment of Business	3
<b>Spring Term A</b>		
OST 2335	Business Communications	<u>3</u>
		<b>Total: 15</b>

#### Choose one 3 credit-hour elective chosen from among the following:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>Spring Term A</b>		
ACG 2071	Introduction to Managerial Accounting (Accounting and Budgeting Operations Specialization Only)	3
<b>Spring Term B</b>		
SBM 2000	Small Business Management (Small Business Management Specialization Only)	3
MAN 2021	Principles of Management (Management Specialization Only)	<u>3</u>
		<b>Total: 3</b>

**Program Core Courses** .....15 Credit Hours  
**Specialized Course** ..... 3 Credit Hours

**TOTAL: 18 Credit Hours**

# 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 workforce knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security. The program provides workforce 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, workforce skills, and occupation-specific skills and knowledge.

### Required Courses:

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
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**

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.

# College Credit Certificate: Emergency Medical Technician

Program Code 4030

CIP 51.0904

## 12 Credit Hours

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 National 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 NFC 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.
  - 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 Heather Smith at (850) 973-9454.
4. Submission of final, official, sealed transcripts from student's high school/GED and all previously or currently enrolled colleges to the NFC 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 and meet dual enrollment criteria.
6. Must be college-ready in Reading, Writing and Math with appropriate college placement scores accepted by NFC. Florida Statute on Developmental Education exemption applies.
7. Must be 18 years of age upon graduation.
8. A copy of a valid American Heart Association Healthcare Provider CPR card and must provide a copy of driver's license.
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.

### Required Courses

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
EMS 1119	Emergency Medical Technician I	6
EMS 1119L	Emergency Medical Technician I Lab	3
EMS 1411	Emergency Room Clinical Practicum	1
EMS 1421	Rescue Clinical Practicum	2

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

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

# College Credit Certificate: Engineering Technology Support Specialist

Program Code 4027

CIP 15.0000

## 18 Credit Hours

This certificate, which can be earned as part of the Associate in Science in Engineering Technology degree program, prepares students for jobs in high tech production, manufacturing, distribution and engineering research and development facilities.

### Required Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EET 1084C	Introduction to Electronics	3
* ETD 1320C	Introduction to CAD	3
* ETI 1110	Introduction to Quality	3
* ETI 1420C	Manufacturing Processes and Materials	3
* ETI 1701	Industrial Safety	3
* ETM 1010C	Mechanical Measurement and Instrumentation	3

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

*\*These courses can be articulated through the MSSC-CPT credential.*

## College Credit Certificate: Human Resource 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>
<b>Fall Term A</b>		
GEB 1011	Introduction to Business	3
CGS 1100C	Computer Applications I	3
<b>Fall Term B</b>		
BUL 2241	Legal Environment of Business	3
<b>Spring Term A</b>		
OST 2335	Business Communications	3
MNA 2100	Human Resource Management	3
<b>Spring Term B</b>		
MAN 2021	Principles of Management	3
ACG 2450	Microcomputers in Accounting	3

**Total Required Courses ..... 21 Credit Hours**



# College Credit Certificate: Lean Manufacturing

Program Code 4028

CIP 15.0613

## 12 Credit Hours

The Lean Manufacturing college credit certificate, which can be earned as part of the Associate in Science in Engineering Technology degree program, is a unified, comprehensive set of philosophies, rules, guidelines, tools and techniques for improving and optimizing discrete processes. Once completed, the student will be able to apply all the tools learned to understand customers' requirements and learn the philosophy of eliminating non-value-added operations, equipment and resources.

### Required Courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
* ETI 1110	Introduction to Quality	3
ETI 1622	Concepts of Lean Manufacturing and Six Sigma	3
ETI 1644	Production and Inventory Control	3
* ETM 1010C	Mechanical Measurement and Instrumentation	<u>3</u>

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

*\*These courses can be articulated through the MSSC-CPT credential.*

## College Credit Certificate: Medical Information Coder/Biller

Program Code 4031

CIP 51.0714

37 Credit Hours

The Medical Information Coder/Biller Program at NFC 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.

Students may enter the program in the Fall semester each year.

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.

This program offers a sequence of courses that provide 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. This certificate program is part of the Health Information Technology AS degree program (1351070700).

### Admission Requirements

Students seeking admission into this program should schedule an appointment with an NFC Advisor by calling (850) 973-1737 or email [kinneyr@nfc.edu](mailto:kinneyr@nfc.edu). Students seeking Medical Information Coder/Biller course and career pathway information should contact the instructor, Takiyah Mitchell at (850) 973-9478 or [mitchellt@nfc.edu](mailto:mitchellt@nfc.edu).

All students must complete the following admission steps:

1. Submit an application for college admission with payment of the \$20 non-refundable fee to the NFC 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 NFC Office of Admissions.
3. Must have completed MAT 0056 or MAT 0022 and ENC 1101 or be eligible to enroll in the courses based on approved college-ready placement exam scores. Based on Section 1008.30, Florida Statutes, students may meet the criteria for an exemption from common placement testing; see program advisor or the Office of Enrollment Services for more details
4. Schedule an appointment with an NFC Advisor, (850) 973-1737 or [kinneyr@nfc.edu](mailto:kinneyr@nfc.edu).
5. Dual enrolled students must have approval of high school and meet dual enrollment criteria.
6. Students entering the final course are required to complete a 30-hour internship. Internship requirements include but are not limited to a Level II background screening as well as a clear 10-panel drug screen. Some healthcare facilities may require additional documentation including

immunization records and a general physical. All documentation, including background and drug screening, required by the healthcare facility will be provided by the student at the student's expense. Internships are available to all students and participation is required for program completion. Students must be 18 years of age to be eligible for an internship.

**Program Courses.....37 Credit Hours**

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
BSC 1084	Survey of the Human Body	3
HSC 1531	Introduction to Medical Terminology	3
HIM 1000	Introduction to Health Information Management	3
HIM 2012	Legal Aspects of Health Information Management	3
HIM 1440	Pathophysiology and Pharmacology for Health Information Management	4
HIM 2211	Health Information Management Information Systems	3
HIM 2722	ICD-10-CM Coding	3
HIM 1253	CPT Coding	3
HIM 2723	ICD-10-PCS Coding	3
HIM 2273	Billing Software	3
HIM 1254	Intermediate CPT Coding	3
HIM 2814	Coding Professional Practice	3

**Total Required Courses ..... 37 Credit Hours**

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

## College Credit Certificate: Paramedic

Program Code 4002

CIP 51.0904

### 42 Credit Hours

The Paramedic Program at NFC was developed to prepare students in 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 challenge the National Examination for Paramedics. The certificate program is 4 semesters in duration and may be articulated into the Associate in Science in Emergency Medical Services degree.

**Prerequisite:** Prerequisites for this program are current EMT certification and successful completion of an approved anatomy and physiology course. Acceptable anatomy and physiology courses include BSC 2085C Anatomy & Physiology I, BSC 2086C Anatomy & Physiology II, OR BSC 1084 Survey of the Human Body.

### 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 NFC Office of Admissions.
3. Completion of the EMS application. In addition, the applicant must verify the following on the Paramedic application:
  - 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 Heather Smith at (850) 973-9454.
5. Submission of final, official, sealed transcripts from your high school/GED and all previously or currently enrolled colleges to the NFC 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 driver's license.
7. Must have completed MAT 1033 and ENC 1101 or be eligible to enroll in the courses based on approved college-ready placement exam scores. Based on Section 1008.30, Florida Statutes, students may meet the criteria for an exemption from common placement testing; see program advisor or the Office of Enrollment Services for more details.
8. A copy of American Heart Association CPR card.
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>Course#</u>	<u>Title</u>	<u>Credit Hours</u>
EMS 2603C	Paramedic I	8
EMS 2656	Paramedic I Clinical	2
EMS 2604C	Paramedic II	8
EMS 2676	Paramedic II Clinical	6
EMS 2605C	Paramedic III	8
EMS 2658	Paramedic III Clinical	5
EMS 2659	Paramedic III Field Internship	5
<b>Total Credit Hours: 42</b>		

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

## **College Credit Certificate: Pneumatics, Hydraulics and Motors for Manufacturing**

Program Code 4029

CIP 15.0613

### **12 Credit Hours**

The purpose of this certificate, which can be earned as part of the Associate in Science in Engineering Technology degree program, is to prepare students for employment with an occupational title as a Mechanical Technician or Industrial Maintenance Technician in various specialized areas, or to provide supplemental training for persons previously or currently employed in these occupations.

It includes, but is not limited to, industrial processes and materials, equipment operation and maintenance techniques, and troubleshooting of various industrial components and proper use of tools. The program also provides a fundamental understanding of electricity, electronics, electric motors and control systems, hydraulics and pneumatics.

#### **Required Courses:**

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EET 1084C	Introduction to Electronics	3
ETS 1511	Motors and Controls	3
* ETI 1420C	Manufacturing Processes and Materials	3
ETM 2315C	Hydraulics and Pneumatics	3

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

*\*These courses can be articulated through the MSSC-CPT credential.*

# Career and Workforce Certificates

## General Information

### Purpose

The Career and Workforce Education Center of North Florida 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 Workforce 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 displaced workers.

The Career and Workforce Education Center has one mission – the student. Career and Workforce faculty and staff 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 Workforce 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) 973-9403 or (850) 973-1611 (TTY) or e-mail [disabilityresourcecenter@nfc.edu](mailto:disabilityresourcecenter@nfc.edu).

Before Certificates of Completion are awarded to postsecondary Career and Workforce Education 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

NFC 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.

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 an Application for Admission to NFC 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 NFC for the first time except for Continuing Workforce Education.

## Basic Skills Requirements for Career Certificates

Students who enroll in Career Certificate programs of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program. Students deemed to lack the required minimal level of basic skills as measured by one of the designated examinations shall be provided with instruction specifically designed to correct deficiencies and after remediation shall be retested on an alternate form (if possible) of the same examination that was used for initial testing. Students must demonstrate the basic skills required for the program before a certificate of completion can be awarded.

