Santa Fe Community College
Serving Alachua and Bradford Counties Since 1965

Northwest Campus
3000 NW 83rd Street Gainesville, Florida 32606
Phone: (352) 395-5000

Andrews Center
209 West Call Street Starke, Florida 32091
Phone: (352) 395-5850 or (904) 964-5382

Charles L. Blount Downtown Center
401 NW 6th Street Gainesville, Florida 32601
Phone: (352) 395-5645

George G. Kirkpatrick, Jr. Criminal Justice Training Center
3737 NE 39th Avenue Gainesville, Florida 32609
Phone: (352) 334-0300

To get more information, point your Web browser to http://www.santafe.cc.fl.us/
The email address is information@santafe.cc.fl.us

Equal Access - Equal Opportunity
Patricia Grunder, EA/EO Coordinator
Building F, Room 217 (352) 395-5186

“It is the policy of Santa Fe Community College that no citizen of the United States or any other person within the jurisdiction thereof shall, on the grounds of race, color, national origin, creed, religion, gender, marital status, age, veterans status or being physically challenged, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or sexual harassment in employment or under any educational program or activity of Santa Fe Community College.”

Santa Fe Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Associate degree.

This catalog is for information only and does not constitute a contract. The college reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete without notice any course offering or information in this catalog.

This catalog is published by the SFCC Center for Academic Technologies and the Division of Educational Services and becomes effective July 1, 2001. © 2001 Santa Fe Community College

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# Table of Contents

Accreditation by Southern Association of Colleges and Schools .................................................. 1
Equal Access/Equal Opportunity Statement .................................................................................. 1
Campus Addresses and Telephone Numbers .............................................................................. 1

**General Information** ...................................................................................................................... 7
  President’s Message .................................................................................................................. 8
  District Board of Trustees ....................................................................................................... 9
  Campus Maps ........................................................................................................................... 10
  Northwest Campus Building Directory ..................................................................................... 11
  SFCC Calendar, 2001-2002 ...................................................................................................... 14
  Helpful Phone Numbers .......................................................................................................... 16

**College Information** ..................................................................................................................... 17
  Accreditation Status .............................................................................................................. 18
  College Philosophy and Mission ............................................................................................... 18
  Endowment Corporation .......................................................................................................... 18
  Scholarship Funds and Major Donors ..................................................................................... 19
  History of the College ............................................................................................................ 21
  League for Innovation in the Community College .................................................................... 23
  Outreach Centers and Programs ............................................................................................... 23
  The Andrews Center .............................................................................................................. 23
  The Charles L. Blount Downtown Center ................................................................................. 23
  Open Campus ........................................................................................................................... 24
  Continuing Education Program ............................................................................................... 24
  Community Education Program (Non-Credit) ......................................................................... 25
  Center for Business & Professional Development .................................................................. 26

**Admissions** .................................................................................................................................. 27
  Admissions ............................................................................................................................... 28
  Academic Advisement - Associate of Arts Degree ................................................................... 28
  Advisement Technology and Applied Sciences ...................................................................... 30
  Entry Assessment Policy ........................................................................................................ 32
  Criteria ....................................................................................................................................... 33
  Transient Students .................................................................................................................. 34
  Deadlines and Transcripts ....................................................................................................... 34
  Family and Student Educational Rights .................................................................................. 34
  High School Dual Enrollment Program .................................................................................. 35
  Residence Classification .......................................................................................................... 36
  Student Course Loads ............................................................................................................. 39

**College Expenses** .......................................................................................................................... 41
  Audit Fees ............................................................................................................................... 42
  Financial Aid ............................................................................................................................ 42
  Official Withdrawal ................................................................................................................ 42
  Refund and Adjustment of Fees ............................................................................................. 43
  Pro Rata Refund Policy .......................................................................................................... 43
  Final Drop Day ....................................................................................................................... 43
  Social Security ........................................................................................................................ 43
Student Development ................................................................. 45

Academic Resources ................................................................. 46
    Learning Labs ........................................................................ 46
    Educational Media ............................................................... 46
Behavioral Science Classes (SLS) .................................................. 46
Bookstore .................................................................................. 46
Career and Job Placement Services ............................................. 47
Career Resource Center ............................................................. 48
Counseling Center ..................................................................... 48
Community Outreach Programs .................................................. 48
    College Reach Out (CROP) .................................................. 49
    Displaced Homemakers ......................................................... 49
    Student Support Services ..................................................... 49
Success Services ........................................................................ 49
    Educational Talent Search .................................................... 50
Upward Bound .......................................................................... 50
    Work Exploration Center ..................................................... 50
Ethnic Diversity and Outreach ...................................................... 50
Disabilities Resource Center ....................................................... 51
Florida’s Office for Campus Volunteers (FOCV) .......................... 51
Health, Exercise and Sports ....................................................... 51
Honor Society (Phi Theta Kappa) ................................................ 52
International Students ............................................................... 52
Library ....................................................................................... 53
Little School .............................................................................. 53
Parking and Traffic Regulations ................................................... 54
Petitions Committee .................................................................. 55
Student Conduct Code .............................................................. 55
Center for Student Leadership and Activities .............................. 55
    Student Government (SG). ................................................... 56
    Multicultural Student Center .............................................. 56
    Leadership Institute ............................................................ 56
    Student Health Care Center ................................................. 57
Veterans Services ....................................................................... 57

Academic Affairs ........................................................................ 61

Academic Objectives and Attendance ........................................ 62
Academic Standards of Progress ................................................ 62
    Grade Point Deficit ............................................................. 62
    Warning, Probation and Suspension ...................................... 63
    Withdrawals ........................................................................ 64
Dismissal .................................................................................... 64
    Transferring to Santa Fe with Deficit Grade Points ............... 64
    Transient Status ................................................................. 64
Earning Credit While Suspended ................................................ 64
    Standards of Progress Summary ......................................... 65
Ombudsperson ......................................................................... 65
College Preparatory Program ................................................................. 65
   English as a Second Language (ESL) .................................................. 65
Cooperative Education ........................................................................ 68
Degrees and Graduation .................................................................... 68
Florida’s Statewide Course Numbering System .............................. 70
Grades and Reports ......................................................................... 72
Academic Honors List ...................................................................... 73
Honors Program ................................................................................. 73
Individual Study ............................................................................... 73
Military Science ............................................................................... 74
Sixty Plus Fee Waivers .................................................................. 74
Specialized Group Study .................................................................. 75
Testing and Examinations .............................................................. 75
   College Level Academic Skills Test (CLAST) ............................. 75
   Credit by Examination .................................................................. 75
   Tech Prep Acceleration Credit ..................................................... 77
   Advanced Placement .................................................................. 77
   Articulation Agreement for the International Baccalaureate (IB) Program ................................. 77

Programs of Study ................................................................. 79

Division of Arts and Sciences ...................................................... 80
   Associate of Arts Degree .............................................................. 80
      Creative Arts and Humanities ................................................... 82
      Diversity Studies .................................................................. 83
      English ................................................................................ 83
      Mathematics ....................................................................... 84
      Natural Sciences .................................................................. 85
      Social Sciences and History .................................................. 86
      Gordon Rule ........................................................................ 87
      Foreign Language .................................................................. 88

Division of Technology and Applied Sciences ................................ 89
   Program Directors ....................................................................... 89
   Program Advisors ...................................................................... 90
   A.A.S. and A.S. Degree Programs ............................................... 90
   Technical Certificate Programs ................................................. 93
   Course Offerings for State Licensure ......................................... 93
   Vocational Certificate Programs .............................................. 93
   Adult Education Programs ........................................................ 94
   Vocational Certificate (limited access) ....................................... 95
   Perkins Initiatives ................................................................... 95
   Alachua/Bradford One-Stop Career Centers ............................ 96
   Tech Prep Program .................................................................. 96
   High School Dual Enrollment Program in Technology ........... 96

Programs in Technology and Applied Sciences ............................. 97

Business Programs ........................................................................ 97
   A.A.S. and A.S. Degree and Certificate Programs ................. 98
      Business Administration A.A.S. ............................................. 98
      Business Administration A.S. ................................................ 99
      Health Information Management ......................................... 101
      Legal Assistant .................................................................. 102
      Office Systems Technology ................................................... 103
      Office Systems Specialist, Medical Option .......................... 104
<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management Certificate Program</td>
<td>106</td>
</tr>
<tr>
<td>Office Systems Specialist Certificate Programs</td>
<td>106</td>
</tr>
<tr>
<td>General Office</td>
<td>106</td>
</tr>
<tr>
<td>Insurance Processing</td>
<td>107</td>
</tr>
<tr>
<td>Medical Office Assisting</td>
<td>107</td>
</tr>
<tr>
<td>Transcriptionist</td>
<td>108</td>
</tr>
<tr>
<td><strong>Child Development</strong></td>
<td>109</td>
</tr>
<tr>
<td>Child Development and Education</td>
<td>109</td>
</tr>
<tr>
<td>Child Development and Education A.S./ A.A Transfer</td>
<td>111</td>
</tr>
<tr>
<td>Child Development Early Intervention Certificate Program</td>
<td>112</td>
</tr>
<tr>
<td>Child Development Associate (CDA) Training Program</td>
<td>113</td>
</tr>
<tr>
<td>CDA Exemption Program</td>
<td>113</td>
</tr>
<tr>
<td>CDA Renewal Program</td>
<td>114</td>
</tr>
<tr>
<td>Child Development High School Dual Enrollment Program</td>
<td>114</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>114</td>
</tr>
<tr>
<td><strong>Health Sciences Programs</strong></td>
<td>115</td>
</tr>
<tr>
<td>Health Sciences Student Support Programs</td>
<td>115</td>
</tr>
<tr>
<td>Sciences for Health Programs</td>
<td>116</td>
</tr>
<tr>
<td>Biotechnology (BTN)</td>
<td>117</td>
</tr>
<tr>
<td>Cardiopulmonary Technology</td>
<td>118</td>
</tr>
<tr>
<td>Dental</td>
<td>120</td>
</tr>
<tr>
<td>Nursing</td>
<td>124</td>
</tr>
<tr>
<td>Radiologic Programs</td>
<td>130</td>
</tr>
<tr>
<td>Nuclear Medicine Technology</td>
<td>130</td>
</tr>
<tr>
<td>Radiography</td>
<td>131</td>
</tr>
<tr>
<td>Sonography</td>
<td>133</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>134</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>136</td>
</tr>
<tr>
<td><strong>Construction and Technical Programs</strong></td>
<td>138</td>
</tr>
<tr>
<td>Degree and Certificate Programs</td>
<td>138</td>
</tr>
<tr>
<td>Automotive Service Management Technology A.A.S.</td>
<td>138</td>
</tr>
<tr>
<td>Biomedical Engineering Technology A.A.S.</td>
<td>140</td>
</tr>
<tr>
<td>Biomedical Engineering Technology A.S.</td>
<td>141</td>
</tr>
<tr>
<td>Building Construction Technology A.A.S.</td>
<td>142</td>
</tr>
<tr>
<td>Building Construction A.A.</td>
<td>143</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning &amp; Refrigeration Certificate.</td>
<td>144</td>
</tr>
<tr>
<td>Heating, Air Conditioning and Refrigeration Apprenticeship.</td>
<td>144</td>
</tr>
<tr>
<td>Automotive Service Technology Certificate</td>
<td>145</td>
</tr>
<tr>
<td>Electrical Apprenticeship Certificate</td>
<td>146</td>
</tr>
<tr>
<td>Electrical Apprenticeship</td>
<td>148</td>
</tr>
<tr>
<td>Masonry Apprenticeship Certificate</td>
<td>149</td>
</tr>
<tr>
<td>Plumbing Apprenticeship Certificate</td>
<td>149</td>
</tr>
<tr>
<td>Applied Welding Technologies</td>
<td>150</td>
</tr>
<tr>
<td>Special Training Offerings</td>
<td>151</td>
</tr>
<tr>
<td><strong>Information Technology Education Programs</strong></td>
<td>152</td>
</tr>
<tr>
<td>Computer Programming and Analysis A.A.S.</td>
<td>153</td>
</tr>
<tr>
<td>Computer Information Technology A.A.S.</td>
<td>154</td>
</tr>
<tr>
<td>Network Service Technology A.A.S.</td>
<td>156</td>
</tr>
<tr>
<td>Graphic Design Technology A.A.S.</td>
<td>157</td>
</tr>
<tr>
<td><strong>Institute of Public Safety at Kirkpatrick Criminal Justice Training Center</strong></td>
<td></td>
</tr>
<tr>
<td>A.A.S. Degree-</td>
<td>159</td>
</tr>
<tr>
<td>Program</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Criminal Justice Technology</td>
<td>159</td>
</tr>
<tr>
<td>Criminal Justice Officer Administration</td>
<td>160</td>
</tr>
<tr>
<td>A.S. Fire Science degree program</td>
<td>162</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>162</td>
</tr>
<tr>
<td>A.A.S. Degree and Certificate Programs</td>
<td>163</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>163</td>
</tr>
<tr>
<td>Emergency Medical Technician Basic Training Program</td>
<td>164</td>
</tr>
<tr>
<td>Paramedic Program</td>
<td>164</td>
</tr>
<tr>
<td>Zoo Animal Technology</td>
<td>166</td>
</tr>
<tr>
<td>Administrative Staff of the College</td>
<td>168</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>170</td>
</tr>
<tr>
<td>Faculty and Professional Staff</td>
<td>170</td>
</tr>
<tr>
<td>Index</td>
<td>171</td>
</tr>
</tbody>
</table>
Unbeknownst to many students, but of critical importance to every student, is the accreditation of Santa Fe Community College. Your college is assessed every 10 years by the Southern Association of Colleges and Schools. The faculty and staff at Santa Fe are excited because we view this as an opportunity to reaffirm our mission, to renew our purpose and to visualize what we will become.

Yet I know that everything at Santa Fe cannot be measured. I know because each and every student is a unique person. I know we cannot quantify the wonder of learning, the exultation of personal growth, the seeming miracle of an epiphany, the pride of personal accomplishment, the serenity of remembering those who loved and supported you as you received an education.

These are more than personal feelings. They are the essence of everything we try to accomplish at Santa Fe. An education is more than the classroom, homework or even clinics or internships. An education occurs when a person feels inside what’s occurring in his or her head. One’s senses, emotions and intuition are just as important as aptitudes and test scores. We want to see you as an individual, a person like no other yet a human being who shares all the commonality of humankind. We try to account for your individualism as we develop the classes and programs that are the portal of your aspirations.

Likewise, we develop support services that apply to our 13,000 students and to you as a single student. It’s important to us that you have a smooth entry into Santa Fe, are taken care of while you are here and succeed after you leave.

All our programs and services will be assessed as part of our accreditation. They should be. We are delighted to account for everything we do. It’s important that the world receives this confirmation that we are who we say we are. It’s important that we remain a college that cares for all students and a college that understands and appreciates everything that lies within each student.

Larry W. Tyree
President
District Board of Trustees

Santa Fe Community College is governed by a citizen board appointed by the governor. The Trustees represent Santa Fe’s Alachua-Bradford county service district and ensure that the education and services provided by the college meet the needs of the region, the state and the country.