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

### Assessment instruments used:

- TABE Forms 11 and 12, Level A, 2017
- Common placement tests pursuant to Rule 6A-10.0315 F.A.C. including PERT, ACT, SAT, ACCUPLACER with minimum scores that place the student into college level courses for English and math
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series, 2019
- 2014 GED® Tests: with minimum scores of 145 on Reasoning through Language Arts and 145 on Mathematical Reasoning

### Basic Skills Exemptions:

The following students are considered to have met basic skills requirements by exemption. Students must provide an official transcript of the degree, test score, or course grades to allow any of these exemptions. Note that exemptions may not apply to limited access programs with additional application criteria.

1. Students who possess a college degree at the associate in applied science level or higher
2. Students who demonstrate readiness for public postsecondary education pursuant to Rule 6A-10.0315, F.A.C. This includes:
  - Students who entered 9th grade in a Florida public school in the year 2003-2004 or after and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the U.S. Armed Services. (Section 1008.30, F.S.)
  - Students who successfully complete developmental education requirements with grades of "C" or higher
  - Students who complete college-level courses in English and mathematics with grades of "C" or higher
3. Students who pass a state, national or industry certification or licensure examination related to their career certificate program and identified in the Basic Skills Licensure Exemption List available in the Office of the Registrar
4. An adult student with a disability as defined in Section 1004.02(6), F.S., may be exempted from meeting basic skills grade levels. Students seeking review for an exemption based on a documented disability should self-identify and consult with the Disability Resource Center for more information.
5. Students applying to NFC's limited access program Practical Nursing are considered to have met program application requirements for basic skills by exemption with one of the following. All other Practical Nursing applicants will need to take an assessment of basic skills.
  - Students who possess a college degree at the associate in applied science level or higher
  - Students who successfully complete college-level courses in English and mathematics with grades of "C" or higher

**Minimum Basic Skills by Program:**

<b>Assessment Instrument</b>	Administrative Office Specialist	Advanced Manufacturing and Production Technology (AMPT)	Early Childhood Professional Certificate (ECPC)	Medical Administrative Specialist	Medical Assisting	Patient Care Technician (PCT)	Practical Nursing (LPN)
TABE Forms 11, 12 Level A, 2017	Grade 10: Reading 597 Language 608 Math 627	Grade 9: Reading 576 Language 584 Math 596	Grade 9: Reading 576 Language 584 Math 596	Grade 10: Reading 597 Language 608 Math 62	Grade 10: Reading 597 Language 608 Math 627	Grade 10: Reading 597 Language 608 Math 627	Grade 11: Reading 617 Language 631 Math 657
CASAS GOALS 900 Series, 2019	Grade 10	Grade 10	Grade 9	Grade 10	Grade 10	Grade 10	Grade 11
2014 GED®	Reasoning Through Language Arts 145			Mathematical Reasoning 145			
PERT	Reading 106	Writing 103		Math 114			
ACT	Reading 19	English 17		Math 19			
SAT	Reading 24	Writing/Language 25		Math 24			
ACCUPLACER	Reading 245	Writing 245		Quantitative Reasoning/Algebra 242			

**NOTE:** Scores on PERT, ACT, SAT, and ACCUPLACER are acceptable for a period of two (2) years. Scores on TABE, CASAS, and 2014 GED® are acceptable indefinitely.



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## High School Students/Dual Enrollment

NFC is an area vocational school for Madison, Jefferson and Lafayette Counties. Additionally, college level technical courses are available to high school students in NFC's six-county service district who plan to pursue a Career and Workforce Education certificate at NFC. High school students may attend certain designated Career and Workforce 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 Workforce Education, 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 Workforce 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 NFC 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 Workforce 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 workforce courses are available to high school students in the six-county area who plan to pursue a Career and Workforce Education certificate or a college degree at NFC. 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.

## Administrative Office Specialist

Program Code 5023

CIP 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 NFC 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 NFC Office of Admissions.
3. Dual enrolled students must have approval of high school principal and meet dual enrollment criteria.
4. Complete a basic skills assessment within the first six (6) weeks of admission into the program and achieve the required minimum basic skills levels of 10.0 in Reading, 10.0 in Mathematics, and 10.0 in Language prior to program completion. Exemptions from basic skills requirements exist and will be evaluated by the Office of Enrollment Services and the program advisor. Students must demonstrate the basic skills required for the program before a certificate of completion can be awarded.

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

<b>Course #</b>	<b>Title</b>	<b>Clock Hours</b>	<b>Term</b>
OTA 0040C	Information Technology Assistant	150	Fall
OTA 0041C	Front Desk Specialist	300	Fall
OTA 0030C	Assistant Digital Production Designer	150	Spring
OTA 0043C	Administrative Assistant	450	Spring

**Total Clock Hours: 1050**

The CTC 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

# Advanced Manufacturing and Production Technology

Program Code 5052

CIP 15.0406

## 600 Clock Hours

Training in this program is geared toward the student seeking industry-recognized credentials that will quickly lead to employment as production technicians. Students will have the opportunity to learn how to operate the latest advanced manufacturing equipment and technology through hands-on, practical experience. Internship opportunities are available for eligible students.

Students also have the opportunity 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. Students who choose to further their education beyond the Advanced Manufacturing and Production Technology program are able to use this credential in order to articulate 15 credit hours directly into the 60 credit-hour A.S. in Engineering Technology degree.

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 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 careers of the 21st century.

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

### Admission Requirements

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFC Office of Admissions.
2. Submit official, sealed transcripts from your high school/GED and all previously or currently enrolled colleges to the NFC 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 a basic skills assessment within the first six (6) weeks of admission into the program and achieve the required minimum basic skills levels of Reading 9.0, Language 9.0, and Mathematics 9.0 prior to program completion. Exemptions from basic skills requirements 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 0400	Entry-Level Production Worker	150
ETI 0431	Production Quality and Assurance	150
ETI 0432	Manufacturing and Production Processes	150
ETI 0453	Manufacturing and Production Maintenance	150

**Total Clock Hours: 600**

The National Science Foundation Awarded NFC an \$187,267 grant to develop an advanced manufacturing certification dual enrollment pathway for high school juniors and seniors. Grant funding covers all lab fees, curriculum, and certification costs for high school students. This project will result in career pathways leading from local high schools to the community college to employment as technicians or further education.

## 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 NFC 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 NFC 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."

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

# 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

3. Students wishing to be admitted into this program must contact the Career and Workforce Education Center at (850) 973-9454 or smithh@nfc.edu.
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 NFC Office of Admissions.
3. A high school diploma or GED is not required for admission to the Commercial Vehicle Driving program.
4. 10 panel drug screen must be completed at applicant’s expense and submitted with application.
5. 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

A grade of “C” or better must be earned in order for the course to meet program requirements.

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

**Total Clock Hours: 320**

The Pell grant is not available for this program. NFC scholarships may be applied for through the NFC Foundation, Inc. located on the NFC campus, Building #36 (Developmental and External Affairs/NFC Foundation Office). Scholarship applicants may stop by the Foundation Office, call (850) 973-9423 or email foundation@nfc.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 Clock 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 (Parts I and II).
- Child Care Worker 2      150 Clock Hours
- Teacher Aide - Preschool      150 Clock Hours
- Preschool Teacher      150 Clock 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 aligned with the National Child Development Associate (CDA).

*Students who have an associate degree in any field should consider completing six (6) college credit hours of Early Childhood Education for a Formal Education Staff Credential rather than enrolling in this program.*

Students wishing to be admitted to this program must contact the Early Childhood Education Instructor, Denise Callaway, prior to enrolling. Call (850) 973-9449 or email callawayd@nfc.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 NFC 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 NFC 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 a basic skills assessment within the first six (6) weeks of admission into the program and achieve the required minimum basic skills levels of Reading 9.0, Language 9.0, and Mathematics 9.0 prior to program completion. Exemptions from basic skills requirements exist and will be evaluated by the Office of Enrollment Services and the program advisor. Students must demonstrate the basic skills required for the program before a certificate of completion can be awarded.

\*\* Students must have a reliable form of transportation for travel to child care 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: 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 576 in Reading, 596 in Mathematics, and 584 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 young children in an approved child care setting.
- Complete the documented observation by a qualified observer.
- Complete the Professional Resource File (Portfolio)
- Complete the NFC 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.

See also, **Florida Child Care Professional Credential (FCCPC)** awarded by the Department of Children and Families (DCF) on page 170.

**T.E.A.C.H. Scholarship**

**Teacher Education And Compensation Helps (T.E.A.C.H.) Scholarship Opportunities –**

All NFC Early Childhood Education programs are eligible for the T.E.A.C.H. Scholarship.

Current Early Childhood Education programs and courses offered at NFC include the following:

1. Associate in Arts Degree
2. Early Childhood Professional Certificate (ECPC)
3. Birth through Five Florida Child Care Professional Credential (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 and center directors 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 the Early Childhood Education Instructor, Denise Callaway, at (850) 973-9449 or callawayd@nfc.edu for more information.

# 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 see an NFC advisor before enrolling in courses. For additional information call (850) 973-1626.

### 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 NFC 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 NFC Office of Admissions.
3. Complete a basic skills assessment within the first six (6) weeks of admission into the program and achieve the required minimum basic skills levels of 10.0 in Reading, 10.0 in Mathematics, and 10.0 in Language prior to program completion. Exemptions from basic skills requirements exist and will be evaluated by the Office of Enrollment Services or program advisor. Students must demonstrate the basic skills required for the program before a certificate of completion can be awarded. Note: students applying to limited access programs may be required to take skills assessments as part of program admissions criteria.
4. Students must complete an FDLE, Level II security background investigation and 10 panel urine drug screening after being accepted into the program. 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 Associate Dean of Nursing and Allied Health 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 NFC-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**

<b>Course #</b>	<b>Title</b>	<b>Clock Hours</b>	<b>Term</b>
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

**Total Clock Hours: 1050**

The CTC 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.
- Meet basic skills levels of 10.0 in Reading, 10.0 in Mathematics, and 10.0 in Language prior to program completion. Exemption from the basic skills requirement will be evaluated by Office of Enrollment Services or program advisor.
- Complete 160 hours of direct work in an NFC-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 NFC Application for Graduation.

## Medical Assisting

Program Code 5050

51.0801

### 1300 Clock Hours / 43.33 Vocational Credit Hours

The Medical Assisting certificate program is an eleven-month, 1300 hour program which begins each fall semester. 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 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 academically eligible for this final phase in the program.

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 Health Career Association:

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

### Admission Requirements

This is a limited access program. Students seeking admission into this program should contact the Nursing and Allied Health Center at (850) 973-1626. Classes begin each August, and the application period is from April 1 through August 1. Application packets can also be obtained by contacting the advisor.

Students must complete the following admission steps:

1. Submit a complete program application during the designated application period to the instructor. After acceptance into the program, students must complete an FDLE, Level II security background screening at their expense (approximately \$60). This can be completed at the College. Applicants with minor noncriminal offenses or no investigative findings may be cleared by the Associate Dean of Nursing and Allied Health. If an applicant’s security background reveals anything other than a minor noncriminal offense, the Associate Dean of Nursing and Allied Health will 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.
2. Students must complete a basic skills assessment within the first six (6) weeks of admission and achieve the required minimum basic skills levels of 10.0 in Reading, 10.0 in Language, and 10.0 in Mathematics prior to program completion. Exemptions from basic skills requirements exist and will be evaluated by the Office of Enrollment Services and the program advisor. Students must demonstrate the basic skills required for the program before a certificate of completion can be awarded. Students must have minimum scores of 9.0 in Reading, Language, and Mathematics in order to be admitted into the limited access program..
3. Submit an application for admission with payment of the \$20 non-refundable application fee to the NFC Office of Admissions. Have a high school diploma or GED. Submit final, official, sealed transcripts from high school and all previously or currently enrolled colleges to the NFC Office of Admissions.
4. Mandatory attendance at an orientation session and Allied Health Jump Start. Dates and times will be made available to all applicants.
5. 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>

**Total Clock Hours: 1300**

**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.

## 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 NFC 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 NFC 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 a basic skills assessment within the first six (6) weeks of admission into the program and achieve the required minimum basic skills levels of Reading 10.0, Language 10.0, and Mathematics 10.0 prior to program completion. Exemptions from basic skills requirements exist and will be evaluated by the Office of Enrollment Services or program advisor. Students must demonstrate basic skills required for the program before a certificate of completion can be awarded. Note: Students applying to limited access programs may be required to take skills assessments as part of program admissions criteria.
6. Other key components the program includes is a security background investigation and 10 panel drug screen. Both components are required for entry into clinical courses.
  - The Nursing and Allied Health program at NFC, requires the student to complete an FDLE, Level II security background investigation. The Associate Dean of Nursing and 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 Associate Dean of Nursing and Allied Health 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)
  - Students are required to complete the FDLE, Level II security background investigation, the 10-panel drug screen, the physical, and provide immunization records prior to program orientation after being accepted.
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 NFC Office of Admissions.
2. Students must have good moral character as evidenced by previous course records at NFC and background investigation.
3. Students meeting the above criteria are selected based on writing skill presented in essay included in the application packet and consideration of TABE/PERT 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.

## Practical Nursing (LPN)

Program Code 5002

CIP 51.3901

### 1350 Clock Hours | 45 Vocational Credit Hours

The Practical Nursing Program at NFC 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 spring. 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 spring program begins on July 1 and concludes on October 1.

### Physical Requirements

The following physical activities and abilities are required for admission into the Practical Nursing program. By applying to North Florida 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.

NFC 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@nfc.edu](mailto:disabilityresourcecenter@nfc.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 the case where equally qualified applicants are identified, residents of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor counties will be given precedence for admission. Students enter into the program in August annually.

### **Minimum Entrance Requirements**

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFC Office of Admissions.
2. Be at least 18 years of age.
3. Submission of completed Nursing and Allied Health LPN application for admission to the Nursing and Allied Health department.
4. Students 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 NFC Office of Admissions.
5. If previously or currently enrolled at NFC, be in good academic standing.
6. Basic computer skills.
7. Completion of a basic skills assessment within the first six (6) weeks of admission into the program and achieve the required minimum basic skills levels of Reading 11.0, Language 11.0, and Mathematics 11.0 prior to program completion. Exemptions from basic skills requirements exist and will be evaluated by the Office of Enrollment Services and the program advisor. Students must demonstrate the basic skills required for the program before a certificate of completion can be awarded. Note: Students applying to limited access programs may be required to take skills assessments as part of program admissions criteria. Exemptions from basic skills for the Practical Nursing program are possession of a college degree at the associates in applied science level or higher or successful completion of college courses in English and mathematics with grades of "C" or higher.
8. One of the components for application to the practical nursing program includes completion of the HESI Admission Test. See the Nursing and Allied Health advisor regarding HESI testing. Minimum HESI composite score of 50.
9. 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.

- The Nursing and Allied Health Programs at NFC require the student to complete an FDLE, Level II security background investigation prior to starting the program. The Associate Dean 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 Associate Dean of Nursing and Allied Health 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 Associate Dean 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)
- Student are required to complete the FDLE, Level II security background investigation, the 10-panel drug scree, the physical, and provide immunization records prior to program orientation after being accepted.

10. 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 a complete application to Nursing and Allied Health Department and NFC Office of Admissions.
2. Students must have good moral character as evidenced by previous course records at NFC and background investigation.
3. Writing skills presented in essay included in the application packet (minimum grade 32 out of 40, see rubric in application packet)
4. Interview skills presented in video interview (minimum grade of 26 of 40, see rubric in application packet). The Career and Workforce Education Specialist is available to assist applicants who may need assistance with this process.
5. Minimum basic skills level of 11.0 or College degree from accredited institution.
6. Minimum HESI composite score of 50
7. Students meeting the above criteria are selected based on ranking using the average of their highest HESI Math score and Science Composite score.
8. For students who are equally ranked, those with college degrees, in-district residence, or NFC program completers are given priority acceptance.

### Program Courses.....1350 Clock Hours

<b>Course #</b>	<b>Title</b>	<b>Clock Hours</b>
PRN 0098C	Practical Nursing Foundations 1	300
PRN 0099C	Practical Nursing Foundations 2	300
PRN 0290C	Medical Surgical Nursing 1	300
PRN 0291C	Medical Surgical Nursing 2	300
PRN 0690C	Comprehensive Nursing and Transitional Skills	<u>150</u>

**Total Clock Hours: 1350**

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.



# Public Safety Academy

## Florida CMS Corrections and Florida Law Enforcement Academy Career and Workforce Certificates (CWC)

The Public Safety Academy at NFC 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, NFC, the Public Safety Academy, and the NFC Criminal Justice Advisory Board.

### Admission Requirements for Law Enforcement and Correctional Basic Recruit Training

1. Must submit an application for admission with payment of the \$20 non-refundable fee to the NFC Office of Admissions.
2. Must have a high school diploma or GED, or eligible to receive diploma upon completion of program. Submit final, official, sealed transcripts from the student's high school/GED and all previously or currently enrolled colleges to the NFC Office of Admissions. (This program may be eligible for dual enrollment).
3. Must provide proof of United States citizenship.
4. Must successfully complete 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 not have been convicted or plead guilty to ANY felony offense, or other criminal offense involving moral character as defined in 11B.27.001 FAC.
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 chemical agents as outlined in course curriculum (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@nfc.edu](mailto:davisr@nfc.edu).

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

## Florida CMS Correctional Basic Recruit Training Program - 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

See admission requirements as outlined on page 161.

### 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	40
<b>Total Clock Hours:</b>		<b>420</b>

## 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

See admission requirements as outlined on page 161.

### 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	60
<b>Total Clock Hours:</b>		<b>770</b>

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

**NOTE: Florida Law Enforcement Academy- 2000 will be replaced effective July 1, 2021 with NEW Program: Florida Law Enforcement Academy- 2010.**

## Florida Law Enforcement Academy –2010

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

See admission requirements as outlined on page 161.

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

<u>Course #</u>	<u>Title</u>	<u>Clock Hours</u>
CJK 0002	Introduction to Law Enforcement	12
CJK 0016	Communication	24
CJK 0018	Legal	64
CJK 0019	Interviewing and Report Writing	56
CJK 0063	Fundamentals of Patrol	40
CJK 0021	Serving Your Community	34
CJK 0072	Crimes Against Persons	48
CJK 0073	Crimes Involving Property and Society	12
CJK 0079	Crime Scene Follow-Up Investigations	34
CJK 0400	Traffic Incidents	12
CJK 0401	Traffic Stops	24
CJK 0402	Traffic Crash Investigations	30
CJK 0403	DUI Traffic Stops	24
CJK 0093	Critical Incidents	44
CJK 0020	Law Enforcement Vehicle Operations	48
CJK 0031	First Aid for Criminal Justice Officers	40
CJK 0040	Criminal Justice Firearms	80
CJK 0051	Criminal Justice Defensive Tactics	80
CJK 0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	4
CJK 0096	Criminal Justice Officer Physical Fitness Training	60
<b>Total Clock Hours:</b>		<b>420</b>

## Law Enforcement Officer Cross-Over Training to Florida CMS Correctional - 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

See admission requirements as outlined on page 161.

### 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	08
<b>Total Clock Hours:</b>		<b>198</b>

## Correctional Officer Cross-Over Training 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

See admission requirements as outlined on page 161.

### 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
<b>Total Clock Hours:</b>		<b>518</b>

**NOTE: Correctional Officer Cross-Over Training to Florida Law Enforcement Academy – 3002 will be replaced effective July 1, 2021 with Correctional Officer Cross-Over Training to Florida Law Enforcement Academy - 3010**

## Correctional Officer Cross-Over Training to Florida Law Enforcement Academy - 3010

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

See admission requirements as outlined on page 161.

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

<u>Course#</u>	<u>Title</u>	<u>Clock Hours</u>
CJK 0002	Introduction to Law Enforcement	12
CJK 0016	Communication	24
CJK 0018	Legal	64
CJK 0019	Interviewing and Report Writing	56
CJK 0063	Fundamentals of Patrol	40
CJK 0021	Serving Your Community	34
CJK 0072	Crimes Against Persons	48
CJK 0073	Crimes Involving Property and Society	12
CJK 0079	Crime Scene Follow-Up Investigations	34
CJK 0400	Traffic Incidents	12
CJK 0401	Traffic Stops	24
CJK 0402	Traffic Crash Investigations	30
CJK 0403	DUI Traffic Stops	24
CJK 0093	Critical Incidents	44
CJK 0393	Cross-Over Updates	08
CJK 0020	Law Enforcement Vehicle Operations	48
CJK 0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	04
<b>Total Clock Hours:</b>		<b>518</b>

## Correctional Probation Officer Cross-Over Training to Florida CMS Correctional Basic Recruit Training Program - 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

See admission requirements as outlined on page 161.