Winston J. Bradley
Glenna F. Brashear

James A. Davis, Jr.
Bessie G. Jackson
Arley W. McRae

Robert E. Roundtree, Jr.
Evelyn T. Womack
Campus Maps

- Northwest Campus
- Andrews Center
- Charles L. Blount Downtown Center
- George G. Kirkpatrick, Jr. Criminal Justice Training Center

Northwest Campus
3000 NW 83rd Street, Gainesville FL 32606, (352) 395-5000

George G. Kirkpatrick, Jr. Criminal Justice Training Center
3737 NE 39th Avenue, Gainesville FL 32609, (352) 334-0300
Northwest Campus Building Directory

A Building
Classrooms, Faculty Offices, Social Sciences and History department

B Building
Classrooms, English department, faculty offices, Mathematics department, Mathematics Computer lab, Natural Sciences department, reading and study area
<table>
<thead>
<tr>
<th>Building</th>
<th>Facilities/Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Building</td>
<td>Accounting lab, Business lab, Business programs, classrooms, Legal Assistant program, word processing classrooms</td>
</tr>
<tr>
<td>D Building</td>
<td>Central Mechanical, Materials Production, Printing Services, Technology Services, Word Processing</td>
</tr>
<tr>
<td>E Building</td>
<td>Acting studio, auditorium with dressing rooms, classrooms, Creative Arts and Humanities department, dance studio, faculty offices, Language lab, lecture hall, music practice rooms, vocal studio</td>
</tr>
<tr>
<td>E Building Addition</td>
<td></td>
</tr>
<tr>
<td>F Building</td>
<td>Cashier, Development offices, Educational programs, Human Resources, Loan collections, News and Publications, Office for Finance, President’s office, Purchasing, Switchboard</td>
</tr>
<tr>
<td>G Building</td>
<td>Academic Resources, classrooms, Math lab, Writing lab</td>
</tr>
<tr>
<td>H Building</td>
<td>Air Conditioning, Refrigeration and Heating program, Automotive Technology, Building Construction, Electrical Construction, Welding</td>
</tr>
<tr>
<td>H Building Addition</td>
<td></td>
</tr>
<tr>
<td>I Building</td>
<td>English as a Second Language (ESL), High School Science lab, Industrial Technology program, Physical labs, Upward Bound, Work Exploration</td>
</tr>
<tr>
<td>IR Building</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>J Building</td>
<td>Chemistry labs, chemistry computer lab</td>
</tr>
<tr>
<td>K Building</td>
<td>Classrooms, Computer Information Science labs, English lab, faculty offices, Information Technology Services, Tech Prep</td>
</tr>
<tr>
<td>L Building</td>
<td>Child Development program, classrooms, faculty offices, Honors program, Student Support Services, Technology and Applied Sciences, Workforce Development</td>
</tr>
<tr>
<td>M Building</td>
<td>Art department, classrooms, Displaced Homemaker program, Electrical Engineering Technology, faculty offices</td>
</tr>
<tr>
<td>N Building</td>
<td>Computer Science and Instructional Technology, Graphic Design, Microbiology, Biotechnology</td>
</tr>
<tr>
<td>P Building</td>
<td>Academic Technologies, Anthropology, Art Gallery, Audio-Visual services, Classrooms, College evening programs, Educational media, English lab, Film library, Learning Resource Center (Library to move to Building Y 2002), Multimedia lab, Open Campus, photo lab, television studio</td>
</tr>
<tr>
<td>Q Building</td>
<td>Child Care, Little School</td>
</tr>
</tbody>
</table>
R Building
Academic advisement, Admissions, Alachua One-Stop Career Center, cafeteria and lounge, CLAST lab, College placements, Community Education, Enrollment Services, Financial Aid, High School programs, International Students, Job Training program (JTPA), Marketing and Recruitment, Records, Registration and Assessment, Student Services and Community Outreach, Veterans Affairs, Women's programs and special projects
R Building Addition

S Building
Academic monitoring, Behavioral Sciences offices, bookstore, board room, Career and Job Placement Services/Cooperative Education, Career Resource and Career Counseling Center, Community Service and Learning Center, Disabilities Resource Center, Ethnic Diversity office, Focus on Careers, Gender Equity, game rooms, meeting and seminar rooms, Student Leadership and Activities, Student Government

T Building
Lost and Found, Police Department

U Building
Facilities Planning, Facilities Services, Physical Plant, Shipping and Receiving

V Building
Aerobics room, basketball courts, classrooms, Cybex room, faculty offices, gymnasium, racquetball courts, tennis courts, weight room

W Building
Classrooms, faculty offices, Health Sciences programs and labs

X Building
Biology labs, Physical Science labs, Science Computer lab, Geology lab, Astronomy lab

Y Building
Cybrer Café, Learning Resource Center (Library)

Z Building
Zoo Animal Technology
### SFCC Calendar, 2000-2001

#### FALL 2001

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 8, 2001</td>
<td>Fees Due by 4:00 PM for Fall Session</td>
</tr>
<tr>
<td>August 21, 2001</td>
<td>Faculty Planning Day</td>
</tr>
<tr>
<td>August 22, 2001</td>
<td>Fall Session Begin</td>
</tr>
<tr>
<td>August 28, 2001</td>
<td>Last day to drop and receive a refund</td>
</tr>
<tr>
<td>September 3, 2001</td>
<td>Labor Day Holiday - College Closed</td>
</tr>
<tr>
<td>September 24, 2001</td>
<td>Graduation Application Deadline</td>
</tr>
<tr>
<td>October 30, 2001</td>
<td>Last day to withdraw and receive a “W”</td>
</tr>
<tr>
<td>November 2, 2001</td>
<td>UF Homecoming Holiday - College Closed</td>
</tr>
<tr>
<td>November 12, 2001</td>
<td>Veterans Day Holiday - College Closed</td>
</tr>
<tr>
<td>November 21, 2001</td>
<td>No Evening Classes (5:00 PM)</td>
</tr>
<tr>
<td>November 22-24, 2001</td>
<td>Thanksgiving Holidays - College Closed</td>
</tr>
<tr>
<td>December 7, 2001</td>
<td>Fall Session End</td>
</tr>
<tr>
<td>December 10-13, 2001</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 14, 2001</td>
<td>Graduation (7:00 PM)</td>
</tr>
<tr>
<td>December 17, 2001</td>
<td>Grades Due (12:00 Noon)</td>
</tr>
<tr>
<td>December 18, 2001</td>
<td>Grades Posted on eSantaFe and Touchtone System</td>
</tr>
<tr>
<td>December 19, 2001-</td>
<td>Holidays - No Classes</td>
</tr>
<tr>
<td>January 1, 2002</td>
<td></td>
</tr>
</tbody>
</table>

#### Spring 2002

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 17, 2001</td>
<td>Fees Due by 4:00 PM for Spring Session</td>
</tr>
<tr>
<td>January 4, 2002</td>
<td>Faculty Planning Day</td>
</tr>
<tr>
<td>January 7, 2002</td>
<td>Spring Session Begin</td>
</tr>
<tr>
<td>January 11, 2002</td>
<td>Last day to drop and receive a refund</td>
</tr>
<tr>
<td>January 21, 2002</td>
<td>Martin Luther King, Jr Birthday - College Closed</td>
</tr>
<tr>
<td>January 31, 2002</td>
<td>Graduation Application Deadline</td>
</tr>
<tr>
<td>March 1, 2002</td>
<td>Professional Development Day - No Classes</td>
</tr>
<tr>
<td>March 4-6, 2002</td>
<td>Spring Break - No Classes</td>
</tr>
<tr>
<td>March 7-8, 2002</td>
<td>Spring Holiday - College Closed</td>
</tr>
<tr>
<td>March 25, 2002</td>
<td>Last day to withdraw and receive a “W”</td>
</tr>
<tr>
<td>April 26, 2002</td>
<td>Spring Session End</td>
</tr>
<tr>
<td>April 29, 2002-</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 2, 2002</td>
<td></td>
</tr>
<tr>
<td>May 3, 2002</td>
<td>Graduation (7:00 PM)</td>
</tr>
<tr>
<td>May 6, 2002</td>
<td>Grades Due (12:00 Noon)</td>
</tr>
<tr>
<td>May 8, 2002</td>
<td>Grades Posted on eSantaFe and Touchtone System</td>
</tr>
</tbody>
</table>
### Summer 2002

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8, 2002</td>
<td>Fees Due by 4:00 PM for Summer A &amp; C Sessions</td>
</tr>
<tr>
<td>May 13, 2002</td>
<td>A &amp; C Sessions Begin</td>
</tr>
<tr>
<td>May 15, 2002</td>
<td>Last day to drop and receive a refund - Summer A</td>
</tr>
<tr>
<td>May 17, 2002</td>
<td>Last day to drop and receive a refund - Summer C</td>
</tr>
<tr>
<td>May 27, 2002</td>
<td>Memorial Day Holiday - College Closed</td>
</tr>
<tr>
<td>June 4, 2002</td>
<td>Graduation Application Deadline for Summer A</td>
</tr>
<tr>
<td>June 10, 2002</td>
<td>Last day to withdraw and receive a “W” - Summer A</td>
</tr>
<tr>
<td>June 24, 2002</td>
<td>A Session End</td>
</tr>
<tr>
<td>June 24, 2002</td>
<td>Fees Due by 4:00 PM for B Session</td>
</tr>
<tr>
<td>June 25-27, 2002</td>
<td>A Session Final Exams</td>
</tr>
<tr>
<td>June 28, 2002</td>
<td>A Session Grades Due (12 Noon)</td>
</tr>
<tr>
<td>July 1, 2002</td>
<td>A Session Grades Posted on eSantaFe and Touchtone System</td>
</tr>
<tr>
<td>July 1, 2002</td>
<td>B Session Begin</td>
</tr>
<tr>
<td>July 3, 2002</td>
<td>Last day to drop and receive a refund - Summer B</td>
</tr>
<tr>
<td>July 4, 2002</td>
<td>Independence Day Holiday - College Closed</td>
</tr>
<tr>
<td>July 9, 2002</td>
<td>Last day to withdraw and receive a “W” - Summer C</td>
</tr>
<tr>
<td>July 18, 2002</td>
<td>Graduation Application Deadline for B &amp; C</td>
</tr>
<tr>
<td>July 29, 2002</td>
<td>Last day to withdraw and receive a “W” - Summer B</td>
</tr>
<tr>
<td>August 12, 2002</td>
<td>B &amp; C Session Classes End</td>
</tr>
<tr>
<td>August 13-14, 2002</td>
<td>B &amp; C Session Final Exams</td>
</tr>
<tr>
<td>August 15, 2002</td>
<td>B &amp; C Session Grades Due (12:00 Noon)</td>
</tr>
<tr>
<td>August 19, 2002</td>
<td>B &amp; C Term Grades Posted on eSantafe and Touchtone System</td>
</tr>
</tbody>
</table>

### 2001-2002 HOLIDAYS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>May 28, 2001</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4, 2001</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 3, 2001</td>
<td>Labor Day</td>
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<tr>
<td>November 2, 2001</td>
<td>UF Homecoming</td>
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<tr>
<td>November 12, 2001</td>
<td>Veterans Day</td>
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<tr>
<td>November 22-24, 2001</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>December 19, 2001</td>
<td>Holidays</td>
</tr>
<tr>
<td>January 1, 2002</td>
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<tr>
<td>January 21, 2002</td>
<td>Martin Luther King, Jr Birthday</td>
</tr>
<tr>
<td>March 4-6, 2002</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 7-8, 2002</td>
<td>Spring Holiday</td>
</tr>
<tr>
<td>May 27, 2002</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4, 2002</td>
<td>Independence Day</td>
</tr>
</tbody>
</table>
Helpful Information

Academic advisement
395-5503 Academic Advisement, Bldg. R

Academic standing, warning, probation, suspension
395-5443 Records, Bldg. R

Add, drop or change courses
395-5443 Records, Bldg. R

Admissions
395-5444 Admissions, Bldg. R

Books and classroom supplies
395-5240 Bookstore, Bldg. S

Career and job placement services
395-5582 Career Resource Center, Bldg. S

Career and personal counseling
395-5582 Career Resource Center, Bldg. S

Career assessment and interpretation
395-5582 Career Resource Center, Bldg. S

CLAST and CPT testing information
395-5791 Academic Resources, Bldg. G

Emergency
395-5555 Police Department, Bldg. T

Evaluation of permanent records for graduation
395-5443 Records, Bldg. R

File a petition
395-5443 Records, Bldg. R

Financial aid
395-5480 Financial Aid, Bldg. R

Lost and found
395-5519 Police Department, Bldg. T

Pay college fees, adjustments in college bills
395-5227 Cashiers Office, Bldg. F

Permission to organize a club
395-5912 Student Leadership and Activities, Bldg. S

Register a complaint
395-5507 Student Affairs, Bldg. R

Registration and academic records
395-5443 Records, Bldg. R

Report matters needing attention on campus
395-5521 Facilities Services, Bldg. U

Scholarships
395-5470 Financial Aid, Bldg. R

Student Leadership and Activities, Student Government Association, clubs, organizations
395-5912 Student Leadership and Activities, Bldg. S

Transfer in
395-5444 Admissions, Bldg. R

Transfer out
395-5443 Records, Bldg. R

Withdrawal from college
395-5443 Records, Bldg. R
Accreditation Status
College Philosophy and Mission
Endowment Corporation
Scholarship Funds and Major Donors
History of the College
League for Innovation in the Community College
Outreach Centers and Programs
Andrews Center
Charles L. Blount Downtown Center
Open Campus
Continuing Education
Community Education (Non-Credit)
Center for Business & Professional Developments
Accreditation Status

Santa Fe Community College is accredited by the Southern Association of Colleges and Schools and by the Florida State Department of Education. The college’s accreditation by the Southern Association of Colleges and Schools was reaffirmed in June of 1992. SFCC holds membership in the Florida Association of Colleges and Universities and the American Association of Community Colleges. The college has been approved by the State of Florida as an institution in which recipients of general scholarship loans for the preparation of teachers may take their first two years of college work, and from which the State Department of Education will accept work to satisfy various certification requirements. SFCC has also been approved by the state approving agency for the training of veterans under the provision of the various public laws relating to such training, and by the United States Office of Education for participation in the student program under Public Law 89-862, National Defense Act of 1958, and for various other programs relating to curriculum and physical facilities development.

College Philosophy and Mission

Statement of Philosophy

The philosophy of Santa Fe Community College is student-centered. Consistent with this philosophy, we value cultural diversity and serve all persons regardless of race, color, creed, national origin, religion, gender, marital status, age or disability. The college believes that preparing students for healthy, productive lives in a democratic society is the chief obligation of the public educational system. Therefore, we seek to enable changes in individuals that allow them to live richer, more rewarding, and more useful lives. We further believe that educated people should be guided in their behavior by decency and civility; accordingly, we prize honesty, integrity, and social responsibility among both our staff and students. The college aspires to transmit these values as well as foster in students the critical thinking and problem-solving skills, global perspective, and creativity necessary to make educated and ethical decisions in all aspects of their lives.

Statement of Vision, Values and Mission

Mission/Vision

Adding value to the lives of our students and enriching our community.

Values

Santa Fe Community College is a dynamic, innovative learning community committed to:

• Academic excellence, academic freedom, and intellectual pursuit
• Individual and social responsibility
• Honesty, integrity, and civility
• Collaboration with our community
• Open access
• Life long learning
• Assessment, accountability, and improvement

Endowment Corporation

The Santa Fe Community College Endowment Corporation, Inc. is a not-for-profit corporation organized under Florida law and is fiscally and organizationally separate from the college.

Its purpose is to receive private gifts, bequests, and donations, and to account for, manage
and help appreciate monies or property submitted to the Corporation. Such donations are totally tax deductible. Funds from the Corporation are distributed to benefit and advance the college and for the encouragement and subsidization of students and faculty of SFCC.

The Endowment Corporation Board of Directors is composed of selected persons from Alachua and Bradford Counties who represent positive leadership and community influence and who have expressed an interest and desire to use their influence on behalf of the college through the Endowment Corporation.

The Endowment Corporation is prepared to support programs and activities of the college which promote college objectives. Corporation activities and support include but are not limited to:

- Financial aid for students
- Recognition of outstanding scholarship or leadership
- Recognition of outstanding teaching
- Development of special facilities
- Awards for special achievement
- Management and investment of funds
- Support of the college library
- Procurement of special equipment
- Planning for special college activities and programs
- Development of district-wide interest in support of the college

Gifts to the Endowment Corporation may be made in any one of several ways and can usually be arranged to achieve maximum tax benefits for the donor while at the same time providing generous support to education.

Contributions may be made by gifts of cash, real or personal property, securities, by provision of a will, by gifts of insurance policies, or by the establishment of trusts. Gifts may be awarded for specific purposes or given without restrictions regarding their use.

Scholarship Funds and Major Donors

Scholarship Funds and Major Donors One of the major purposes of the SFCC Endowment Corporation is to provide financial aid in the form of scholarships and aid to students enrolled in the college. Annually, more than 350 students receive some form of financial assistance. Following are some of the scholarship programs that merit mention:

- Irene Zimmerman Memorial Scholarship
- Lillian Stump Nursing and Health Related Scholarship
- Henry H. Beck Scholarship Fund
- Health Related Scholarship Fund
- (sponsored by North Florida Regional Medical Center)
- Starke Rotary Club Scholarship Fund
- Plus One Scholarship Program
- (for disabled students)
- Guy and Elizabeth Andrews Scholarship
- Joseph W. Fordyce Memorial Scholarship
- Leo T. Hury Business Scholarship
- “Jungle Larry” Zoological Scholarship
- Laura Lopez Memorial Scholarship
These programs provide funds for more than 350 students annually in the form of financial assistance to attend college, usually in the form of tuition, books and incidental expenses. These and other funds for the Endowment Corporation are generously contributed by more than 50 major donors.

Other major programs sponsored by the Endowment Corporation include the annual Spring Arts Festival in Gainesville and the Starke Fall Festival of the Arts. The Board of
Directors for the Santa Fe Community College Endowment Corporation is elected for a three-year term, and for 2001 is as follows:

Charles L. Blount
Judy E. Boles
Winston J. Bradley
Glenna F. Brashear
Reeves H. Byrd, Jr.
Ralph W. Cellon, Jr.
Joseph W. Davis
W. Arnold Dinkins
M. Leonard Gordy
W. Marvin Gresham
George G. Kirkpatrick, Jr.
G. Thomas Mallini
John M. Miller
Larry S. Noegel
James F. Painter
M. M. Parrish
Judge George H. Pierce
Freeman Register, III
James D. Salter
W. Harvey Sharron, Jr.
Richard T. Smith, M. D.
Lawrence W. Tyree
Robert F. Watson
Evelyn T. Womack

History of the College

Santa Fe Community College was established by the state government in 1965 to offer wide access to quality higher education. Florida’s legislature, governor and Department of Education were responding to a request from the Alachua and Bradford County Boards of Public Instruction, which had canvassed the area to learn that the community would be well-served if all citizens had the opportunity for an education and better life.

Since then, SFCC has established programs and services that enable the college to carry out its mission of educational opportunity, responsiveness to the community and innovation in the public interest. The philosophy of the college during those years has been, and continues to be, one of student-centeredness.

Enrollment has grown rapidly. Fewer than 1,000 students enrolled when classes were first offered in September 1966. Today, 12,800 students take credit classes and 20,000 more take non-credit classes. Credit classes are given at the Northwest Campus, Andrews Center in Starke and Blount Center in downtown Gainesville.

The Northwest Campus, which opened in 1972, is set on 175 acres in Gainesville next to Interstate 75. The Andrews Center opened in 1985 in the renovated Bradford County Courthouse, and expanded in 1991 with the addition of the restored Jones-Rosenberg Building. The Blount Center opened in 1990 in the renovated 6th Street railroad depot and expanded in 1993 with the addition of the renovated Gainesville Gas Co. Building. The
Andrews and Blount Centers were built with funds raised in community drives headed by the SFCC Endowment Corp.

The college has expanded education programs by increasing the number of classes offered by electronic means such as the Internet, cable television, video cassettes and live broadcasts to the SFCC centers. About 1,000 students take Internet classes through the Open Campus.

SFCC has had only three presidents. Dr. Joseph W. Fordyce was president from 1965 to 1971, when he was succeeded by Alan J. Robertson. Dr. Larry W. Tyree succeeded Robertson in 1990.

The growth and expansion of the college have two main causes: educational programs that are designed to meet the needs of students and a helpful learning environment that enables students to do their best.

Educational offerings consist primarily of the Associate of Arts, Associate of Science, Associate of Applied Science and Community Education programs. The Associate of Arts program consists generally of liberal arts courses. Many students in this program intend to transfer to four-year colleges or universities. SFCC sends more students to the University of Florida than does any other institution, with 2,500 transferring to UF each year, and many former SFCC students go to other four-year schools, public and private, in and out of state.

The Associate of Science degree and certificate programs, called Technology and Applied Sciences, consist generally of vocational programs that prepare students for entry into a career. Surveys consistently show that more than 90 percent of students in these programs either enter a career or go on to further higher education. Community education offers non-credit leisure courses for personal growth.

SFCC's Kirkpatrick Criminal Justice Training Center educates recruit law enforcement and corrections officers and offers programs to retrain sworn officers. The college is dedicated to economic development, and its Center for Business and Professional Development custom designs short and long courses for professionals, business, industry and government.

The student-centered learning environment at SFCC is sustained by a network of counselors, advisors and helpful programs. Academic advisors give advice on classes to take. The student development offices help students decide upon a career or further higher education. Academic Resources and Assessment offers tutoring and personal attention to help if students have difficulty in a subject.

Campus life is rounded out with a student government, student clubs, activities and intramural athletics. The college competes intercollegiately in women’s fast pitch softball, men’s baseball, and men’s and women’s basketball.

SFCC offers many cultural activities to enrich the community’s quality of life. The Santa Fe Gallery, located at the Northwest Campus, features local and contemporary artists. Concerts, plays and dance performances offer students experience in the performing arts and enrich the cultural life of the community. The Dance Theatre of Santa Fe holds two performances annually in the Center for the Performing Arts. The theater department offers plays to the college and public, and the college’s annual Shakespeare Festival has grown into a large community event. SFCC’s annual Spring Arts Festival attracts 120,000 visitors to Gainesville and is one of the community’s largest economic events. Santa Fe’s Starke Fall Festival is a significant arts and economic event in Bradford County.

Santa Fe’s Teaching Zoo is the only community college teaching zoo in the nation and attracts 25,000 visitors per year. The college recently opened to students and researchers its Geological Studies Field Station, a large network of caverns near Newberry in rural Alachua County.
League for Innovation in the Community College

Santa Fe Community College is a charter member of the League for Innovation in the Community College. The League consists of 19 community college districts located in 14 states and Canada.

The League, founded in 1968, is an educational consortium that functions specifically to stimulate innovation and experimentation. It is the only organization of its kind in the community college field and has achieved national recognition for the quality of its programs and activities.

As a national organization with members in all sections of the country, the League influences community college development throughout North America. To this end, the League is not only committed to programs that contribute to the continuing improvement of member colleges but also to providing opportunities for other community colleges to participate in its workshops, conferences, projects, and activities.

Outreach Centers and Programs

The Andrews Center

In 1985, the historic courthouse in Bradford County and some of the surrounding properties were contributed and purchased by the Santa Fe Community College Endowment Corporation to establish a major academic center in Starke, Florida. This $2.5 million asset includes a turn-of-the-century facility that is listed in the National Register of Historic Places. Renovation of the historic courthouse was the responsibility of the Endowment Corporation which restored the interior to accommodate classrooms, laboratories, offices, a study room and student lounge. In addition to enhanced educational and cultural opportunities for all citizens of Bradford County, the Andrews Center is an integral part of downtown redevelopment and restoration.

In the spring of 1991 the Jones-Rosenberg building, a century old structure in downtown Starke, was renovated by private donations to the Endowment Corporation. The $500,000 renovation project provides the college and the community with a performing arts auditorium/theater seating 155 people, a facility for the Eugene L. Matthews Historical Museum and additional classroom and office space for a growing Andrews Center.

The Charles L Blount Downtown Center

In 1988 the City of Gainesville deeded the old train depot on N.W. 6th Street to the SFCC Endowment Corporation for the purpose of establishing an educational center that would be accessible to those living in and around the downtown area. Renovation of the old train station was the responsibility of the Endowment Corporation. All funds for this project came from the private sector and involved the establishment of a major steering committee composed of approximately 20 business and community leaders who served as “ambassadors of good will” throughout the community.

In the spring of 1993 the SFCC Endowment Corporation purchased the old Gainesville Gas Building located on the corner of N.W. 6th Street and West University Avenue. Renovation of the building was completed in the fall of 1993. The project provided the center an opportunity to expand student services and provide additional upper level classes to our increased student population. In addition to the enhancement of services and classes, the Phase II site houses the learning labs, information commons, study reference area and the Cultural Programs office.
In December 1993 the Downtown Center was named for Charles L. Blount, its major contributor and fund raiser. The Blount Center has several purposes:

- To provide an outreach center and educational training facility to the citizens in the central Gainesville area
- To provide training programs for major businesses, small businesses and industry in the downtown area
- To provide training and educational programs for existing employees in the city and county governments that occupy the downtown complex
- To provide an opportunity for community meeting rooms at no cost to civic clubs, business and professional groups, and underserved populations

An opportunity for a college education is offered at the Charles L. Blount Downtown Center by means of a variety of college credit classes Monday through Friday evenings as well as during the day on Saturdays. These college information classes, along with the regular day classes, make it easier for individuals to fit a college class into their busy schedules.

The SFCC Center for Business and Professional Development provides short-term, non-credit “training for excellence” for people or companies desiring a quick improvement of skills. The center houses the Center for Business and Industry, the Continuing Professional Education division, the Florida Institute of Government and the Computer Institute.

**Open Campus**

Beginning in the fall semester of 1998, the college made credit courses available to students “any place, any time” through the Internet. These courses are administered through the Open Campus, located in P-237 on the Northwest campus. A wide selection of courses is available to help students complete A.A., A.S., A.A.S. degrees, or Technology and Applied Sciences certificates. All courses carry credit equal to the same courses taught in traditional classrooms at any of the three SFCC campus locations. Students interact with their instructor and classmates using discussion boards, email, and on-line chats within the class itself. Courses are designed so they can be completed without ever having to sit in a classroom at a fixed time or place. Some classes may require attendance on campus for testing a few times during the semester, but arrangements can be made for remote-site testing.

Because Open Campus classes offer the convenience and flexibility of attending college from a personal computer via the Internet, students can continue their education while still managing a job, family activities or other classes. The calendar is the same as for traditionally delivered classes, starting and ending on the same dates. However, students can set their daily work schedule by connecting to the course materials and activities via the Web whenever it is convenient and from anywhere the Internet can be accessed.

To be successful in Open Campus classes, students need some previous computer experience with good skills in Web-browsing, file management, word processing and email. The courses are designed to run with current computer technology and students will need good, dependable access to the Internet. Above all, self-discipline and motivation are integral components for success in these classes. Prospective students should complete the Learner Profile available on the Open Campus web site: [http://www2.santafe.cc.fl.us/~OpenCampus/](http://www2.santafe.cc.fl.us/~OpenCampus/)

**Continuing Education Program**

The Center for Business and Professional Development at Santa Fe Community College provides opportunities for professional growth to the community. Classes at the center allow
individuals to enhance their skills, receive training to help them achieve or recertify professional licenses, or to realize other opportunities. Classes are provided to the community for individual student registration, or through companies for contract training. Learning opportunities are available to anyone regardless of race, color, creed, sex or marital status. Class subjects range from computer training and management skills to Spanish for the Medical Profession as well as industry-specific training and coursework. No Sixty Plus waivers are available for Continuing Education classes.

Continuing Education Units (CEUs)

Students who complete courses in the Continuing Education program or the Community Education program earn Continuing Education Units (CEUs). CEUs are generated when a student completes a non-credit activity; they are not transferable for college credit. CEUs are standardized, based on the number of hours a class is taught. CEUs allow professional organizations and certifying agencies to grant recognition for participation in a Continuing Education class or a Community Education class that fosters professional growth. The college keeps a record of each student’s CEUs and transcripts are available on request.

Please visit the Continuing Education Program at: http://admin.santafe.cc.fl.us/~ce/ and the Community Education Program at: http://inst.santafe.cc.fl.us/~Commed/

Community Education Program (Non-Credit)

Santa Fe Community College is dedicated to lifelong learning. Community Education at SFCC provides educational opportunities to all members of the community through enrichment programs. These programs, offered at the campuses, online, and in community schools, present classes taught by community members and SFCC faculty and staff who enjoy bringing their special skills to interested students. Community Education non-credit courses are available to anyone in the community, regardless of race, color, creed, sex or marital status, although some classes may have special age limits or other requirements. The classes have no college admission requirements. Because the Community Education program is self-supporting, there are no scholarships or waivers, except for persons over 60 when a class meets certain requirements.

Continuing Education Units (CEUs)

Students who complete courses in the Continuing Education program or the Community Education program earn Continuing Education Units (CEUs). CEUs are generated when a student completes a non-credit activity; they are not transferable for college credit. CEUs are standardized, based on the number of hours a class is taught. CEUs allow professional organizations and certifying agencies to grant recognition for participation in a Continuing Education class or a Community Education class that fosters professional growth. The college keeps a record of each student’s CEUs and transcripts are available on request.

Please visit the Community Education Program at: http://admin.santafe.cc.fl.us/~ce/ and the Continuing Education Program at: http://inst.santafe.cc.fl.us/~Commed/

Continuing Education Units
organizations and certifying agencies to grant recognition for participation in a Continuing Education class or a Community Education class that fosters professional growth. The college keeps a record of each student’s CEUs and transcripts are available on request.