### 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>

## Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Academy - 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

See admission requirements as outlined on page 161.

### 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**

**NOTE: Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Academy – 3005 will be replaced effective July 1, 2021 with NEW Program: Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Academy – 3012.**

## Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Academy – 3012

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 examinations are required for certification.

#### Admission Requirements

See admission requirements as outlined on page 161.

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

<u>Course#</u>	<u>Title</u>	<u>Clock Hours</u>
CJK 0016	Communication	24
CJK 0018	Legal	64
CJK 0063	Fundamentals of Patrol	40
CJK 0021	Serving Your Community	34
CJK 0072	Crimes Against Persons	48
CJK 0073	Crimes Involving Property and Society	12
CJK 0079	Crime Scene Follow-Up Investigations	34
CJK 0400	Traffic Incidents	12
CJK 0401	Traffic Stops	24
CJK 0402	Traffic Crash Investigations	30
CJK 0403	DUI Traffic Stops	24
CJK 0093	Critical Incidents	44
CJK 0394	CPO: Cross-Over Program Updates	10
CJK 0020	Law Enforcement Vehicle Operations	48
CJK 0040	Criminal Justice Firearms	80
CJK 0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	04

**Total Clock Hours: 532**

# 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 NFC, contact Rick Davis, Associate Dean of Economic Development and Workforce Education, at (850) 973-9492 or [davisr@nfc.edu](mailto:davisr@nfc.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.

## Financial Assistance

There is no financial assistance for Workforce Development courses.

## Training/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



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## Business-Related Certification Programs

NFC 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 Rick Davis, Associate Dean of Economic Development and Workforce Education, at (850) 973-9492 or [davisr@nfc.edu](mailto:davisr@nfc.edu) for program offering information.

## 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/NFC](http://www.ed2go.com/NFC) 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

## Florida Child Care Professional Credential (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 College are eligible to apply for the FCCPC and receive the Florida DCF Staff Credential.

The Birth through Five Florida Child Care Professional Credential (FCCPC) Program is designed to provide the skills for immediate employment or job advancement. Students may enroll in the program as a degree or non-degree seeking student. Documentation of a High School Diploma/GED is required for admission of all students. Degree seeking students must meet additional admission requirements. 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 FCCPC 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 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. Students who successfully complete all FCCPC program requirements are eligible to apply for a National Child Development Associate (CDA) credential.

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

### Admission Requirements:

Students must:

1. Submit an application for admission with payment of the \$20 non-refundable fee to the NFC Office of Admissions.
2. Be at least 18 years of age, in order to apply for the credential with DCF upon program completion.
3. Students may take these classes as non-degree seeking, degree seeking or through NFC's high school dual enrollment program.
4. **All 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 NFC Office of Admissions.
5. Dual Enrolled students must have approval from the high school principal and meet dual enrollment criteria.
6. All students entering college credit programs may be required to take a state-mandated post-secondary education readiness test.

These courses are eligible for the T.E.A.C.H. Scholarship. For more information see page 151.

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## Public Safety

### 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

#### Advanced and Specialized Training

NFC 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.

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# Course Descriptions

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## 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.”

<b>EXAMPLE OF COURSE IDENTIFIER</b>					
<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 Jennifer Page in the Office of Academic Affairs at North Florida 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 NFC 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.

## Course Descriptions - Alphabetical List by Course Number

\*All computer courses require an additional lab fee.

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

\*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.

### **ACG 2021. INTRODUCTION TO FINANCIAL ACCOUNTING:** 3 Credits, 3 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.

*Prerequisite:* 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:** 3 Credits, 3 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 2100. INTERMEDIATE ACCOUNTING I:** 3 Credits, 3 Hours (Fall Odd Years)

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:** 3 Credits, 3 Hours (Spring Even Years)

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.

### **ACG 2450. MICROCOMPUTERS IN ACCOUNTING:** 3 Credits, 3 Hours. (Spring, Summer Even Years)

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. A windows-based computer is required for this course.

### **AMH 1070. HISTORY OF FLORIDA:** 3 Credits, 3 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 NFC 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:** 3 Credits, 3 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 NFC 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:** 3 Credits, 3 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 NFC 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:** 3 Credits, 3 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 NFC 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:**

3 Credits, 3 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 NFC 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.

**AML 2010. AMERICAN LITERATURE I:** 3 Credits, 3 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:** 3 Credits, 3 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.

**APA 2501. PAYROLL ACCOUNTING:** 3 Credits, 3 Hours (Spring, Odd Years)

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.

**ARH 2000. HUMANITIES ART:** 3 Credits, 3 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.

**ART 1300C. BASIC DRAWING I:** 3 Credits, 3 Hours. (Fall, Spring)

A course involving work in basic freehand drawing.

**ART 1301C. BASIC DRAWING II:** 3 Credits, 3 Hours. (Fall, Spring) A continuation of ART 1300C.

*Prerequisite:* Minimum grade of "C" in ART 1300C.

**ART 1759C. CERAMICS I:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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.

**ASC 1560. INTRODUCTION TO UNMANNED VEHICLE SYSTEMS:** 3 Credits, 3 Hours (On Demand)

This course provides a general introduction to unmanned vehicle systems (drones) and is concentrated on preparing the student to pass the FAA Part 107 Commercial Drone Pilot License Exam, which is required to operate a drone for commercial or business purposes in the United States. Additionally, the course includes video-based training in Drone Maneuvers Mastery, designed to teach the student the "best practices" for using drones for aerial photography applications.

**AST 1002. INTRODUCTION TO ASTRONOMY:** 3 Credits, 3 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 NFC 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:** 1 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.*

**BOT 1000C. INTRODUCTION TO BOTANY:**

4 Credits, 4 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 NFC 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:** 4 Credits, 4 Hours - 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 NFC 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.*

**BSC 1010C. PRINCIPLES OF BIOLOGY I:**

4 Credits, 4 Hours - Lecture and laboratory. (Fall, Spring)

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 NFC 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.*

**BSC 1011C. PRINCIPLES OF BIOLOGY II:** 4 Credits, 4 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.

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

**BSC 1084. SURVEY OF THE HUMAN BODY:** 3 Credits, Hours - Lecture Only. (Fall, Spring)

This class will introduce students to the structure and function of the human body. Emphasis will be placed on current medical issues and diseases affecting our society today.

*Prerequisite:* Successful completion of an NFC 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:**

4 Credits, 4 Hours - Lecture and laboratory. (Fall, Spring, Summer) An exploration of the structure and function of molecules, compounds, cells, and tissues comprising the human body will be emphasized in lecture and lab.

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

**BSC 2086C. HUMAN ANATOMY AND PHYSIOLOGY II:**

4 Credits, 4 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 lecture and labs. Topics include the nervous system, the cardiovascular system, the immune system, the respiratory system, the digestive system, and the urinary system.

*Prerequisite:* Minimum grade of "C" in BSC 2085C.

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

**BUL 2241. LEGAL ENVIRONMENT OF BUSINESS:** 3 Credits, 3 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.

**CCJ 1020. INTRODUCTION TO CRIMINAL JUSTICE:** 3 Credits, 3 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 NFC 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:** 3 Credits, 3 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:**

3 Credits, 3 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.

**CCJ 2053. CRIMINAL JUSTICE ETHICS:** 3 Credits, 3 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.

**CET 1171C. IT ESSENTIALS:** 3 Credits, 3 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.

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

**CET 1600C. CISCO INTRODUCTION TO NETWORKS:** 3 Credits, 3 Hours. (Spring)

This course is the first of 4 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.

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

**CET 1610C. CISCO ROUTING AND SWITCHING ESSENTIALS:** 3 Credits, 3 Hours. (Spring)

This course is the second of 4 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.

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

**CET 2615C. CISCO SCALING NETWORKS:** 3 Credits, 3 Hours. (Fall)

This course is the third of 4 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.

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

**CET 2620C. CISCO CONNECTING NETWORKS:** 3 Credits, 3 Hours. (Fall)

This course is the 4th of 4 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.

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

**CGS 1100C. COMPUTER APPLICATIONS I:** 3 Credits, 3 Hours. (Fall, Spring, Summer)

This course is designed to familiarize students with Windows based microcomputers, using some of the more popular commercially available software packages, including an introduction to the Windows operating system and/or user interface. Emphasis is on practical exercises using word processing, spreadsheets, presentations, and databases.

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

**CGS 2515. SPREADSHEET APPLICATIONS FOR BUSINESS:** 3 Credits, 3 Hours. (Fall, Summer)

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.

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

**CHD 2220. CHILD GROWTH AND DEVELOPMENT:** 3 Credits, 3 Hours. (Fall, Spring) (8-week course)

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 in a birth through age 5 learning environment. This course is one 1 of 4 required for the Birth through Five Florida Child Care Professional Credential (FCCPC).

**CHM 1033C. SURVEY OF CHEMISTRY:** 4 Credits, 4 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.

*Prerequisite:* Minimum grade of "C" in MAT 1033, STA 2023, high school chemistry or appropriate mathematics placement test score; successful completion of an NFC 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.*

**CHM 1045. GENERAL CHEMISTRY I:** 3 Credits, 3 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.

*Prerequisite:* High school chemistry or minimum grade of "C" in CHM 1033; successful completion of an NFC 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:** 1 Credit, 1 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.

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

**CHM 1046. GENERAL CHEMISTRY II:** 3 Credits, 3 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:** 1 Credit, 1 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:* Minimum grade of "C" in CHM 1045L.

*Prerequisite or corequisite:* CHM 1046.

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

**CHM 2210. ORGANIC CHEMISTRY I:** 3 Credits, 3 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.

*Prerequisite:* Minimum grades of "C" in CHM 1045 and CHM 1046.

**CHM 2210L. ORGANIC CHEMISTRY I LAB:** 1 Credit, 1 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.

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

**CHM 2211. ORGANIC CHEMISTRY II:** 3 Credits, 3 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:** 1 Credit, 1 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.

*Prerequisite:* Minimum grades of "C" in CHM 2210 and CHM 2210L.

*Corequisite:* CHM 2211.

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

**CIS 2352C. ETHICAL HACKING I:** 3 Credits, 3 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.

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

**CIS 2381C: COMPUTER FORENSICS AND INVESTIGATIONS:** 3 Credits, 3 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.