Please visit the Continuing Education Program at: http://admin.santafe.cc.fl.us/~ce/ and the Community Education Program at: http://inst.santafe.cc.fl.us/~Commed/

Center for Business and Professional Development

The Center for Business and Professional Development (CBPD) at SFCC provides a variety of learning and training opportunities for individuals and companies. From the Computer Institute and online classes to those created especially for persons needing specific techniques, the CBPD works to assist people in reaching their professional goals.

Professional Development (Continuing Workforce Education)

These classes are offered as open enrollment opportunities for anyone seeking to improve their professional skills, achieve certifications, or receive professional continuing education opportunities. The program includes courses in CE for nurses, automobile mechanics, insurance and real estate agents and others, as well as a variety of computer software, networking and special skill classes offered through the Computer Institute. A variety of online courses are also offered. Center staff also coordinate the Small Business Development Center, which provides open enrollment classes to small business owners.

Corporate Training

Corporate (contract) training is the provision of a course to meet the needs of a particular business or industry. Training is done to meet specific requirements in a variety of topics, at SFCC or at the business. The timing and course content is determined with the business, and may include a series of topics, or may focus on one set of special skills. Corporate training may include credit or non-credit courses. In addition, staff members write and administer Quick Response Training Grants for Workforce Florida. A laptop computer lab is also in use by the business community through the CBPD’s Computer Institute.

Please visit us at http://admin.santafe.cc.fl.us/~ce
Admissions
Academic Advisement - Associate of Arts Degree
Advisement Technology and Applied Sciences
Entry Assessment Policy
Criteria
Transient Students
Deadlines and Transcripts
Family and Student Educational Rights
High School Dual Enrollment Program
Residence Classification
Student Course Loads
Admissions

Information regarding admission to the college, deadline dates for submission of applications, and all forms necessary for admission to the college may be obtained by contacting the Office of Admissions, Santa Fe Community College, 3000 N.W. 83rd Street, Gainesville, Florida 32606.

Academic Advisement

Academic Advisement - Associate of Arts Degree
http://admin.santafe.cc.fl.us/~aar/

Santa Fe Community College is committed to quality academic advising for all students. The academic advising mission is to assist students in the attainment of their educational goals. The Office of Academic Advisement is responsible for acting as an information and referral center with timely and accurate information for students regarding AA degree graduation requirements. Advisors help AA students plan their program of study for preparation to a four year university. All new students (first-time in college and transfer) must attend Orientation where they will meet with an academic advisor. Current and returning students are strongly encouraged to see an advisor each semester for academic planning.

Location: R-201 (NW campus),
Phone: 395-5503

Advising Hours:
Monday - Thursday 8:00-4:30 and
Friday from 1:00-4:30
No appointments; students are seen on a walk-in basis. Advisors are also available at the branch campuses.

Associate of Arts Degree

If you intend to transfer to one of Florida’s state universities, the Associate of Arts Degree (AA Degree) is the transferable degree. The AA degree contains the general education portion (lower division) of the Baccalaureate Degree.

In order to assist us in advising you properly, please make sure you have indicated which university you wish to transfer to and what major you would like to study. It is extremely helpful to have one’s academic program fully planned no later than the beginning of the second term. If you have not chosen a major, it would be helpful for you to select an area of interest so that the Advisement Office can give you specific information about the university and major of your choice. Selecting a major does not commit you to that selection; you can change your major at any time by seeing an academic advisor in R-201. If you are undecided, please contact a career counselor in Building S, Room 255 (Counseling Center).

State Universities of Florida:

Florida Agricultural & Mechanical University University of Florida
Florida Atlantic University University of North Florida
Florida International University University of South Florida
Florida State University University of West Florida
University of Central Florida Florida Gulf Coast University

Not all Majors are listed here. If your major is not listed here, please discuss your educational plans with an academic advisor in R-201
Code Major Intended:

1031 Accounting 1066 Dance 1048 Physical Education
1010 Agriculture - (Including: 1136 Economics 1133 Political Science
Agricultural Operations 1041 Elementary Education 1134 Psychology
Management, Animal Science, 1055 Engineering 1069 Recreation
Food Science & Human 1081 English 1122 Social Work
Nutrition, Horticultural 1054 Environmental Science 1135 Sociology
Sciences, Human Resource 1042 Exercise and Sport Science -
Development, Microbiology, etc.) (Including: Athletic Training,
1059 Anthropology Sports Management, Teaching (6-12), etc.) 1058 Zoology
1051 Architecture 1123 Fashion Merchandising 1075 Pre-Dental
1068 Astronomy 1012 Forestry 1076 Pre-Medical
1061 Art-Studio - (Including: Art 1132 History 1011 Pre-Veterinar
History, Art Studio. Creative 1121 Home Economics
Photography. Graphic Design, 1053 Interior Design
etc.) 1064 Journalism - (Including:
1021 Biological Sciences Advertising, Photojournalism,
1063 Botany Public Relations,
1052 Building Construction Telecommunications, etc.)
1030 Business Administration (B.S.) 1139 Mathematics
- (Including: Computer 1086 Medical Technology
Information Sciences, Finance, 1062 Music
Management, Marketing, etc.) 1071 Nursing
1032 Business Administration (B.A.) 1072 Occupational Therapy
1022 Chemistry 1073 Pharmacy
1131 Criminology 1074 Physical Therapy

Student Responsibilities:

Students ultimately are responsible for knowing and fulfilling all graduation requirements as well as pre-professional requirements for their major. In order to meet that goal, they are responsible for:

• attending orientation to receive advisement prior to their first term of enrollment;
• meeting with an advisor on a regular basis about graduation requirements and understanding admission requirements for their major;
• reviewing the degree audit to ensure the remaining degree requirements are fully understood;
• seeking advisement when in academic difficulty
• maintaining their own personal academic records, including the catalog of their year of admission to Santa Fe, transcripts, degree audits, evaluation of transfer work, and notes from previous advising sessions.

Students who at any time are confused about academic requirements or their progress toward a degree are encouraged and expected to meet with an advisor.
Check out our website for the following information: http://admin.santafe.cc.fl.us/~aar/

- General Education requirements
- Pre-professional courses (courses required by your university major)
- SUS Foreign Language requirement
- University links
- Bulletin Board
- Degree Audit
- E-mail an advisor

Technology and Applied Sciences

Technology and Applied Sciences (T & AS) Advisement

Students interested in any of the Technology and Applied Sciences programs, which have selective admission requirements, are urged to contact the appropriate program advisor as early as possible. Admission to the college does not imply entry into any program which has selective admission requirements. T & AS programs offered at the college are listed below.

Division of Technology and Applied Sciences Programs

BUSINESS PROGRAMS

Director: Deborah Clark C-012 (352) 395-5135
Coordinator: Brian Fox C-012 (352) 381-3835
Advisor: Doug Robertson C-012 (352) 395-5139
Business Administration
Business Management
Health Information Management
Legal Assisting
Office Systems Specialist - General
Office Systems Specialist - Insurance Processing
Office Systems Specialist - Medical Office Assistant
Office Systems Specialist - Medical Transcriptionist
Office Systems Technology
Office System Technology - Medical Office Systems Specialist

CHILD DEVELOPMENT PROGRAMS

Director : Linda Lanza-Kaduce R-008 (352) 395-5490
Coordinator/Advisor: Joan Campbell L-218 (352) 395-5322
Advisor: Mary Jamerson L-217 (352) 395-5326
Child Development Associate
Child Development and Education
Child Development Early Intervention

CONSTRUCTION AND TECHNICAL PROGRAMS

Acting Director/Program Advisor: Jim McMullen, I-050 (352) 395-5361
Commercial Heating and Air Conditioning Technology
Coordinator: Bob Wolfson H-031 (352) 395-5254
Automotive Service Technology
Automotive Service Management Technology
Coordinator: Ron Chappell H-007 (352) 395-5259
Biomedical Engineering Technology (Electronics)
Coordinator: Ron Tinckham M-121 (352) 395-5965
Building Construction Technology (Management)
Coordinator: Fred Hart H-104 (352) 395-5252
Welding Technology
Coordinator: J.T. Mahoney H-037 (352) 395-5253
Apprenticeships:
Electrical, Masonry, Carpentry, Plumbing, and Heating and Air Conditioning
Coordinator: John Gentry H-123 (352) 395-5251

ZOO ANIMAL TECHNOLOGY PROGRAM
Director: Sture Edvardsson, B-202; (352) 395-5349
Coordinator: Jack Brown, ZOO, (352) 395-5257
Advisor: Linda Asbell, ZOO, (352) 395-5604
Zoo Animal Technology

HEALTH SCIENCES PROGRAMS
Biotechnology Sciences for Health Programs
Co-Director/Chair: Linda Nichols W-201 (352) 395-5703
Cardiopulmonary Technology
Director: Reeda Fullington W-201 (352) 395-5703
Dental Assisting
Dental Hygiene
Dental Hygiene Bridge
Director: Connie Gore W-081 (352) 395-5705
Sonography
Co-Directors: Ed Dice & Reeda Fullington.
Nuclear Medicine Radiography
Director: Ed Dice W-201 (352) 395-5703
Registered Nursing
Registered Nursing Bridge
Practical Nursing
Certified Nursing Assistant
Patient Care Assistant
Home Health Aide
Director: Rita Sutherland W-201 (352) 395-5703
Respiratory Care Surgical Technology
Director: David Yonutas W-265 (352) 395-5703
Health Sciences Counseling
Director: Sheila Baker W-002 (352) 395-5650
Advisors: Scott Fortner & Linda Traupane W-002 (352) 395-5650

INFORMATION TECHNOLOGY EDUCATION PROGRAMS
Director: Eugene Jones N-229 (352) 395-4146
Advisor: Denise Remer N-213 (352) 395-5839
Networking Service Technology
Coordinator: Cheryl Krauth K-202 (352) 395-5719
Business Computer Programming
Computer Programming and Analysis
Coordinator: Debbie Reid N-211 (352) 395-4402
Computer Information Technology
Coordinator: Mike Lazin N-211 (352) 395-5904
Graphic Design Technology
Coordinator: Patrick Grigsby N-309 (352) 395-5979
Advisor: Pat Klaus N-326B (352) 395-5285

INSTITUTE OF PUBLIC SAFETY PROGRAMS
Director: Tony Blalock IPS (352) 334-0300
Advisor: Jim Murphey (352) 334-0358
Emergency Medical Services
Emergency Medical Technician
Paramedic
Fire Science Technology
Associate Director: Anne Jacob IPS (352) 334-0300
Criminal Justice Technology
Administration of Criminal Justice
CJST Law Enforcement
CJST Correctional Officer
Associate Director: Daryl Johnston IPS (352) 334-0300

For detailed information on Associate of Science and Associate of Applied Sciences programs, please refer to the Division of Technology and Applied Sciences section of this catalog.

Placement and Orientation

SFCC Entry Assessment Policy

Santa Fe Community College has a comprehensive assessment and placement program to help students succeed in college. Rule 6A-10.315, College Preparatory Testing, Placement and Instruction, states that first-time-in-college applicants for admission into degree programs shall be tested for reading, writing and mathematics proficiency prior to the completion of initial registration, using the Florida College Entry-Level Placement Test (CPT). Students who present scores on the SAT or E-ACT that meet or exceed college-level placement scores may be exempted from taking the Florida College Entry-Level Placement Test. In compliance with this state law, SFCC adheres to the following assessment procedures:

1. Students who submit no entry test scores will take the reading, writing and mathematics subtests of the Florida College Entry-Level Placement Test (Computerized Placement Tests—CPT) prior to registration. Course placement will be based on these test scores. These scores are valid for 2 years prior to initial registration.
2. Students who submit scores on the SAT or E-ACT that do not meet or exceed college level placement scores in reading, writing and mathematics will take the complete College Entry Level Placement Test (Computerized Placement Tests—CPT). Official course placement will be based on the CPT test scores. The SAT and E-ACT or CPT scores must be no more than 2 years old.
3. Degree-seeking students who submit official scores on the SAT or E-ACT that meet or exceed college level placement scores in all areas are exempt from any additional entry assessment, provided that scores are no more than 2 years old.

4. Students who are transferring from another college will follow steps A, B, or C, when applicable, or present official documentation of passing grades in the highest level of college prep or college level reading, writing and/or mathematics courses. Official course placement will be based on test scores and/or transfer course work.

Test scores from this testing procedure will be entered on the student record and will automatically generate appropriate flags.

Students who achieve the designated score on the CPT Elementary Algebra Test will take the CLM for college-level mathematics placement. Transfer students who have not completed their college-level mathematics requirements must take the CLM.

Note: Test scores that are more than 2 years old are not acceptable for entry course placement.

New students or readmit students will take the computer literacy examination as part of their entry.

The purpose of college entry assessment is to determine the appropriate courses for which students should enroll when they enter the college. Students who score below the state designated level for placement into college level courses are required to enroll in appropriate college preparatory courses. These courses earn institutional credit; however, they are not counted as required or elective credit for the Associate of Arts or Associate of Science degree.

Students with college level reading and English placement scores will enroll in College Composition (ENC1101). College Composition is required of all first semester students pursuing an Associate of Arts degree or enrolling in general education courses. Associate of Science degree candidates may have a different freshman English requirement.

Admissions Criteria

High school graduation or a high school equivalency certificate issued by a state Board of Education is required of all applicants seeking admission to college credit programs and courses at SFCC with four exceptions:

- Non-high school graduates 18 years of age, or older students possessing certificates of completion, are eligible to enroll for certain certificate courses only.
- Early admission students will be accepted only from the college district upon the recommendation of the Alachua or Bradford County School Boards in accordance with the regulations set by those organizations.
- Alachua or Bradford County senior high school students are permitted to be enrolled for individual credit courses on recommendation of their high school principals. Specific units of high school preparation are not required, but students should have completed courses in English, social studies, mathematics and the natural sciences.
- In the case of a student who is home educated, a signed affidavit submitted by the student’s parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of s. 232.02(4) is required. This affidavit may be obtained in the Office of Admissions (R112).
The following documents are required as part of the admissions process:

- Completed application for admission form (with non-refundable application fee). Note: International students with a non-immigrant visa must contact the International Student Services Office for an International Student application.
- Official high school transcript or GED diploma.
- Transfer students (those students who have attended any postsecondary institution) must furnish a complete official transcript or record from each institution attended. Credits for any course taken at another regionally accredited institution will be transferred, provided a grade of D or better was obtained. Grades of D or lower will not be accepted to satisfy requirements for any college preparatory or Gordon Rule course.

**Transient Students**

Students attending other postsecondary institutions who wish to take courses at Santa Fe Community College and transfer the credit back to their institutions may be admitted to Santa Fe as transient students. These students should apply for admission and pay the application fee. They are also required to present a transient form or any official statement from their institution that they are in good standing and that the credits earned will be accepted as part of their degree program at the home institution.

**Deadlines and Transcripts**

SFCC requires transcripts from all entering students as a part of the application for admission. Transcripts should be on file with the Office of Admissions prior to registration. This includes high school transcripts for entering freshmen and college transcripts for students transferring from other colleges or universities. Transfer students with less than 60 credit hours from previous institutions must also provide high school transcripts.

The deadline for applying to the college, with all supporting documents for any given term, is the last day of late registration published each term in the college class schedule.

All students are strongly encouraged to apply early and complete all registration procedures before the first day of class.

**Family and Student Educational Rights**

In accordance with the Family Educational Rights and Privacy Act (FERPA) and Florida Statutes (Privacy Rights of Parents and Students), the college has identified as “directory information” students’ name, local address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information is available to the public. Other information about students can be released only when a written authorization, signed by the student, is presented to the College.

Any student who does not want this directory information released must file a Directory Information Exclusion Request with the Office of Records (Building R, room 101). Upon written request from a student, the custodians of educational records will insure that all access rights specified by this act will be accorded within 3 business days after a request has been made.

Each semester, the College prepares a listing containing the name, address, and telephone number of each student enrolled. Copies of that listing are occasionally made available to
companies who wish to contact SFCC students. Any student who wants his or her information excluded from the College directory must file the request before the first day of class for the full term. A directory exclusion request will remain in effect until rescinded in writing by the student. Names of students who have requested directory exclusion will not be printed in the commencement book for the graduation ceremony.

The college has designated the following individuals, by virtue of their responsibilities, as custodians of educational records:

Vice President for Educational Services  
Patricia Grunder

College Registrar  
Mary Etta Fisher

If students wish to challenge the accuracy of their educational records, questions may be settled through informal hearings or upon the request of either party (the educational institution or the eligible student) through formal proceedings which will be conducted in compliance with this statute. These procedures are intended to apply only to challenges to the accuracy of institutional records containing the grade assigned. Thus, eligible students could seek to correct an improperly recorded grade, but could not, through the hearing requested pursuant to this law, contest whether the teacher should have assigned a higher grade because the parents or student believe that the student was entitled to a higher grade.

Parents or guardians desiring access to the records of a student who is their dependent should ask the student to grant permission in writing to the College Without written permission from the student, the parents or guardians must certify in writing to the Office of Records that the student is economically dependent upon them as defined by Section 152 of the Internal Revenue Code of 1954, and must document this dependency by providing a copy of the previous year's income tax return.

High School Dual Enrollment Program  
Santa Fe Community College, in cooperation with the School Boards of Alachua and Bradford Counties, provides dual enrollment opportunities for high school students. Participating public schools have tuition, book and lab fees waived. Private and home school students must purchase their own college textbooks.

1. **Technology and Applied Science Dual Enrollment**  
Selected eleventh and twelfth grade students who qualify through the SAT, ACT, or CPT enroll in technology and applied sciences programs on campus. Students are on Santa Fe’s campus full time. Once enrolled, students take technology, high school and/or college academic coursework to fulfill high school graduation requirements. School bus transportation and the free and reduced lunch program are also available to public school students. Technical programs not offered at the Bradford Vocational Center are available to Bradford High School juniors and seniors on the Northwest Campus.

2. **College Academic Dual Enrollment**  
Juniors and seniors who qualify through the SAT, ACT, or CPT are eligible to become full-time College Academic Dual Enrollment students. These students take all college academic courses, which lead toward an Associate of Arts degree. College courses also meet high school graduation requirements.
All Associate of Arts degree coursework offered through the Dual Enrollment is transferable to the state university system.

3. **Fine Arts Dual Enrollment**  Juniors and seniors may enroll in the Fine Arts Dual Enrollment Program. All entering students must take the SAT, ACT, or CPT prior to enrolling. High School and college coursework is available on campus for Fine Arts students and is applied towards both a high school diploma and an Associate of Arts degree. Test scores determine eligibility for college coursework. Fine Arts students select a major and enroll in courses in the areas of Visual Arts, Music, Dance or Theatre.

4. **Part-Time Academic Dual Enrollment**  Academically eligible seniors may take college level courses and apply the credit toward high school graduation and an Associate of Arts degree. Eligibility is based on a combination of college placement test scores and GPA. The college course load is dependent on the number of classes taken at the high school. Bradford county students in grades 9-12 may participate in this option.

5. **Part-Time Fine Arts Dual Enrollment**  Eleventh and twelfth grade high school students may enroll in visual arts, dance, music and theatre college courses. Credit earned will apply toward high school graduation and an Associate of Arts degree. Bradford county students in grades 9-12 may participate in this option.

6. **Early Admission**  This is available to eligible seniors in the state of Florida. Students attend Santa Fe on a full-time basis and are registered in college courses that apply toward a high school diploma and an A.A. degree. Eligibility is based on a 3.5 GPA and a college level score on the ACT, SAT, or CPT as well as additional entrance criteria.

Information concerning the application process can be obtained by stopping by the High School Dual Enrollment Office in R-05 or by calling 395-5490. Applications for Fall enrollment will be accepted beginning in January. Notification of accepted students begin in April. The program fills quickly so students should submit application and test results as early as possible.

**Residence Classification**

For the purpose of assessing matriculation and tuition fees, a student shall be classified as a “resident” or “non-resident” based upon Florida Statute S240.1201. A complete copy of the State Statute follows. Please contact the Records Office if you have questions regarding your residency status.

240.1201 Determination of resident status for tuition purposes. - Students shall be classified as residents or non-residents for the purpose of assessing tuition fees in public community colleges and universities.

(1) As defined under this section:

- The term “dependent child” means any person, whether or not living with his parent, who is eligible to be claimed by his parent as a dependent under the Federal Income Tax Code.
- The term “institution of higher education” means any of the constituent institutions under the jurisdiction of the State University System or the State Community College System.
- A “legal resident” or “resident” is a person who maintained his residence in this state for the preceding year, has purchased a home which is occupied by him as his residence, or has established a domicile in this state pursuant to 222.17.
• The term “parent” means the natural or adoptive parent or legal guardian of a dependent child. A “resident for tuition purposes” is a person who qualifies as provided in subsection (2) for the in-state tuition rate; a “non-resident for tuition purposes” is a person who does not qualify for the in-state tuition rate.

(2) To qualify as a resident for tuition purposes:

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

(3) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he seeks the in-state tuition rate.

(4) With respect to a dependent child, the legal residence of such individual’s parent or parents is prima facie evidence of the individual’s legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parents are domiciled outside this state is not prima facie evidence of the individual’s legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.

(5) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:
• A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains his legal residence in this state.

• A person shall not be deemed to have established or maintained legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

• In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(6) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouses's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

(7) A person shall not lose his resident status for tuition purposes solely by reason of serving, or if such person is a dependent child, by reason of his parent or parents' serving, in the Armed Forces outside this state.

(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his resident tuition status because he or, if he is a dependent child, his parent or parents establish domicile or legal residence elsewhere, shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

(9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his domicile in this state shall be permitted to re-enroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has re-established his domicile in this state within 12 months of such abandonment and continuously maintains the re-establishment domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

(10) The following persons shall be classified as residents for tuition purposes:

• Active duty members of the armed services of the United States stationed in this state, their spouses, and dependent children.
• Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education, as defined in s. 228.041, and
their spouses and dependent children. HISTORY-S20, ch. 83-325, s. 82, ch. 84-336; s. 12, ch. 85-196.

Petitions for reclassification of residency status and all necessary accompanying documentation must be submitted to the Records Office before the first day of class for the term in which residency status is sought. Retroactive changes and refunds for prior terms will not be made.

**Student Course Loads**

A full-time student for fall and spring terms and session C of summer term is one who enrolls in 12 or more semester hours. Full time in A and B sessions of the summer term is six or more semester hours. Credit hours for courses audited are counted toward a full load. Students may not register for more than 19 semester hours in any term at SFCC, except with special permission. Students seeking permission to enroll in additional course work may inquire at the Records Office (Building R, Room 101). Permission is granted by the Associate Vice President of Liberal Arts and Sciences or a designee.
Audit Fees
Financial Aid
Official Withdrawal
Refund and Adjustment of Fees
Refund Policy
Final Drop Day
Social Security
Student Financial Obligations
Student Fees
Additional Course Fees
Audit Fees

Any student in the college may elect to audit a college credit course at the time of registration. A student may not switch from credit to audit or from audit to credit after the drop/add period. No credit is granted when the course is completed, nor can any be given at a future date. Audit students pay the same tuition fees, application fees, laboratory fees and special fees as credit students.

Financial Aid

Many students who need financial assistance are able to obtain help through scholarships, loans, grants and part-time work. Financial Aid Programs at SFCC include Federal Pell Grant, Federal Supplemental Opportunity Grant, Federal Work-Study, Federal Direct Student Loan, Florida Student Assistance Grant, Florida Bright Futures Scholarships and Federal Plus Loan.

These programs are financed by state and federal funds. Awards are made on an academic year basis and the amount of assistance is determined by individual need, student eligibility, and availability of the above funds. SFCC's Board of Trustees makes a number of scholarship awards to outstanding students, including their Academic Scholarship offered to the top 10 percent of Alachua and Bradford County public high school graduating classes, and Athletic, Creative Arts, and Speech/Debate scholarships. In addition, there are privately funded scholarships offered to SFCC students by Santa Fe's Endowment Corporation. Inquiries should be directed to the Scholarships Office, telephone 395-5470, Room R-217 in the student services complex.

Students are encouraged to apply for financial aid by March 15 for the following academic year starting with the fall term. Detailed information concerning financial aid applications and sources of aid is available in the financial aid brochure. You may obtain this information by calling (352) 395-5480, or writing the Office of Financial Aid, Building R-122, 3000 N.W. 83rd Street, Gainesville, Florida 32606, or by visiting the Financial Aid website at http://admin.santafe.cc.fl.us/~financialaid/

Official Withdrawal

A student may officially withdraw from one course or from the college prior to the late withdrawal deadline published each term in the college class schedule.

The withdrawal procedure is initiated by the student in the Office of Records and may affect the student’s athletic eligibility, financial aid or veterans benefits, as well as benefits received from other federal agencies. Students are required to obtain signatures from various departments in order to withdraw, and it is the responsibility of the student to deliver a completed withdrawal form to the Office of Records, Building R, Room 101.

Students will not be permitted to routinely withdraw from college preparatory courses (ENC 0020; REA 0010; MAT 0002; MAT 0024). Special permission for withdrawal must be obtained from the College Prep Advisor or Chairman.

The withdrawal procedure does not guarantee any refund of money, nor is it related in any way to the refund policy (see Refund and Adjustment of Fees).

Any student seeking an exception to the withdrawal policy must request a late withdrawal through the Office of Records, Building R, Room 101. Refunds past published deadlines are seldom given. Exceptions are by petition, and only documented extenuating circumstances are considered.
Refund and Adjustment of Fees

Students who wish to withdraw from the college or who seek refunds of fees paid should apply to the SFCC Office of Student Development, Building R, Room 101.

Refund/Repayment Policy

As a result of the Higher Education Act of 1998, a student who completely withdraws may be required to repay a percentage of Title IV Federal Financial Aid funds received.

College refund policy dictates that fees will be refunded in full for coursework dropped during the drop/add period or cancelled by the college. However, the federal refund/repayment policy supersedes the college refund policy for students receiving financial aid and completely withdrawing from the college.

For specific information about the changes call a financial aid counselor at (352) 395-5480 or visit the financial aid website at: http://admin.santafe.cc.fl.us/~financialaid/2005poli.htm#refund

Final Drop Day

Final drop day is the last day upon which a student may drop a course and be eligible for a full refund of fees paid for that course. Courses officially dropped will be removed from the student’s record. The final drop day will be scheduled so that every student will have an opportunity to drop a course on or after the first scheduled class meeting. Refer to the college class schedule for the deadline date for dropping courses each term.

If the college cancels a class at any time prior to its completion, the student’s enrollment in that class will be canceled and the student will be entitled to 100% refund of fees paid for that class, less any indebtedness to the college. The college will notify the student and the college will initiate the refund process.

Refunds will be processed after the fee refund deadline dates published in the college class schedule. While refund checks will be processed and distributed as soon as possible, a fair expectation for their receipt would be approximately two weeks after the deadline.

Social Security

Students should direct inquiries related to Social Security benefits to their local Social Security office. SFCC’s Office of Records will certify student enrollment for the Social Security Administration. Educational benefits are awarded through the Social Security office.

Student Financial Obligations

Student Financial Obligations Students shall be held responsible for their financial obligations to Santa Fe Community College. Accordingly, a student who is delinquent in satisfying such obligations shall not be permitted to graduate, register, receive a transcript for completed course work or benefit from other regular college services. Student financial obligations include, but are not necessarily limited to:

- fee deferments;
- delinquent loan payments (e.g. Short Term, Perkins, Nursing);
- unpaid matriculation, tuition, laboratory or other fees associated with registration;
- unpaid fines or penalties duly assessed by appropriate college authorities;
- checks drawn to the order of the college that have been returned because of insufficient funds or any other reason.
Any student who has paid for course registration fees with a check that is dishonored for any reason must make immediate restitution to the college. After determination by the Office for Finance that timely restitution is unlikely, the student’s registration will be canceled. In no instance shall the student’s enrollment be continued beyond the point where the dishonored check has been rejected by the bank on resubmission.

**Student Fees**

If you are not currently attending Santa Fe Community College you must submit one of the following to the Office of Admissions, Building R, Room 112:

- An original application with $30.00 fee, if you have never submitted a credit application to SFCC. Or
- A readmit application if you have previously submitted a credit application.

Students registering for SFCC credit courses during fall, spring, summer A, summer B or summer C terms pay the following fees:

- Florida Residents $50.45 per credit hour
- Non-Florida Residents $187.95 per credit hour

*(Refer to the college class schedule for any changes in student fees.)*

Laboratory fees may be required for some courses. These fees are listed in the college class schedule published each term.

All fees must be paid by the date published in the college class schedule each term. Failure to pay fees by this deadline will result in cancellation of registration.

The course fee assessed for vocational contact hour courses shall be set as follows:

- Postsecondary adult vocational courses:
  - Residents $40.80
  - Non-Residents 162.90

**Additional College Credit & Preparatory Course Fee**

**Additional College Credit Course Fee**

An additional fee will be assessed to students enrolling in a college credit course more than two times. The additional fee to be assessed shall be equal to the amount of the non-resident tuition fee.

**Additional College Preparatory Course Fee**

An additional fee will be assessed to students enrolling in certain college preparatory courses more than two times, in order to meet the state requirement to pay 100 percent of the instructional cost of the course. The additional fee to be assessed shall be equal to the amount of the non-resident tuition fee. Provisions shall be made for procedures to provide for exemptions for extenuating circumstances.
Academic Resources
Behavioral Science Classes (SLS)
Bookstore
Career and Job Placement Services
Career Resource Center
Center for Student Leadership & Activities
Counseling Center
Community Outreach Programs
Florida’s Office for Campus Volunteers (FOCV)
Health, Exercise and Sports
Honor Society
International Students
Library
Little School
Parking and Traffic Regulations
Petitions Committee
Disabilities Resource Center
Student Conduct Code
Veterans Services
Academic Resources Division

Academic Resources Department
In support of academic achievement, SFCC provides learning labs that offer individualized academic support in mathematics, reading and writing. This service is offered to students at all levels. Students may be referred to the labs by instructors or may seek additional help independently. Lab instruction is offered on a one-to-one basis or in small group sessions and is free of charge to SFCC students.