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

**CJC 2350. CORRECTIONAL FACILITY ORGANIZATION/OPERATIONS:**

3 Credits, 3 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.

**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.

**CJE 1301. POLICE PATROL OPERATIONS:** 3 Credits, 3 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 1600. CRIMINAL INVESTIGATIONS:** 3 Credits, 3 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.

**CJE 2300. POLICE ADMINISTRATION AND OPERATIONS:** 3 Credits, 3 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.

**CJK 0002. INTRODUCTION TO LAW ENFORCEMENT:** 12 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in this course. This course provides an overview of the law enforcement basic recruit training program and the requirements to become a sworn officer. It describes basic criminal justice ethics and command structure. The course also provides a basic introduction to the criminal justice system.

**CJK 0011. INTRODUCTION TO LAW ENFORCEMENT:** 10 Clock Hours. (On Demand)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

This course covers notetaking, interviewing and report writing principles for law enforcement officers.

**CJK 0016. COMMUNICATION:** 24 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course focuses on aspects of professional communication officers should use on the job. It explains challenges to effective communication and concepts such as procedural justice, empathy, and professionalism.

**CJK 0018. LEGAL:** 64 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. The course provides foundational knowledge of the law and how officers apply the law to specific situations. The course describes the basics of enforcing laws without infringing on individual rights.

**CJK 0019. INTERVIEWING AND REPORT WRITING:** 56 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course provides an introduction to lawful and effective interviews as part of the investigative process as well as the fundamentals of notetaking and report writing.

**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 0021. SERVING YOUR COMMUNITY:** 34 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course provides an introduction to some of the diverse community's officers serve and provides an overview of how to respond with professionalism while keeping everyone on the scene safe.

**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 0063. FUNDAMENTALS OF PATROL:** 40 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course provides an overview of the law enforcement techniques and tactics that officers use while on patrol. This course is an introduction to the use of communications equipment, community-oriented policing, and officer safety and survival skills. It also explains how to respond to non-criminal calls and conduct structure and area searches and provides resources that officers use while on patrol.

**CJK 0064. FUNDAMENTALS OF PATROL:** 35 Clock Hours. (On Demand)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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 0072. CRIMES AGAINST PERSONS:** 48 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course provides an introduction to the basics of conducting investigations and describes a variety of crimes involving people such as assault and battery, domestic violence, child abuse, sexual offenses, and human trafficking. It provides the foundational knowledge for initial response and investigation of these crimes.

**CJK 0073. CRIMES INVOLVING PROPERTY AND SOCIETY:** 12 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course provides an introduction to a variety of crimes involving property and society, such as retail theft, fraud, and animal cruelty. It provides the foundational knowledge for initial response and investigation of these crimes.

**CJK 0077. CRIMINAL INVESTIGATIONS:** 50 Clock Hours. (On Demand)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

Students will learn appropriate procedures for processing a crime scene, handling a criminal investigation and preparing the case for court.

**CJK 0079. CRIME SCENE FOLLOW-UP INVESTIGATIONS:** 34 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course is an introduction to methods for securing, protecting, and preserving a crime scene to avoid contaminating any evidence. The course also explains the importance of collecting, documenting, and maintaining the physical evidence.

**CJK 0084. DUI TRAFFIC STOPS:** 24 Clock Hours. (On Demand)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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 0093. CRITICAL INCIDENTS:** 44 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course provides an overview of law enforcement techniques and tactics used when confronting large-scale or critical incidents, including natural disasters, active shooters, exposure to hazardous materials, and explosive devices.

**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 0400. TRAFFIC INCIDENTS:** 12 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course is an introduction to the basics of traffic incidents other than traffic stops and includes lessons on legal terms and the fundamentals of directing traffic, addressing parking violations and conducting vehicle searches.

**CJK 0401. TRAFFIC STOPS:** 24 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course is an introduction to the fundamentals of conducting traffic stops with professionalism while maintaining the safety of all involved. The course covers the basics of unknown and high-risk traffic stops.

**CJK 0402. TRAFFIC CRASH INVESTIGATIONS:** 30 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course provides an overview of conducting traffic crash investigations using a systematic approach. The course describes how to respond to, assess, and protect the scene as well as documentation and returning the scene to normal conditions.

**CJK 0403. DUI TRAFFIC STOPS:** 24 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course provides an overview of detecting impaired driving, administering field sobriety tests, making arrests, and recording the evidence of a DUI offense.

**CJK 0421. CONDUCTED ELECTRICAL WEAPON/DART FIRED STUN GUN:** 4 Clock Hours. (On Demand)

**NOTE:** Any student enrolled in the Law Enforcement Program after June 30, 2021 must enroll in the course. This course provides foundational knowledge of the operation of conducted electrical weapons (CEW), particularly dart-firing stun guns, as well as the effect on the human body.

**CJK 0422. DART-FIRING STUN GUN:** 8 Clock Hours. (On Demand)

**NOTE:** This course retires July 1, 2021, unless used to complete a student enrolled in the Law Enforcement Program prior to June 30, 2021.

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.

**CJL 1100. CRIMINAL LAW:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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.

**CLP 1140. ABNORMAL PSYCHOLOGY:** 3 Credits, 3 Hours. (Spring, Summer)

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.

**CRW 2001. INTRODUCTION TO CREATIVE FICTION AND POETRY:** 3 Credits, 3 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.

**CTS 1120C. SECURITY+:** 3 Credits, 3 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.

*Prerequisite:* A minimum grade of "C" in CET 1171C is recommended prior to enrolling in this course.

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

**CTS 1387C. LINUX/UNIX FUNDAMENTALS:** 3 Credits, 3 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.

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

**CTS 2664C. CCNA SECURITY:** 3 Credits, 3 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.

*Prerequisite:* Minimum grade of "C" in CET 1600C and CET 1610C.

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

**DEP 2004. HUMAN DEVELOPMENT:** 3 Credits, 3 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 NFC 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.

**ECO 2013. MACROECONOMICS:** 3 Credits, 3 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 NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**ECO 2023. MICROECONOMICS:** 3 Credits, 3 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.

**EDF 2005. INTRODUCTION TO THE TEACHING PROFESSION:** 3 Credits, 3 Hours. (Fall)

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:** 3 Credits, 3 Hours. (Spring)

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.

**EDG 1940. FIELD EXPERIENCE:** 3 Credits, 3 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 NFC 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:**

3 Credits, 3 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:**

3 Credits, 3 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:** 3 Credits, 3 Hours. (Fall, Spring) (8-week course)

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. Includes a mandatory 60 hours of classroom observations in a birth through age 5 learning environment. This course is 1 of 4 required for the Birth through Five Florida Child Care Professional Credential (FCCPC).

*Prerequisite:* Minimum grades of "C" in CHD 2220 or instructor consent.

**EEC 2011. EARLY CHILDHOOD EDUCATOR PROFESSIONALISM:** 2 Credits, 2 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:** 3 Credits, 3 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.

*Prerequisite:* Minimum grades of "C" in CHD 2220 or instructor consent.

**EEC 2226. MATH, SCIENCE, AND TECHNOLOGY FOR YOUNG CHILDREN:**

3 Credits, 3 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.

*Prerequisite:* Minimum grades of "C" in CHD 2220 or instructor consent.

**EEC 2240. SOCIAL STUDIES AND CREATIVE EXPRESSION FOR YOUNG CHILDREN:**

3 Credits, 3 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.

*Prerequisite:* Minimum grades of "C" in CHD 2220 or instructor consent.

**EEC 2521. CHILD CARE MANAGEMENT:** 3 Credits, 3 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:** 3 Credits, 3 Hours. (Fall, Spring, Summer) (8-week course) 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 1 of 4 required for the Birth through Five Florida Child Care Professional Credential (FCCPC).

**EET 1084C. INTRODUCTION TO ELECTRONICS:** 3 Credits, 3 Hours. (Fall) 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.

**EEX 1010. TEACHING EXCEPTIONAL CHILDREN:** 3 Credits, 3 Hours. (Fall, Spring, Summer) (8-week course) 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 1 of 4 required for the Birth through Five Florida Child Care Professional Credential (FCCPC). Meets FLDOE renewal requirement for one (1) semester hour in teaching SWD.

**EEX 2030. INTRODUCTION TO EXCEPTIONAL LEARNERS:** 3 Credits, 3 Hours. (On Demand) 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.

**EME 2040. INTRODUCTION TO TECHNOLOGY FOR EDUCATORS:** 3 Credits, 3 Hours. (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.

**EMS 1119. EMERGENCY MEDICAL TECHNICIAN I:** 6 Credits, 6 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:** 3 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:** 1 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:** 1 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.

**EMS 2603C. PARAMEDIC I:** 8 Credits. (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 4 successful adult patient scenario leads, 3 successful geriatric patient scenario leads and five successful team-member evaluations.

*Prerequisite:* Florida EMT license.

**EMS 2604C. PARAMEDIC II:** 8 Credits. (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 3 successful pediatric patient scenario leads and five successful team-member evaluations.

*Prerequisite:* EMS 2603C.

*Corequisite:* EMS 2656.

**EMS 2605C. PARAMEDIC III:** 8 Credits. (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:** 2 Credits. (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:** 6 Credits. (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:** 5 Credits. (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:** 5 Credits. (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.

**ENC 0027. DEVELOPMENTAL READING & WRITING:**

Developmental Education, Zero Credit, 4 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.

**ENC 0054. WRITING SEMINAR:** Developmental Education, Zero Credit, 1 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, 2 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 1101. FRESHMAN ENGLISH I:** 3 Credits, 3 Hours. (Fall, Spring, Summer)

A college credit composition course that helps to develop skills for critical thinking, the writing process, and inquiry-based research. Freshman English I requires expository writing in various modes culminating in two documented research papers, one in MLA format and one in APA format.

*Prerequisite:* Successful completion of NFC 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:** 3 Credits, 3 Hours. (Fall, Spring, Summer)

A college credit composition course which builds on the critical thinking, writing process, and inquiry-based research skills established in ENC 1101. Freshman English II provides an introductory level study of poetry, drama, and short fiction and requires expository writing in MLA format culminating in 3 essays which require appropriate documentation and the continued development of effective research techniques.

*Prerequisite:* Minimum grade of “C” in ENC 1101.

**ENL 2012. BRITISH LITERATURE I:** 3 Credits. 3 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:** 3 Credits. 3 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.