The ESL program provides instruction in the spoken and written language for non-native English students. Students participate in small-group instruction and individual practice to develop the English language skills needed to succeed in academic and vocational classes. Listening, speaking, reading, writing and cultural adaptation are emphasized.

The CLAST Lab provides pre-CLAST testing and review of all CLAST skills for students preparing to take CLAST for the first time and those remediating after failure of any subtest. Students are required to complete remediation in the CLAST Lab prior to retesting. A fee is charged for CLAST retakes.

The Learning Labs are located at:
CLAST Lab .................................................................R-02
ESL Lab .................................................................I-01
Mathematics Lab .......................................................G-014
Reading Lab ..............................................................G-36
Writing Lab ..............................................................G-006

Educational Media
The SFCC Media Center offers faculty, staff and students audio-visual services as well as television studio, media lab, photography and film library facilities and services. Audio-visual equipment and materials for the classroom can be arranged by calling or visiting the AV Office, Building P, Room 141. Viewing rooms are available.

Behavioral Sciences
The Behavioral Sciences Department provides quality instruction for students at Santa Fe Community College in several important areas. These areas include Life and Career Development, College Success, Living Effectively in Today’s World, Leadership Development Studies and Standards of Academic Progress. The focus of these courses centers around areas which contribute to: student growth, academic accomplishment, decision making, awareness of the world around them, enlightened life and career choice, a working knowledge of college systems, and a greater self understanding.

Bookstore
The Santa Fe Community College Bookstore is located in the Wattenbarger Student Services Building.

The bookstore carries new and used textbooks, school and art supplies, SFCC logo clothing, academically priced software, gift items, bestsellers, reference books and convenience items. Please visit our web site at santafecc.bkstore.com.
Book Buyback

1. The best time to sell used books is during finals week.
2. We will pay you 50% of the books selling price, if it was requested by your professors for required use next term and the bookstore is not overstocked.
3. If a book does not meet the preceding criteria, the price we pay are based on current national demand.
4. Study guides and workbooks must be “like new” without any writing on their pages.
5. All books must be in good condition.
6. Some books have little or no monetary value. Out of print books and old editions are not in national demand and we can’t buy them.

Hours

Fall & Winter:
Monday-Thursday 7:30 a.m.-5:00 p.m.
Friday 7:30 a.m.-4 p.m.

Summer:
Monday-Friday 7:30 a.m.-4:00 p.m.

For the first 4 days of each term extended hours:
7:30 a.m.-7:30 p.m.

Refunds

A full refund will be given during the 1st week of class, with a receipt. After the first week, a full refund will be given up to 30 days after start of classes, with a receipt, if:
• within 2 days of purchase or
• with proof of schedule change.

All other textbook refunds within the first 30 days will be honored at 75% of the purchase price, with a receipt:
• textbooks must be in original condition.
• refunds for summer and special course sessions will be accepted for ONE WEEK ONLY after the start of class.

All merchandise other than textbooks, may be refunded anytime with a valid receipt. Without a receipt, a merchandise credit will be issued at the current selling price. Cash back on merchandise credits will not exceed $10.00. Refunds will be given in original form of payment.

Exception: Custom course materials, outlines, study guides, magazines and prepaid phone cards. Software must be unopened for exchange or refund. Open software may be exchanged for the identical item only.

Please visit us online at santafe.cc.fl.us

Career and Job Placement Services

Career and job placement services are provided for students and graduates. Counseling and instruction regarding career opportunities, résumé preparation, conducting effective job searches and employability skills development are available. Students are actively assisted in
obtaining part-time or full-time employment. The coordinator of this program is responsible for employer development. Business, industry and government agencies are encouraged to list job opportunities with this office. Many community employers take advantage of this free service to meet their human resources needs. Job opportunities are posted on a bulletin board located on the second floor of Building S. Referral information for these job listings is accessible from the computer terminals located in the Career Counseling Center, Building S, Room 254. Internet access for career opportunities and information is also available.

Career Resource Center
The Santa Fe Career Resource Center maintains informational resources to assist students in choosing career goals, majors, colleges, and life directions, and to learn the steps that lead toward those goals. We offer computerized assessments of a person’s interests, values, personality and other relevant factors. These are used to suggest career fields that may be worthy of investigation. Our assessments do not attempt to prescribe the “right job,” no program can do that well. Instead they lead to information about oneself and career possibilities to enable better-informed and well-considered career decisions. Assistance in searching for colleges, scholarships, and potential employers is also available. The CRC is located in the Career Counseling Center, Building S, Room 254.

Counseling Center
The Counseling Center is an integral part of the Career Counseling Center. Career counseling, academic counseling and study skills assistance as well as personal counseling and crisis intervention are provided. Information and referral services are also available for students, faculty and staff. Counselors work closely with student development related programs to encourage students to set clear and achievable career goals and to promote the fulfillment of these goals through career planning and follow up. Personal counseling and crisis intervention provide support on a short term basis for students in immediate need. Information about professional services in the community is provided at the Counseling Center. The center is part of the Trauma Response Team at Santa Fe and provides needed comfort to students and families in time of crisis.

The Counseling Center is an active participant in various workshops to provide information and skill building to a variety of student and faculty groups. Workshops are offered in study skills, career planning, résumé writing and interview skills, motivational skills and many other topics of interest to students and the community. The Counseling Center also fosters positive healthy lifestyles through the dissemination of drug, alcohol and dietary disorder.

An experienced and well trained staff of counselors is available to serve students. Visit the Wattenbarger Student Services Building, room 254 or call (352) 395-5508.

Community Outreach Programs
Community Outreach Programs are funded through grants and contracts, and are part of the Division of Student Affairs. The programs serve a diverse group of students starting with 6th graders and going on through students enrolled at SFCC as well as members of the community. A wide variety of services are provided such as academic preparation and advisement, career planning and counseling, job seeking information, developing life skills, cultural enrichment opportunities and some limited financial assistance. The programs are offered in a number of locations at various times of the day and week.
College Reach-Out Program / CROP
This program works to strengthen the educational motivation and academic preparation of targeted low-income and educationally disadvantaged students in grades 6-12 who desire and may benefit from a postsecondary education. The program identifies students who do not realize the value of postsecondary education and who have not developed basic learning skills. It counsels students and their parents on the benefits of postsecondary education, and provides supplemental instruction. Services include after-school programs offering tutoring, basic skills remediation and study skills instruction, as well as cultural and campus visits. CROP also offers a five week summer academic enrichment program located on campus. The program office is located in R-203; please call 395-5780 for further information.

Displaced Homemaker Program
Focus on the Future The Displaced Homemaker Program: Focus on the Future offers confidential assistance to homemakers who are 35 years of age or older, who lack skills or experience in today's job market and have lost family financial support due to separation, divorce, or spouse's death or disability. The program provides instruction in

1. personal growth and development including: self esteem building, financial planning, stress and time management and goal setting;
2. career assessments and exploration; and
3. employability skills including: applications, resumes, professional image, interviewing and job retention.

Individual and career counseling are also available to help people make the transition to independence through personal advancement, further education or employment. Free month-long classes and special workshops are scheduled throughout the year.

Call the Displaced Homemaker Program: Focus on the Future at (352) 395-5047 for further information.

This program is made possible by a grant from the State of Florida, Agency for Workforce Innovation.

Student Support Services
The Student Support Services program provides an array of services designed to increase the retention, graduation and transfer rates of first generation college students (neither parent has a bachelor's degree), students receiving financial aid and students who are disabled. The services provided include academic, transfer, financial, career and personal counseling as well as tutoring in all academic areas. For more information stop by Room L-69 or call (352) 395-5068.

Student Development
Success Services
This program assists the following students who wish to enroll and/ or are enrolled in high-wage Vocational Certificate and/ or Associate of Science programs: nontraditional students (formerly served by the Gender Equity Program); single parents including single pregnant women, displaced homemakers (formerly served by the Focus on Careers Program) students with disabilities and economically disadvantaged students. Individual orientation sessions are offered with a focus on career planning and academic goal setting. In addition, information regarding available college and community resources is presented. Assistance is also
provided in securing employment by ensuring access to current job postings and by employability skills resources on job search, resume and interview preparation. The program provides eligible participants with limited financial assistance (in conjunction with other college and community resources) for tuition, books and supplies. The program is located at S-251, please call 395-5416 for further information.

**Educational Talent Search**

This federal TRIO program assists rural high school students, grades 9-12, from 15 high schools and one middle school in a nine county area in North Central Florida. Special consideration is given to students who are low income and potential first generation college students to complete their secondary education and enroll in a postsecondary program. Services include academic advising and course selection, college entrance exam preparation, and workshops on motivation, study skills and test anxiety. Students and their families are also assisted with applications for college and financial aid. Field trips to colleges and cultural events are provided. The program is administered by SFCC, in cooperation with Central Florida Community College (Ocala) and Lake City Community College (Lake City). For further information, please call (352) 395-5960 or outside the Gainesville area, call (800) 399-5960 toll free.

**Upward Bound**

A Trio Program that prepares selected students from Newberry High School and Bradford High School to successfully compete for post secondary education opportunities. Its focus is to generate strong academic skills and motivation in program participants through the following services: Supplemental instruction in college prep courses and study skills; college entrance exam preparation; cultural events exposure, college campus visits; personal, academic, and career counseling; and the development of leadership and social skills through participation in joint programs with other Trio Programs. The program also sponsors a six-week, non-residential summer enrichment program. Students must meet federal eligibility criteria set by the U.S. Dept of Education. The program office is located at the Northwest Campus. For further information, please call (352) 395-7357 or see the Upward Bound portion of SFCC web-site (www.santa fe.cc.fl.us).

**Work Exploration Center**

The Work Exploration Center, accredited by CARF (Commission for Accreditation of Rehabilitation Facilities), provides comprehensive vocational evaluation services, employee development services and community employment services to persons who are unable to obtain and/ or maintain suitable employment due to disabilities, undefined or poorly defined vocational goals, limited employment skills, limited knowledge of skill levels or limited understanding of the meaning, value and demands of work. Community employment, vocational training or college training are the desired outcomes. The center is located in Building I, Room 40, (352) 395-5265.

**Ethnic Diversity and Outreach Programs**

The Office of Ethnic Diversity provides the following student support services:

- academic advisement
- career counseling
• personal counseling
• one-to-one tutoring
• mentoring program
• computer/study lab
• assistance with course selections and registration
• assistance with financial aid applications
• recruitment for summer enrichment program

The six-week summer College Achievement Program (CAP) is established and administered through the Office of Ethnic Diversity to prepare selected high school graduates with the necessary skills to meet college entrance requirements. Students who participate in the Summer Program must enroll full-time for the following academic year.

For further information, students are encouraged to visit the Office of Ethnic Diversity, Wattenbarger Student Services Building, room S-229 or call (352) 395-5486. Visit us online at: http://admn.santafe.cc.fl.us/%7Eethnic/

Disabilities Resource Center
Disabilities Resource Center Students with disabilities are welcomed into the complete process of learning at Santa Fe Community College. Students who are disabled and wish reasonable accommodation must register with the Disabilities Resource Center (DRC) in Building S, room 112, phone (352) 395-4400 (voice/ TDD). Documentation diagnosing the disability and indicating its impact on daily life functions must be provided. The DRC works with the individual student to provide reasonable accommodation to access the college’s facilities and academic programs. The DRC assists in arranging for special equipment to meet the needs of students with disabilities. Handicapped parking permission may be obtained from the SFCC Police Department.

Florida’s Office for Campus Volunteers (FOCV)
Florida’s Office for Campus Volunteers is a statewide resource center that assists college and university students in community service endeavors. FOCV offers free consultations and resources for student-based groups such as student government, service clubs and honor societies. FOCV also provides funding and technical assistance to student groups wanting to establish or enhance service programs in their community.

Call FOCV at (850) 922-2922.

Health, Exercise and Sports
Athletics - SFCC offers intercollegiate athletics for men (basketball and baseball) and women (basketball and fast-pitch softball). NJCAA and FCCAA institutional memberships provide a high level of competition for those students wishing to participate. Visit us online at http://inst.santafe.cc.fl.us/~hes/

Intramurals - The SFCC Intramural Program offers one-on-one fitness counseling in the college fitness center as well as organized flag football, basketball and volleyball leagues. An intramural aerobics class is offered Monday, Wednesday and Friday during the noon hour on the main gym floor. Weight lifting contests are held during the fall,
spring and summer terms. A variety of ongoing fitness challenges, such as a rowing, bicycling and running triathlon, are held in the fitness center throughout the year.

**Fitness Center** - The Santa Fe Fitness Center is a “State of the Art,” fitness facility offering students, faculty, and staff a variety of wellness options. The SFCC Fitness Staff offers one on one instruction in the use of a wide variety of aerobic equipment, free weight training, and Cybex Selectorized Resistance Machines. Individual fitness programs are available for students, faculty, and staff. Individual fitness testing ranging from body composition to cardiorespiratory fitness is available by appointment.

The SFCC Fitness Center is open:
Monday through Thursday from 7AM to 9PM, and
Friday from 7AM to 6PM.
For further information, please contact John Feiber at 395-5549 or visit room V-33 in the Gym or online at [http://admin.santafe.cc.fl.us/%7Efitness/index.htm](http://admin.santafe.cc.fl.us/%7Efitness/index.htm).

**Honor Society**

Phi Theta Kappa is the International Honor Society for two-year colleges. The chapter at Santa Fe Community College is one of over 1200 chapters. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service; an intellectual climate for the exchange of ideas and ideals; lively fellowship for scholars; and the stimulation of interest in continuing academic excellence. Membership is extended by invitation to those students who have completed at least 12 semester hours of college work at SFCC and have at least a 3.50 grade point average based on those courses.

Students interested in Phi Theta Kappa should contact Ed Braddy in G-14B at (352) 381-3863 or Howard Meeker in I-109 at (352) 395-5586.

**International Students**

Santa Fe Community College is authorized by United States Immigration and Naturalization Service (INS) to enroll non-immigrant alien students. These students are required to complete an international student application. Applicants are also required to submit proof of high school graduation and official transcripts from any postsecondary school(s) attended. If three years of English study can not be verified on the transcripts, applicants must submit a minimum score of 400 on the Test Of English as a Foreign Language examination (TOEFL). In order to be issued a Form I-20 (Certificate of Eligibility for Non-immigrant F-1 Student Status), applicants must provide evidence of financial responsibility and verify that they have sufficient funds to pay full college matriculation and tuition fees, textbook costs, medical and living expenses. College financial aid is not available to non-immigrant students. A non-immigrant student may not be employed while attending college in the United States, unless permission has been granted by the INS. Normally, employment is not granted, although occasionally, on-campus employment is authorized.