**ENT 1000. INTRODUCTION TO ENTREPRENEURSHIP:** 3 Credits, 3 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.

**ETD 1320C. INTRODUCTION TO COMPUTER AIDED DESIGN:** 3 Credits, 3 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 3-dimensional objects, and production of mechanical drawings of various 3-dimensional applications.

**ETI 0400. ENTRY-LEVEL PRODUCTION WORKER:** 150 Clock Hours (Fall, Spring)

This course prepares students for entry into the advanced manufacturing industry. Content emphasizes beginning skills key to the success of working in the manufacturing industry. Students gain an understanding of technology and the concept of design for manufacturing, study workplace safety and workplace organization, workplace communication skills, and basic machine operation.

**ETI 0431. PRODUCTION QUALITY AND ASSURANCE:** 150 Clock Hours (Fall, Spring)

The production quality and assurance course prepares students for entry into the advanced manufacturing industry. Content emphasizes beginning skills key to the success of working in the manufacturing industry. Students study how to accurately read and interpret blueprints and schematics; graphic design and computer-aided drawing; quality assurance methods and quality control concepts; use of precision measurement tools and instruments; and understanding modern business practices.

**ETI 0432. MANUFACTURING AND PRODUCTION PROCESSES:** 150 Clock Hours (Fall, Spring)

The manufacturing and production processes course prepares students for entry into the advanced manufacturing industry. Content emphasizes beginning skills key to the success of working in the manufacturing industry. Students study how to select production processes; computer-aided

manufacturing and flexible manufacturing planning; produce a product via a master project; manual milling machines, computer-numeric-control machines, and welding systems; and robotic systems used in manufacturing.

**ETI 0453. MANUFACTURING AND PRODUCTION MAINTENANCE:** 150 Clock Hours (Fall, Spring)

The manufacturing and production maintenance course prepares students for entry into the advanced manufacturing industry. Content emphasizes beginning skills key to the success of working in the manufacturing industry. Students study mechanisms; ac/dc electrical control; programmable logic control; fluid power; maintenance of technological systems; and exploration of career opportunities.

**ETI 1110. INTRODUCTION TO QUALITY:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 Hours. (Spring)

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. Students will have the opportunity to earn the Six Sigma White Belt certification.

**ETI 1644. PRODUCTION AND INVENTORY CONTROL:** 3 Credits, 3 Hours. (Fall)

This course provides students an understanding of 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 also cover production planning and inventory control including scheduling, MRP, and capacity planning.

**ETI 1701. INDUSTRIAL SAFETY:** 3 Credits, 3 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 1931. SPECIAL TOPICS IN MANUFACTURING:** 3 Credits, 3 Hours. (On Demand)

This course is designed to allow flexibility for presenting a variety of topics related to high-performance manufacturing principles and applications. Some of the topics include, but are not limited to, international trade issues, labor and government relationships in manufacturing, lean and six sigma implementation and the process improvement initiative, green and eco-technology in manufacturing, alternative energy and conservation techniques, and supply chain management systems.

**ETI 1949. MANUFACTURING INTERNSHIP:** 3 Credits, 3 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 or related industry facility for a minimum of 60 clock hours during the semester. A formal report is required at the end of the term.

**ETM 1010C. MECHANICAL MEASUREMENT AND INSTRUMENTATION:**

3 Credits, 3 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:** 3 Credits, 3 Hours. (Spring)

This course is an introduction to the basic hydraulic and pneumatic systems and devices found in advanced manufacturing facilities and in portable hydraulic and pneumatic tools. 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:**

3 Credits, 3 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:** 3 Credits, 3 Hours. (Fall)

This course develops practical hands-on knowledge in the theory, operation, installation, and maintenance of 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. The laboratory will reinforce the principles learned through hands-on experiments.

**ETS 1520. INSTRUMENTATION FUNDAMENTALS:** 3 Credits, 3 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:** 3 Credits, 3 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 PLCS AND ROBOTICS:** 3 Credits, 3 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:** 3 Credits, 3 Hours. (Spring)

This course covers fundamental ladder logic, programmable logic controller (PLC) 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:** 3 Credits, 3 Hours. (On Demand)

This course covers gears and gearboxes, belts and pulleys, chains and sprockets, alignments and measures found in the industrial environment.

**EVR 1001. INTRODUCTION TO ENVIRONMENTAL SCIENCE:**

3 Credits, 3 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 EVR 1001 and BSC 1050.

*Prerequisite: Successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.*

**EVR 1001L. INTRODUCTION TO ENVIRONMENTAL SCIENCE LAB:**

1 Credit, 1 Hours - Lab only. (Fall, Spring).

This course will provide a hands-on application to topics relating to Environmental Science. Topics covered may include scientific measurements, ecosystems, organism ecology, species population and biodiversity, as well as environmental contamination and climate change.

*Prerequisite: Successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.*

*Corequisite: EVR 1001*

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

**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.

**FIN 1100. PERSONAL FINANCE:** 3 Credits, 3 Hours. (Fall, Spring 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:** 3 Credits, 3 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.

**FRE 1120. ELEMENTARY FRENCH I:** 4 Credits, 4 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:** 4 Credits, 4 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:** 3 Credits, 3 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:** 3 Credits, 3 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.

**GEB 1011. INTRODUCTION TO BUSINESS:** 3 Credits, 3 Hours. (Fall, 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 2930. BUSINESS ADMINISTRATION CAPSTONE:** 3 Credits, 3 Hours. (Spring, Even Years)

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.



**GRA 2117C. COMPUTER ASSISTED GRAPHIC DESIGN:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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.

**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.

*Prerequisite:* Minimum grades of "C" in HSC 0003, HCP 0121C, HCP 0332C.

**HEV 0160. CHILD CARE CENTER DIRECTOR:** 45 Clock Hours. (Fall, Spring, Summer) (8-week course)

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) (ECPC Program – Course 1)

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) (ECPC Program – Course 2)

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 or instructor approval..

**HEV 0872. TEACHER AIDE (PRESCHOOL):**

150 Clock Hours. (On Demand) (ECPC Program – Course 3)

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 3.

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) (ECPC Program – Course 4)

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.

**HIM 0009 INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY:** 90 Clock 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 Clock 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 Clock 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 Clock 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.

**HIM 1000 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT:** 3 Credits.

This course provides an introduction to the history of medical records and to the functions of the medical record department and its relationship to other departments within the health facility; the components of a medical or health record as proper documentation, organization of the medical record profession and identification of its members.

**HIM 1253 CPT CODING:** 3 Credits

Instruction and practice in basic coding conventions, principles of classifying physician services using current procedural terminology as well as healthcare financing administration's common procedure coding system. (HCPCS)

**HIM 1254 INTERMEDIATE CODING:** 3 Credits

This course is the continuation of basic coding principles, characteristics, and conventions of coding, using physicians' current procedural terminology (CPT) coding nomenclature.

**HIM 1440 PATHOPHYSIOLOGY AND PHARMACOLOGY FOR HEALTHCARE DOCUMENTATION:** 3 Credits

This course emphasizes the fundamentals of the human disease process. It introduces important terminology, inflammation and allergy, neoplasia, heredity and disease, dietary factors and diseases, infectious disease, and introduces students to the major diseases associated with each body system. Recognition of drug names and drug classes; understand drug actions and the rationale for treatment; discern between sound-alike drugs; understand side effects, allergic effects and other effects of drugs; addresses various healthcare issues relating to pharmacology.

**HIM 1453 HUMAN ANATOMY AND PHYSIOLOGY FOR HEALTHCARE:** 4 Credits

This course provides the student with an introduction to Anatomy and basic physiology, basic knowledge of normal human body structure and function. The student will learn major systems, organs, and terminology necessary for understanding the concept of disease processes.

**HIM 2012 LEGAL ASPECTS OF HEALTH INFORMATION MANAGEMENT:** 3 Credits

This course provides an in-depth study of Federal, State, and Local laws governing preparation, use of medical records in the healthcare delivery system. Topics include medical record as a legal document, relates of info.

**HIM 2211 HEALTH INFORMATION MANAGEMENT INFORMATION SYSTEMS:** 3 Credits

This course is an introduction to practical computer technology used in the Health Information department. Information systems and computers in the healthcare field are discussed with emphasis on systems encountered by healthcare information professionals. Overview of new technologies in relation to electronic medical record will be discussed.

**HIM 2273 BILLING SOFTWARE:** 3 Credits

Simulation of outpatient coding, including ambulatory surgery, diagnostic testing and procedures and physician services, using patient records and encoder software. Emphasis is placed on the use of official coding guidelines, compliance, and APC calculations.

**HIM 2722 ICD-10-CM CODING:** 3 Credits

This course addressed the use of the International Classification of Diseases (ICD-10-CM) diagnosis coding. This includes the coding of diseases and their relationship to the reimbursement for healthcare treatment in hospitals and physicians' offices. Coding conventions, sequencing, and rules for correct coding are introduced.

**HIM 2723 ICD-10-PCS CODING:** 3 Credits

This course addresses the use of the International Classification of Diseases (ICD-10-PCS) Procedure Coding. This include the coding of procedure and their relationship to the reimbursement for healthcare treatment in hospitals. Coding conventions, sequencing, and rules for correct coding are introduced.

**HIM 2814 CODING PROFESSIONAL PRACTICE:** 3 Credits

This course is designed to assist students in preparing to take a national coding certification examination. (I.e. AHIMACCA, CCS / AAPC CPC) during the course, there will be a review if the key components of the competencies outlined in the domains, subdomains and tasks. This course is a combination of working in the HIM lab and off-site experiences. General employment guidelines will also be reviewed. Student will be placed in the community to apply their coding skills. Minimum of 30 hours to be done during regular work hours. This course is intended to be taken the last semester of the coding program where the student has either completed or co-enrolled in HIM 2273C, HIM 1254 and HIM 2723 and HIM 2211.

**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.

**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.

**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 1 of 3 areas of allied health care in the laboratory and clinical setting.

*Prerequisite:* Minimum grades of "C" in HSC 0003, HCP 0121C, HCP 0332C, HCP 0020C.

**HSC 1100. PERSONAL HEALTH:** 3 Credits, 3 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 INTRODUCTION TO MEDICAL TERMINOLOGY:** 3 Credits

This course requires the student to recognize and apply 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:** 3 Credits, 3 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 emergency response procedures. A strong focus is on developing critical thinking skills with introduction to the five-step problem-solving model critical to all healthcare professionals.

**HUM 1020. INTRODUCTION TO HUMANITIES:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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 2310. MYTHOLOGY:** 3 Credits, 3 Hours. (Fall, Spring, Summer)

This course examines world mythology in comparative perspective, analyzes myths with a variety of methods, and considers the application of mythological ideas and symbols in the humanities. Gordon Rule course which requires 6000 words of writing. Minimum grade of C required if used to satisfy Gordon Rule requirement.

*Prerequisite:* Minimum grade of "C" in ENC 1101.

**HUM 2931R. SPECIAL TOPICS IN HUMANITIES:** 3 Credits, 3 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.

**HUN 2201. FUNDAMENTALS OF HUMAN NUTRITION:** 3 Credits, 3 Hours. (On Demand)

This course examines the human body’s needs for nutrients, vitamins, minerals and water to function as well as to prevent and treat diseases/health problems. Consumer issues, dietary guidelines, and energy needs and expenditure are addressed.

*Prerequisite:* Required successful completion of NFC 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 1005C, BSC 1010C, BSC 2084C, BSC 2085C or CHM 1033.

**LIS 1001. INTRODUCTION TO INFORMATION SKILLS:** 1 Credit, 1 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:** 1 Credit, 1 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.

**LIT 1000. INTRODUCTION TO LITERATURE:** 3 Credits, 3 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:** 3 Credits, 3 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 NFC’s literature/humanities requirement for transferable degrees.

*Prerequisite:* Minimum grade of “C” in ENC 1101.

**LIT 2020. SHORT STORY:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 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.

**MAC 1105. COLLEGE ALGEBRA:** 3 Credits, 3 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.

*Prerequisite:* Minimum grade of “C” in MAT 1033 or appropriate mathematics placement scores on a postsecondary readiness test; successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**MAC 1114. TRIGONOMETRY:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 Hours. (Spring)

This is an introductory calculus course with emphasis on applications with business and social sciences. 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:** 5 Credits, 5 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 TI-83 or TI-84 graphing calculator is required.

*Prerequisite:* Minimum grades of "C" in MAC 2140 AND MAC 1114 or instructor consent.

**MAC 2312. CALCULUS WITH ANALYTIC GEOMETRY II:** 5 Credits, 5 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:** 3 Credits, 3 Hours. (Summer)

This course is a continuation of MAC 2312 and includes two- and 3-dimensional vectors, partial derivatives, and multiple integrals with applications.

*Prerequisite:* Minimum grade of "C" in MAC 2312.

**MAN 2021. PRINCIPLES OF MANAGEMENT:** 3 Credits, 3 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.

**MAP 2302. ORDINARY DIFFERENTIAL EQUATIONS:** 3 Credits, 3 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.

**MAR 2011. PRINCIPLES OF MARKETING:** 3 Credits, 3 Hours. (Spring, 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.

**MAT 0022. DEVELOPMENTAL MATH COMBINED:**

Developmental Education, Zero Credit, 4 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, 1 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, 1 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, 2 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.

**MAT 1033. INTERMEDIATE ALGEBRA:** 3 Credits, 3 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 NFC 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.

**MCB 2010C. MICROBIOLOGY:** 4 Credits, 4 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. Laboratories will allow students the opportunity to grow and identify various microorganisms in a sterile environment.

*Prerequisite:* Minimum grade of "C" in BSC 1010C or BSC 2085C.

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

**MEA 0002. INTRODUCTION TO MEDICAL ASSISTING:** 250 Clock 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 Clock 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 Clock 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 Clock 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 Clock 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 Clock 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 Clock 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 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 1 to 3 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.

**MEA 0581 CLINICAL ASSISTING:** 230 Clock 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 Clock 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.

**MET 1010: INTRODUCTION TO WEATHER AND CLIMATE:** 3 Credits, 3 Hours (On Demand)

This course provides an introduction to the Earth's atmosphere & climate and the dynamic world of weather. It covers the composition and structure of the atmosphere and the flow of energy to, from, and through the atmosphere. The physical principles of atmospheric phenomena are stressed in the understanding of weather's impact on humans, particularly regarding severe weather. Students will learn the use of real-time radar and weather information tools and develop "practical daily weather skills."

**MGF 1106. MATHEMATICS FOR LIBERAL ARTS I:** 3 Credits, 3 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.

*Prerequisite:* Successful completion of an NFC developmental mathematics course option or appropriate mathematics placement scores on a postsecondary readiness test; successful completion of an NFC 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:** 3 Credits. 3 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.

*Prerequisite:* Successful completion of an NFC developmental mathematics course option or appropriate mathematics placement scores on a postsecondary readiness test; successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**MNA 2100. HUMAN RESOURCE MANAGEMENT:**

3 Credits, 3 Hours. (Fall, Odd years; Summer, Even Years)

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.

**MTB 1370. MATH FOR MEDS:** 2 Credits, 2 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.

**MUH 2011. HUMANITIES MUSIC:** 3 Credits, 3 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.

**MVK 1001. Piano for Non-Music Majors:** 1 credit, 1 hour. (On Demand)

This entry level course is designed to provide a strong foundation in music fundamentals and instrumental technique for students desiring to learn to play the piano. Students will learn to play both familiar and original tunes and songs on the piano using standard music notation. Techniques used in music improvisation and composition are also explored.

**MVS 1016. Guitar for Non-Music Majors:** 1 credit, 1 hour. (On Demand)

This course is designed to provide a strong foundation in music fundamentals and instrumental technique for students desiring to learn to play the guitar. The course is structured to have students playing a variety of music styles in a short time. Melodic lines (lead playing), chord accompaniments, and improvisational techniques are taught using the various forms of notation and symbolism common to the guitar (e.g., standard notation, tablature, fretboard diagrams, and chord diagrams). While developing the skills necessary to play a musical instrument, students learn strategies for practicing, performing, analyzing, and composing music.

**NUR 1004C. LPN TO RN BRIDGE I:**

12 Credits, 18 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.

*Prerequisite:* 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:** 12 Credits, 20 Hours (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 1020C. FOUNDATIONS OF NURSING:** 9 credits, 13 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.

*Prerequisite:* 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 2036C. LPN TO RN BRIDGE III:** 8 Credits, 15 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.

*Prerequisite:* Minimum grades of “C” in NUR 1007C and DEP 2004.

**NUR 2211C: MEDICAL SURGICAL NURSING I:** 8 credits, 15 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.

*Prerequisite:* Minimum grades of “C” in NUR 1020C and BSC 2086C.

*Corequisite:* NUR 2710L (Corequisite not required for LPN to RN Articulation Students)

**NUR 2440C: MATERNAL CHILD NURSING AND LEADERSHIP:** 12 credits, 21 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 2244C: MEDICAL SURGICAL NURSING II:** 12 credits, 21 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 2710L: MEDICAL SURGICAL NURSING I CLINICAL:** 1 credit, 3 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.

*Prerequisite:* Minimum grades of “C” in NUR 1020C and BSC 2086C.

*Corequisite:* NUR 2211C.

**NUR 3047. CULTURAL CARE:** 3 Credits, 3 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.

***Prerequisite:** 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:** 3 Credits, 3 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.

***Prerequisite:** 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:** 2 Credits, 2 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.

***Prerequisite:** 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:** 3 Credits, 3 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.

***Prerequisite:** 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:** 3 Credits, 3 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.

***Prerequisite:** 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:** 3 Credits, 3 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.

***Prerequisite:** 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:** 3 Credits, 3 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 judgment, 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.

***Prerequisite:** 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:** 3 Credits, 3 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.

***Prerequisite:** 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:** 3 Credits, 3 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.

***Prerequisite:** 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:** 3 Credits, 3 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.

*Prerequisite:* 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. INFORMATICS:** 3 Credits, 3 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.

*Prerequisite:* 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 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.

**OCE 1001. INTRODUCTION TO OCEANOGRAPHY.**

3 Credits, 3 Hours - Lecture and testing. (Fall, Spring).

This course will survey the four disciplines of oceanography: geological, chemical, physical, and biological. Emphasis will be placed on Florida's marine environment.

*Prerequisite:* Successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**OST 2335. BUSINESS COMMUNICATION:** 3 Credits, 3 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.

**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.

*Prerequisite:* 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.

*Prerequisite:* 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.

*Prerequisite:* Minimum grades of "C" in OTA 0040C, OTA0041C.

*Corequisite:* OTA 0651C.

**OTA 0651C. MEDICAL ADMINISTRATIVE SPECIALIST:** 300 Clock Hours. (Spring)

This is 1 of 4 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.

**PEM 2131. WEIGHT TRAINING:** 1 Credit, 2 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:** 1 Credit, 2 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.

**PGY 2401. INTRODUCTION TO PHOTOGRAPHY:** 3 Credits. 3 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.

**PHI 2010. INTRODUCTION TO PHILOSOPHY:** 3 Credits, 3 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.

**PHY 1020C. FUNDAMENTALS OF PHYSICS:**

3 Credits, 3 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.

*Prerequisites:* Appropriate mathematics and reading placement scores on a postsecondary readiness test; OR successful completion of appropriate NFC developmental reading and developmental math course options. Exemptions may exist; consult an academic advisor.

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

**PHY 1053. GENERAL PHYSICS I:** 3 Credits, 3 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:** 1 Credit, 1 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.

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

**PHY 1054. GENERAL PHYSICS II:** 3 Credits, 3 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:** 1 Credit, 1 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.

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

**PHY 2048. PHYSICS I WITH CALCULUS:** 4 Credits, 4 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:** 1 Credit, 1 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.

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

**PHY 2049. PHYSICS II WITH CALCULUS:** 4 Credits, 4 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.

*Prerequisite:* Minimum grades of "C" in PHY 2048 and MAC 2311.

*Corequisite:* MAC 2312, PHY 2049L.

**PHY 2049L. PHYSICS II WITH CALCULUS LAB:**

1 Credit, 1 two-hour session per week. 2 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.*

**PMT 0070C. Welder Assistant I:** 150 Clock Hours (Fall, Spring)

This course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices.

**PMT 0071C. Welder Assistant II:** 150 Clock Hours (Fall, Spring)

This course is designed to build on the skills and knowledge students learned in Welder Assistant I for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic Shielded Metal Arc Welding (SMAW).

*Prerequisite:* Minimum grade of "C" in PMT 0070C.