All necessary paperwork for admission must be received in the International Student Services Office by the deadline for the term. Application deadlines are as follows:
APPLICATION DEADLINES FOR INTERNATIONAL STUDENTS

- FALL 2001 TERM, July 20, 2001
- SPRING 2002 TERM, November 30, 2001
- SUMMER 2002 TERM, April 5, 2002

To maintain non-immigrant student status, students must enroll for a minimum of 12 credit hours every term, excluding summer. Failure to maintain enrollment will result in the loss of student status and possible deportation. Santa Fe has an International Student Services Office to assist international students in making the transition from their home countries to Santa Fe Community College. The staff will gladly assist students with immigration regulations, educational planning, personal problems, and other areas of concern.

Santa Fe does not provide on-campus housing; however, a guide to area housing is available upon request. The International Student Services Office is unable to make rental reservations, negotiate lease agreements or act as an agent for the students. Referral information is made available solely to aid students in their search for housing. International students desiring more information may contact the International Student Services Office, Building R, Room 102, phone (352) 395-5504.

Library

The SFCC Library is committed to providing the highest quality resources, services and library instruction, to students, faculty and staff. The library team will help you explore and use the book collection, journals and magazines, electronic databases, multimedia materials, Internet sites and more. All resources are accessible through the library website at http://cisit.santafe.cc.fl.us/~library. Computers for student use are available on both floors of the library as well as in the lab, located in P-236. Services include reference, circulation, interlibrary loans, course reserves, and orientation. Library instruction is provided one-on-one as needed and to classes by request from faculty. The library also offers the following credit courses: LIS 1002, “Electronic Access to Information,” and LIS 2004, “Internet Research.” LIS 2004 is an Open Campus course, while LIS 1002 is available both onsite and through Open Campus. Both courses are 1 credit each.

The library is located in Building P. Hours of service are 7:45 a.m. - 10 p.m. Monday - Thursday, 7:45 a.m. - 4:30 p.m. Friday, and noon-6 p.m. on Sunday. Holiday hours are posted as needed. The new library building, located in the northeast section of the campus, will open for Spring Term, 2002.

Santa Fe Little School

The Santa Fe Little School offers a developmentally appropriate program for children ages 14 months to 5 years. The Little School is located on the Northwest campus near the Santa Fe Teaching Zoo. The Toddler Program (14 months-approximately 2 years) and the Transition Program (approximately 2 years-3 years) are both open from 7:30-4:30. The Preschool Program is open from 7:30-5:30. We are open 12 months a year and enroll children from college-affiliated families as well as children from families who are not affiliated with the college. We belong to the USDA Food Program and serve a nutritionally balanced breakfast, lunch, and afternoon snack in a family-style atmosphere. Santa Fe Little School has been accredited by the National Academy of Early Childhood Programs since 1990 and we are a Gold Seal Program as recognized by Child Care Resources. These acknowledgements by outside agencies validate the quality of our program.
Santa Fe Little School is also an educational training site for Santa Fe Community College students who are learning to work with young children. Students enrolled in Child Development programs such as those earning the Child Development Associate (CDA) Certificate and those completing the Associate of Science (A.S.) Degree in Child Development, students taking Developmental Psychology courses, and Nursing students spend many hours at the Little School. They observe and critique, test their skills, engage the children in carefully created developmentally appropriate activities, and provide lots of extra adult attention for the children.

Please call 395-5598 or visit our web site at: http://inst.santafe.cc.fl.us/%Echilddev/ for more information. Visitors are welcome.

Parking and Traffic Regulations

The Santa Fe Community College Police Department has authority to enforce any and all traffic regulations of the state as relating to Santa Fe Community College. Santa Fe police also enforce the regulations concerning the operation of motor vehicles and parking on campus:

1. Maximum speed on college roadways is 20 mph.
2. Parking is permitted only in designated areas not marked and reserved for special use (e.g., disabled, service vehicles, bus stops).
3. All pertinent traffic laws of the State of Florida will be enforced.

Citations

Parking citations are issued under Santa Fe Community College’s Parking Rule 6.8, which makes the owner of the vehicle responsible for violations. Citations are to be paid to the college cashier, Building F, 8:15 a.m. to 3 p.m., Monday through Friday. An owner/operator who wishes to contest a citation has three working days after the violation to file a petition with the Petition Committee Coordinator in the Student Center. The petitioner forfeits the right to petition after the three-day period.

A person with two or more unpaid citations could receive any or all of the following penalties: the prohibition of the owner/operator from further registration, the withholding of transcripts, and the vehicle being booted or towed away at the owner’s expense.

Reserved Parking

Santa Fe Community College does not require a decal or charge a fee for student parking; however, the college does provide reserved parking for its faculty and staff. The parking areas for faculty and staff are marked with the word “Reserved” and the lots are outlined in blue.

Parking for the Disabled

Santa Fe Community College provides reserved parking spaces for people with disabilities. The spaces are marked with the international blue and white handicapped signs, and the curbs and lines are painted blue.

The Police Department will issue a special Handicapped Parking Permit to those in need of temporary parking. For those in need of handicapped parking for more than one term, an application should be made to the State of Florida for a permanent parking permit.

Tow-Away Zones

Because of safety concerns, certain areas on campus have been marked as tow-away zones. Vehicles parked in these zones will be towed.
Bicycle, Skateboard, Scooter, Roller and In-line Skate Regulations

Bicycle traffic shall be restricted to those roadways open to motor vehicles. Sidewalks, passageways, concourses and hallways are closed to bicycle traffic unless clearly designated for such. Skateboards, scooters, roller skates and in-line skates may not be ridden anywhere on the property of Santa Fe Community College. Reasonable and necessary use by disabled persons is not prohibited by this rule.

Petitions Committee

Students who withdraw from one or more classes after the Last Date to Drop and Receive a Refund for reasons of extreme hardship that can be documented, may consult the Office of Records (R-101) about petitioning for removal of the course record and refund of fees. Conditions under which the College may refund fees are outlined in Florida State Rule 6A-14 as follows: “100% of the tuition and registration fee is refunded if a student withdraws from course due to circumstance determined by the college to be exceptional and beyond the control of the student, including but not limited to: illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s). Death of the student or death in the immediate family (parent, spouse, child or sibling). Involuntary call to active military duty. A situation where the college is in error. The college initiated a course or section(s) change. Other circumstance that may be approved by the College President or his/her designee(s)”.

Petition forms are available in the Records Office, Building R, Room 101. The student is expected to present a clear and convincing written rationale along with supporting documentation for the petition. Written support from physicians, instructors and others may be necessary. Each petition is considered on an individual basis.

A student may also petition to change the status of a class registration from credit to audit or from audit to credit. A clear reason for the petition needs to be stated, and any supporting documentation provided. The instructor must provide written support for the petition before the committee will consider it.

The SFCC Petitions Committee meets weekly to consider student petitions. Students submitting petitions are welcome to appear before the committee at the time their petitions are heard. Notification of the committee’s decision is made by mail.

Student Conduct Code

Students enrolled at Santa Fe Community College are expected to conduct themselves in a manner that will reflect credit on the college, the community and themselves. Each student is advised to become familiar with and to abide by the general regulations and rules of conduct listed in the SFCC Student Handbook, which includes the Student Conduct Code, located in the vice president for educational services’ office in Building F, room 250. If found guilty of a violation of any of these rules, a student may be subject to one or more penalties as described in the SFCC Student Handbook, in accordance with procedures adopted by the college’s president for handling student disciplinary cases.

Center for Student Leadership and Activities

The Center for Student Leadership and Activities is located in S building and is committed to creating and supporting opportunities for student involvement in campus and community activities. Components of the Center include Student Government, the Leadership Institute, the Multicultural Student Center, and the Student Health Care Center. Funding and support
for Intercollegiate Athletics, Intramurals, and Creative Arts Programming is also provided through the Center.

Offices for Student Government and the many campus clubs and organizations are located within the Center for Student Leadership and Activities. The Center also houses a recreation room, a TV room, computer workstations, and student meeting rooms.

The services provided within the Center include; student identification cards, notary, access to FAX, printers and scanners, TI-83 calculators and other equipment loans.

**Student Government (SG)**

**Student Government** is the representative body for students at Santa Fe Community College. It provides students a voice to the College administration through active participation in institutional decision-making. SG is comprised of three branches: an Executive Board, a Student Senate, and the Student Programming Board.

**The Executive Board** is elected each spring by the student body, and charged with the overall administration of SG. The four executive board officers serve on various committees where they represent students’ interests to the College administration.

**The Student Senate** is comprised of representatives from student organizations and at-large members representing the general student populace. As the legislative body for SG, the Senate votes on resolutions, fund allocations, and approves the charters for new student organizations. Senate meetings are held each Wednesday, 4pm in S 29/30 and are open to everyone.

**The Student Programming Board** (SPB) puts on large-scale programs open to all students. A sampling of this year’s programs include Welcome Back, Fall Fest, SFCC Pageant, Spring Fling, Winter Crafts Fair, and Alternative Spring Break. The SPB’s leadership team is always looking for additional members to help put on these fun programs.

For more information on SG, visit their offices in S-147 or visit: [http://student.santafe.cc.fl.us/~stuorg/stugov/](http://student.santafe.cc.fl.us/~stuorg/stugov/)

**Multicultural Student Center**

The Multicultural Student Center is located in S-0134 and provides services to International and Multicultural Students enrolled at Santa Fe Community College. Information is also provided through the Center to prospective students interested in continuing their education at Santa Fe. Students are assisted with a variety of counseling services including: academic advisement, study skills, the career decision-making process, cultural adjustment, and personal counseling. An additional service to students includes referrals to a variety of on and off campus resources. Academic, social, and cultural activities are planned for International and Multicultural students to assist them with the adjustment to college life at Santa Fe Community College. For more information about the Multicultural Student Center call (352) 395-5807.

**Leadership Institute**

The Leadership Institute is located within the Center for Student Leadership and Activities. The Institute educates students about leadership theory, principles, and applications through seminars, workshops, and classes for academic credit. Through involvement in leadership training, students have the opportunity to develop their personal capacity for leadership while developing skills necessary for success in today’s global community.
Student Health Care Center

The Student Health Care Center is a collaborative venture between Santa Fe Community College and the University of Florida. It was opened to help meet the educational and medical needs of Santa Fe students. The Center is active in promoting a wellness lifestyle, which encompasses an individual's physical, emotional, environmental, social and spiritual health. No appointment is necessary for a student to be seen except for smoking cessation counseling or HIV testing. Services are available to SFCC students only with most services for free. The center is staffed by a Registered Nurse and a part-time health educator and is located in S Building, Room 120. The nurse can be reached at (352) 381-3777 or at student.health@santafe.cc.fl.us.

Veterans Services

All veterans and other eligible persons are encouraged to call or visit the SFCC Veterans Affairs office located in Building R, room 103 on the Northwest Campus. Santa Fe Community College is approved for the education and training of veterans and other eligible persons under all public laws now in effect. Students who may be eligible for educational benefits under any United States Veterans Affairs program are urged to contact the SFCC office as soon as application is made to the college. Students expecting to receive benefits must also file an application for USVA benefits at the Santa Fe Community College Veteran's Affairs office. The college's Veteran's Affairs office will certify the student veteran for educational benefits based on the student's registration for class attendance each semester. The student veteran is given a registration slip to the SFCC Veteran's Affairs office each semester the student desires to be certified for educational benefits. The United States Department of Veterans Affairs determines eligibility for educational benefits based on documents provided by the SFCC Veterans Affairs office.

The SFCC Veterans Affairs office has been established to help campus veterans and other eligible persons attain their educational goals and to help them in applying for educational benefits. The office will provide eligible persons with information on programs and offerings such as work study, tutorial assistance and solving USVA related eligibility issues. xxxrelated eligibility issues.

Standards of Conduct

Conduct standards for veterans at SFCC are the same as those for all students and are set forth in the Student Handbook. If a veteran is suspended or dismissed from the college, action will be taken by the college to terminate the veteran's VA educational allowance.

Credit Awarded for Armed Services Educational Experiences

Veterans and other eligible persons have all prior credit/prior military credit evaluated and the equivalency credits recorded in the student's folder and permanent record. Cumulative permanent academic records are kept on the common transcript form showing all credits attempted and earned to include grades earned, incompletes and withdrawals.

In recognition of the academic and technical content of many military educational experiences, Santa Fe Community College will grant credit for military education. Credit awarded must be recommended as suitable for postsecondary credit by the American Council on Education’s Guide to the Evaluation of Educational Experiences in the
Armed Service (ACE Guide), and be applicable to the student’s program objective. Credit will be awarded provided the current catalog lists comparable courses and/or the student has not already earned credit for the particular course. After enrollment in the college, the student must initiate the request for such credit by providing the appropriate documentation to the SFCC Veterans Affairs office for review. Recommendations in the ACE Guide are advisory in nature and are not binding upon the college.

Deferred Tuition Payments

Deferment of tuition for veterans and other eligible program participants is set forth in Statute 240.345; 6A-14.054, Florida Administrative Code. The F. A. C. allows eligible program participants one 60-day deferment for the payment of registration fees in each student academic year. This deferment may be extended or granted more than once an academic year due to educational benefit payment delays beyond the control of the eligible Santa Fe Community College student. Each eligible student who receives a deferment shall first sign a promissory note made payable to the college for the amount of the deferred fees. Such notes are exempt from the State of Florida documentary stamp requirements.

Students receiving a tuition deferment shall be required to pay the amount due by the due date for EVERY class deferred. Students may petition for late withdrawal if they have stopped attending a class; however, the tuition for each deferred class must be paid first.

Standards of Progress

In compliance with the United States Department of Veterans Affairs regarding veterans and other eligible persons’ attendance, progress and certification, the following procedures are to be followed:

I. Attendance

The IHL program participant must notify the Santa Fe Community College Veterans Affairs office of any change in student status. Student withdrawal from a class will be reported to the USVA within 30 days of the withdrawal. The NCD program participant enrolled in a vocational certificate program who accumulates three (3) or more unexcused absences during any calendar month will be interrupted for USVA benefits. The USVA will be notified by the college’s VA office to suspend benefits due to lack of attendance. Three unexcused tardies will count as one absence.

II. Academic Progress

The program participant’s rate of progress toward his or her educational goal is as follows:

The program participant may be certified to repeat a course in which an unsatisfactory grade has been received. USVA educational benefits will be terminated when the student’s GPA is below 2.0 for two consecutive terms. The college’s Veterans Affairs office is available to assist program participants in reinstatement of educational benefits following successful completion of one semester attaining above a 2.0 GPA. Program participants are encouraged to seek academic advisement, attend tutorial labs or seek assistance from the college’s Veteran’s Affairs office to avoid academic suspension of USVA educational benefits.
Reporting of Academic Progress

The USVA prohibits payment of educational benefits for auditing a course or for a course not used toward graduation requirements, including any course from which the student withdraws, unless there is a finding of mitigating circumstances causing the withdrawal.