**POS 2041. AMERICAN NATIONAL GOVERNMENT:**

3 Credits, 3 Hours. (Fall, Spring, Summer)

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 NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**PRN 0094C. PATIENT CARE TECHNICIAN:** 60 Clock Hours. (Fall, Spring)

This course is designed for the Patient Care Assistant who has completed coursework in 1 to 3 selected Allied Health areas. This course emphasizes the Patient Care Technician as a team member.

*Prerequisite:* Minimum grades of "C" in HSC 0003, HCP 0121C, HCP 0332C, HCP 0020C, HSC 0016C, MEA 0580C.

**PRN 0098C. PRACTICAL NURSING FOUNDATIONS 1:** 300 Clock Hours. (Fall)

This course is basic knowledge necessary for entering a health occupations career. The first of five practical nursing courses, PRN 0098C units and modules provide the student with critical information related to the role, function and skills/procedures of the practical nurse, normal body structure and function, and principles of nutrition. An overview of the healthcare team, legal and ethical aspects of the healthcare professional, communication and relationships with the healthcare team, safety, infection control measures, basic first aid, employability skills, and basic math concepts. This course provides the student with knowledge and skills necessary to safely care for geriatric patients in a long-term care facility. Supervised laboratory and clinical experiences give the student numerous opportunities to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts. The course covers the first 4teen competencies required by the Florida Department of Education Curriculum Frameworks Practical Nursing.

*Prerequisite:* Admission into Practical Nursing program.

**PRN 0099C. PRACTICAL NURSING FOUNDATIONS 2:** 300 Clock Hours. (Fall)

The second of five practical nursing courses, PRN 0099C units and modules introduce the student human growth and development across the lifespan including bio-psycho-social support. The student will learn concepts and principles of medication administration and performance of nursing care procedures. Utilizing the nursing process as a framework, students will learn to utilize critical thinking skills to provide patient care within a holistic framework. Concepts of education for healthy lifestyle and community health are explored. Supervised laboratory and clinical experiences give the student numerous opportunities to continue to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts.

*Prerequisite:* Admission into Practical Nursing program.

**PRN 0290C. MEDICAL SURGICAL NURSING 1:** 300 Clock Hours. (Spring)

The third of five practical nursing courses, PRN 0290C units and modules introduce the student to the care of patients with common medical-surgical conditions of six body systems including the administration of related medications. 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 experiences give the student numerous opportunities to continue to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts.

*Prerequisite:* Admission into Practical Nursing program.

**PRN 0291C. MEDICAL SURGICAL NURSING 2:** 300 Clock Hours. (Spring)

The 4th of five practical nursing courses, PRN 0291C units and modules continue with instruction of the care of patients with common medical-surgical conditions of the remaining five body systems including the administration of related medications. Utilizing the nursing process as a framework, students will learn to utilize critical thinking skills to provide patient care within a holistic framework as related to the body systems. Supervised laboratory and clinical experiences give the student numerous opportunities to continue to develop proficiency in the performance of skills/procedures and in the application of theoretical concepts.

*Prerequisite:* PRN 0098C.

**PRN 0690C. COMPREHENSIVE NURSING AND TRANSITIONAL SKILLS:** 150 Clock Hours.  
(Summer)

The fifth of five practical nursing courses, PRN 0291C units and modules introduce the student to concepts and principles related to the care of the maternal, newborn, and pediatric patient and their family. Utilizing the nursing process as a framework, students will employ critical thinking skills to provide patient care within a holistic framework to a variety of patients. 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.

*Prerequisite:* PRN 0099C.

**PSC 1341C. PHYSICAL SCIENCE I:** 3 Credits, 3 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.

*Prerequisite:* Appropriate mathematics placement score on a postsecondary readiness test; successful completion of an NFC 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.*

**PSY 2012. GENERAL PSYCHOLOGY:** 3 Credits, 3 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 NFC successful completion of ENC 1101 (with a grade of "C" or higher).

**REA 0056. DEVELOPMENTAL READING MODULE:**

Developmental Education, Zero Credit, 2 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.

**REL 2300. INTRODUCTION TO WORLD RELIGION:** 3 Credits, 3 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.

**SBM 2000. SMALL BUSINESS MANAGEMENT:** 3 Credits, 3 Hours. (Fall, Even Years)

In this course students will learn how to successfully establish and maintain a small business, including organization, planning and management. Students will also gain knowledge of the different types of businesses.

**SLS 1103. STRATEGIES FOR ACADEMIC SUCCESS:** 3 Credits, 3 Hours (Fall, Spring, Summer)

This 3-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 NFC 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.

**SPC 1608. FUNDAMENTALS OF SPEECH:** 3 Credits, 3 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.

**SPN 1000. CONVERSATIONAL SPANISH:** 3 Credits, 3 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. \*A grade of "C" or higher is required to satisfy foreign language competency. 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:** 4 Credits, 4 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. \*A grade of "C" or higher is required to satisfy foreign language competency.

**SPN 1121. ELEMENTARY SPANISH II:** 4 Credits, 4 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:** 3 Credits, 3 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:** 3 credits, 3 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 3 college semesters, 3 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.

**STA 2023. INTRODUCTORY COLLEGE STATISTICS:** 3 Credits, 3 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.

*Prerequisite:* Successful completion of an NFC developmental mathematics course option or appropriate mathematics placement scores on a postsecondary readiness test; successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

**SYG 1000. INTRODUCTORY SOCIOLOGY:** 3 Credits, 3 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 NFC 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:** 3 Credits, 3 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 NFC 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:** 3 Credits, 3 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:** 3 Credits, 3 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:** 3 Credits, 3 Hours. (On Demand)

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.

**TAX 2000. INDIVIDUAL INCOME TAX:** 3 Credits, 3 Hours. (Fall, Even Years)

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.

**TRA 0080. 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.



**WOH 1012. WORLD HISTORY TO 1600:** 3 Credits, 3 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 NFC 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:** 3 Credits, 3 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 NFC 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:** 3 Credits, 3 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 NFC 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.

**ZOO 2010C. GENERAL ZOOLOGY:** 4 Credits, 4 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 NFC 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.*

## NFC District Board of Trustees



NFC District Board of Trustees are, standing left to right, Travis Coker (Taylor), Gary Wright (Jefferson), Mike Williams (Madison), Ricky Lyons (Lafayette) and David Howell (Hamilton); and, seated left to right, Alton Williams Jr. (Suwannee), Sandra Haas (Suwannee), Billy Washington (Madison) and Sharon Benoit (Madison).

The North Florida College District Board of Trustees is composed of nine members appointed by the Governor to establish the policies, in accordance with Florida Statutes and State Board of Education rules, by which the NFC mission is accomplished.

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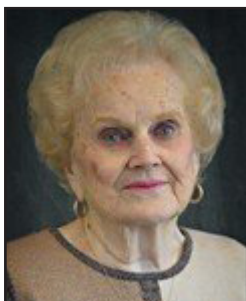
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## Program Codes for NFC Application for Admission

			CIP Code
<b>Bachelor of Science</b>			
B101	BSN	Nursing (ADN-RN to BSN)	51.3801
<b>Associate in Arts</b>			
1001	AA	Associate in Arts	24.0101
<b>Associate in Science</b>			
2001	AS	Business Administration	52.0201
2007	AS	Emergency Medical Services	51.0904
2009	AS	Registered Nursing	51.3801
2013	AS	Accounting Technology	52.0302
2019	AS	Accelerated Registered Nursing – LPN to RN Bridge	51.3801
2024	AS	Criminal Justice Technology	43.0103
2028	AS	Engineering Technology	15.0000
<b>College Credit Certificates</b>			
4002	CCC	Paramedic	51.0904
4006	CCC	Business Operations	52.0201
4018	CCC	Human Resources Administrator	52.0201
4023	CCC	Accounting Technology Management	52.0302
4024	CCC	Accounting Technology Operations	52.0302
4025	CCC	Accounting Technology Specialist	52.0302
4026	CCC	Criminal Justice Technology Specialist	43.0103
4027	CCC	Engineering Technology Support Specialist	15.0000
4028	CCC	Lean Manufacturing	15.0613
4029	CCC	Pneumatics, Hydraulics & Motors for Manufacturing	15.0613
4030	CCC	Emergency Medical Technician	51.0904
4031	CCC	Medical Information Coder/Biller	51.0707

## Program Codes for NFC Application for Admission

	CIP Code
<b>Career and Workforce Certificates (PSAV/Clock Hours)</b>	
5002 Practical Nursing (LPN)	51.3901
5007 Patient Care Technician	51.3902
5014 Early Childhood Professional Certificate	19.0709
5023 Administrative Office Specialist	52.0401
5031 Child Care Center Operations	19.0708
5034 Medical Administrative Specialist	51.0716
5036 Florida CMS Correctional Basic Recruit Academy	43.0102
5042 Florida Law Enforcement Academy	43.0107
5043 Correctional Officer Cross-Over to FL Law Enforcement Academy	43.0107
5044 Law Enforcement Officer Cross-Over to FL CMS Correctional Officer	43.0102
5047 Correctional Probation Officer to FL CMS Correctional Officer	43.0102
5048 Correctional Probation Officer Cross-Over to Law Enforcement Officer	43.0107
5050 Medical Assisting	51.0801
5051 Commercial Vehicle Driving (CDL Class A)	49.0205
5052 Advanced Manufacturing and Production Technology	15.0406

### Workforce/Supplemental

7001 Workforce

The Application for Admission is valid for one (1) year (August-July)

**The NFC Admission Application can be found at  
[www.nfc.edu/getting-started/admissions](http://www.nfc.edu/getting-started/admissions)**

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*Sentinels stand together.*

**ADMISSIONS**

850-973-1622 | [admissions@nfc.edu](mailto:admissions@nfc.edu)

**ACADEMIC ADVISING**

850-973-1737 | [advising@nfc.edu](mailto:advising@nfc.edu)

**FINANCIAL AID**

850-973-1674 | [financialaid@nfc.edu](mailto:financialaid@nfc.edu)

**CAREER AND WORKFORCE EDUCATION CENTER**

850-973-9454 | [workforceprograms@nfc.edu](mailto:workforceprograms@nfc.edu)

**NFC FOUNDATION, INC. - SCHOLARSHIPS**

850-973-9414 | [foundation@nfc.edu](mailto:foundation@nfc.edu)

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