All W grades are considered to be punitive and will be reported as required to the USVA. The USVA may adjust the amount paid to the program participant when W grades change the student status to less time attended, such as from full time to three-quarter time. The payment of adjustments is retroactive to the first day of the term in which they are recorded, unless mitigating circumstances are submitted and accepted by the USVA.

All incomplete (I) grades must be completed in accordance with college policy. A student may not register for a course to make up an incomplete grade. The program participant must complete the course requirements within one semester, changing the incomplete to a letter grade.

Mitigating Circumstances

Mitigating circumstances are situations that directly hinder a program participant’s pursuit of a course and are judged to be beyond the student’s control. Students are encouraged to contact the college’s Veterans Affairs office to discuss mitigating circumstances and to file them with the USVA. The following are some general categories of mitigating circumstances (the list is not all-inclusive):

1. Serious illness of the program participant or in the program participant’s immediate family;
2. Financial obligations which require a change in terms, hours, or placement of employment precluding pursuit of a course;
3. Discontinuance of a course by Santa Fe Community College;
4. Active duty in military service, including active duty for training;
5. Actions by the program participant such as seeking tutorial assistance, SFCC Veterans Affairs counseling, and/ or Santa Fe Community College academic counseling in an attempt to remedy the unsatisfactory work before withdrawal or completion.

General Information

The Montgomery GI Bill and other eligible programs conducted by the United States Department of Veterans Affairs offer many first generation college students a way to pay for their college education. Generally, students should not expect to receive educational payments for up to 90 days when applying for benefits for the first time, although payment is made as of the first day of class. All program-eligible students are encouraged to apply for student financial aid and all eligible military veterans are encouraged to apply for the financial aid to enhance their GI Bill-earned educational benefits.

All program-eligible participants have tutorial assistance and work study available, provided by the USVA, and are encouraged to learn more about these programs by contacting the college's Veterans Affairs office at (352) 395-5505. Students are also encouraged to notify the college's VA office when there are any problems with educational benefits.
Program participants are encouraged to monitor their educational benefits by contacting the Atlanta Regional office of the United States Department of Veterans Affairs at (888) 442-4551 or (888) GI BILL.
Academic Objectives and Attendance
Academic Standards of Progress
College Preparatory Program
Cooperative Education
Degrees and Graduation
Florida’s Statewide Course Numbering System
Grades and Reports
Academic Honors List
Honors Program
Individual Study
Military Science
Sixty Plus Fee Waivers
Specialized Group Study
Testing and Examinations
Tech Prep Acceleration Credit
Advanced Placement
Articulation Agreement for the International Baccalaureate
Academic Objectives and Attendance

Students are responsible for satisfying the entire range of academic objectives as they are defined by the instructor in any course. Attendance requirements are included within the academic objectives of each course. These objectives shall be presented in writing by the instructor at the beginning of each class. Absences shall count from the first class following registration. Lateness or leaving early may be considered as absences. Failure to satisfy any of the course objectives may have an adverse effect on the grade earned in the course or may result in the student’s receiving no credit in the course.

Academic Standards of Progress

Santa Fe Community College is responsible for providing its students with a learning-centered environment that includes educationally sound, high-quality programs offered in an economical and efficient format. The continuation of students who lack the ability, preparation or maturity to succeed is inconsistent with the college’s mission and its responsibility as a tax-supported institution.

A student’s standing at Santa Fe Community College will be determined by the relationship of hours attempted to grade points earned. To be considered in good standing and continue successfully toward a degree, a student must earn the grade points necessary to maintain a 2.0 (C) cumulative grade point average while at Santa Fe.

Grade Point Deficit

A grade point deficit is the difference between the grade points needed for a C average and the grade points earned on hours attempted. The following examples demonstrate this concept. It should be noted that a student can go from a position of good standing to academic warning, probation or suspension within one term.

Example 1
New student in first term:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Attempted Hours</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

To remain in good standing, a C average, which is equal to two grade points per credit hour, must be maintained. The total credits attempted multiplied by two will establish the minimum number of grade points needed. From the grade record listed above on 12 credit hours, 12 times two (for a C average) = 24 grade points. Since 30 grade points were earned, this student is in good standing.
Example 2
Same student as example 1, but in second term:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Attempted Hours</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>2 multiplied by 4 = 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>&quot; &quot; 3 = 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&quot; &quot; 4 = 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&quot; &quot; 4 = 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 = 11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This student earned 11 grade points in the second term. Added to the 30 grade points from the first term, the student has earned 41 grade points. For the 27 credit hours attempted (12 + 15 = 27), the student would need 54 grade points (27 times 2) to maintain a C average. Therefore, this student has a 13 grade point deficit (54 - 41 = 13) and will be placed on academic probation.

Example 3
New student in first term:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Attempted Hours</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>0 multiplied by 4 = 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&quot; &quot; 3 = 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>&quot; &quot; 3 = 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>&quot; &quot; 3 = 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13 = 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this example, the student earned six grade points on 13 semester hours. Thus, 13 times 2 = 26 grade points needed for a C average. Since only six grade points were earned, this student would have a 20 point grade point deficit and, therefore, would be suspended after just one term.

Academic Warning, Probation and Suspension

To complete degree and certificate program requirements, students must meet SFCC’s Standards of Academic Progress:

- Students with less than a 2.0 GPA will be placed on academic warning if they have a grade point deficit of one to nine points.
- Students with less than a 2.0 GPA will be placed on academic probation if they have 10 or more, but fewer than 20, deficit points.
- Students with 20 or more deficit points will be suspended for one full semester (16 weeks).
- See the description of the Standards of Academic Progress (SLS1531) course at: [http://admin.santafe.cc.fl.us/~course/](http://admin.santafe.cc.fl.us/~course/)

This course is intended to help suspended students return to college successfully. Students readmitted after their suspension term or those who receive suspension overrides should enroll in this course.
Withdrawals

A student may have only three attempts per college level course including original grade, repeat grades and withdrawals.

The student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

State law requires that on a third attempt, a student must pay the Non-Florida Resident cost of tuition. Occasionally, a petition for fee reduction may be granted by the Registrar for documented cases of extreme hardship. A petition for waiver of the full fees must be requested before the end of drop/add for the term or session in which the course is attempted for the third time. No waivers are granted retroactively.

Academic Dismissal

A student returning after suspension will be on probation. If, at the end of the term he or she returns, the grade point deficit is still 20 or more, the student will be dismissed from the college. Such a student is not eligible to be readmitted to the college for a minimum of one full calendar year. After that time has passed, the student may petition the college for possible readmission. Favorable action is dependent upon clear written evidence of factors that indicate promise of successful performance.

Exception to above rule: A student who earns a semester gpa of 2.5 or higher in the first semester after returning from suspension or dismissal will not be suspended, even if that student’s overall deficit is more than 20 grade points. Should the student continue to earn a gpa of 2.5 or higher each term, the student will remain enrolled on academic probation until good academic standing is achieved.

Transferring to Santa Fe With Deficit Grade Points

Santa Fe students wishing to attend another postsecondary institution and transfer credits back to Santa Fe Community College must obtain permission from SFCC before enrolling at the other institution. Students should fill out a transient form, seek advisement about courses they wish to take, and have their status at SFCC certified in the Records Office before enrolling at another institution. Transient forms are available at the Advisement and the Records offices.

Transient Status

Santa Fe students wishing to attend another postsecondary institution and transfer credits back to Santa Fe Community College must obtain permission from SFCC before enrolling at the other institution. Students should fill out a transient form, seek advisement about courses they wish to take, and have their status at SFCC certified in the Records Office before enrolling at another institution. Transient forms are available at the Advisement and the Records offices.

Earning Credit While Suspended

A student while under suspension from another institution may not enroll at Santa Fe Community College, and a student while under suspension from Santa Fe may not earn credits toward a degree from this institution by taking courses at another institution.
Standards of Progress Summary

- **Academic Warning**: 1-9 grade point deficit
- **Academic Probation**: 10-19 grade point deficit
- **Academic Suspension**: 20 or more grade point deficit

**Ombudsperson**

Students having questions about obtaining access to a course or courses which, if not taken, could impede their progress toward a degree, should contact the college’s ombudsperson located in Building F, room 252A. Assistant to the Vice President for Educational Services, Mr. John Cowart, is the college’s ombudsperson.

**College Preparatory Program**

**College Preparatory and ESL Faculty:**

Dr. P. Smittle (Associate Vice President for Academic Resources), Mr. B. Connelly, Mr. M. Dicks; Ms. J. Falt; Mr. John Graney, Ms. Dawn Graziani, Ms. C. Hill, Ms. C. Marquis, Mr. John McKnight, Director, Mr. J. Motta, Ms. B. Smith, Ms. G. Stiles; Mr. J. Tennant; Ms. J. Warmke-Robitaille; Ms. C. Windsor.

Degree-seeking students whose college entry placement scores are below the state and institutional college-level placement scores shall enroll in the appropriate college preparatory courses prior to enrolling in college-level courses. The college preparatory courses are:

- ENC0001 College Prep Writing I
- ENC0001L College Prep Writing I Lab
- ENC0020 College Prep Writing II
- ENC0020L College Prep Writing II Lab
- REA0001 College Prep Reading I
- REA0001L College Prep Reading I Lab
- REA0010 College Prep Reading II
- REA0010L College Prep Reading II Lab
- MAT0002 Prep Pre-Algebra
- MAT0002L Prep Pre-Algebra Lab
- MAT0024 Elementary Algebra
- MAT0002C Prep Pre-Algebra (Computerized)
- MAT0020 Integrated Pre-Algebra & Elementary Algebra

Students who fail to earn a grade of C or better are required to re-register for the failed course the following semester.

Students who complete REA0010 are required to register for REA2205 the following semester. Students are strongly required to enroll in College Composition (ENC1101) immediately after they complete college preparatory reading and writing courses. Additionally, students are required to enroll in MAT1033 after they complete MAT0024. Rule 6A-10.0315(14) states that students enrolled in college preparatory courses may be permitted to take courses concurrently in other curriculum areas for which they are qualified. Students who test into college prep instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit course work or they must...
maintain continuous enrollment in college preparatory course work each semester until the requirements are completed while performing satisfactorily in the degree earning course work.

College preparatory students may not enroll in college credit courses that require skills that are beyond the skill level of the student. Restricted college-level courses are flagged in the course schedule. Since students must maintain continuous enrollment in required college preparatory course work to maintain eligibility for enrollment in college-level courses, students may not drop a college preparatory course and remain registered in a college-level course.

Grades earned in college preparatory courses will not count toward graduation. These grades will be included in the “students’ GPAs” and will be included in calculation of deficit points for purposes of academic progress. The College Prep advisors located in G-041 are available to advise all college prep and ESL students.

Students shall not enroll for more than three attempts in each college preparatory course. Withdrawal from a college preparatory course after the last day to drop and receive a refund counts as an attempt. Since the state will fund only two college preparatory attempts, students will pay the full tuition cost for the third attempt, which is equivalent to out of state tuition.

“Exemptions may be granted for extenuating circumstances. Petitions may be submitted at the College Prep Office, G-021.

Grades earned in College Prep Courses will not count toward graduation. These grades will be included in the students’ GPAs and will be included in the calculation of deficit points for the purpose of academic progress.

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- ENC0020L College Prep Writing II Lab
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- REA0001L College Prep Reading I Lab
- REA0010 College Prep Reading II
- REA0010L College Prep Reading II Lab
- MAT0002 Prep Pre-Algebra
- MAT0002L Prep Pre-Algebra Lab
- MAT0024 Elementary Algebra
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Grades earned in College Prep Courses will not count toward graduation. These grades will be included in the students’ GPAs and will be included in the calculation of deficit points for the purpose of academic progress.

## College Preparatory Program

### English as a Second Language (ESL)

Non-native speakers of English who place into college preparatory reading and English are required to register for the ESL college preparatory courses. The courses in this program integrate reading, writing, listening and speaking activities to prepare non-native speakers of English for college-level work. The ESL program consists of the following courses:

- ESL0001 ESL Basic Speaking and Listening
- ESL0001L ESL Basic Speaking and Listening Lab
- ESL0021 ESL Basic Reading
- ESL0021L ESL Basic Reading Lab
- ESL0041 ESL Basic Writing
- ESL0041L ESL Basic Writing Lab
- ESL0201 ESL Intermediate Listening and Speaking
- ESL0201L ESL Intermediate Listening and Speaking Lab
- ESL0121 ESL Intermediate Reading
Grades earned in ESL courses will not count toward graduation. These grades will be included in the students’ GPAs and will be included in the calculation of deficit points for the purpose of academic progress.

Students enrolled in college preparatory ESL courses follow the same registration procedures as all college preparatory students. Students shall not enroll for more than three attempts in any Prep ESL course. Withdrawal from one of these courses after the last day to withdraw and receive a refund counts as an attempt.

Cooperative Education

Cooperative Education allows students to apply knowledge obtained in the classroom in a variety of actual work settings. Students are able to gain valuable work experience and skills not obtainable in the classroom. Work experiences are individually structured to meet the student’s needs with careful consideration being given to the needs of the host employer. Instruction at the college and in the work setting are correlated to provide students the knowledge, skills and attitudes needed to reach their stated career objectives. Counseling and consultation are provided to both student and work site supervisor regarding progress and/or problems encountered during the Cooperative Education experience.

The Cooperative Education coordinator works closely with the student during the development of a work site matched to the student’s needs. Each cooperative education placement closely involves the student in the work site search, which often resembles a competitive employment job search. The work site may provide experience to the student as a paid job or as a volunteer work experience, depending upon the employer’s current human resource needs and financial resources. Once a site is established, the student will work a minimum of 10-20 hours per week and will receive financial compensation (if a paid site has been developed) and one to two semester hours of credit for each co-op work assignment. The student working 20-35 hours per week will receive three semester hours of credit. A total of up to nine hours per year may be earned. Students’ performances during their assignments are evaluated by their supervisors at their work sites. The Cooperative Education coordinator utilizes an experiential type report submitted by the student at the end of each term, combined with the performance evaluation submitted by the site supervisor, to determine an appropriate grade. Cooperative Education hours count as elective hours toward graduation and may transfer to other postsecondary institutions. Students should check with an advisor at the school they plan on transferring to regarding how their future school will treat cooperative education elective hours.

Degrees and Graduation

Santa Fe Community College grants three degrees: the Associate of Arts (A.A.), the Associate of Applied Science (A.A.S.), and Associate of Science (A.S.). The Associate of Arts
degree is awarded to those students who successfully complete a program of study that is primarily designed to prepare them for transfer to a senior institution. Students wishing to transfer should obtain additional academic advisement from the upper division school to which they expect to apply.

The requirements of the Associate of Arts degree are:

1. Complete the basic 36-hour requirement of the General Education Program (see Division of Arts and Sciences).
2. Complete at least 60 semester hours of credit in a prescribed course of study with a minimum 2.0 grade point average (transfer students to SFCC must have a 2.0 GPA on all A.A. course work attempted at SFCC as well as a cumulative 2.0 GPA on all A.A. college course work attempted).
3. Complete the last 16 semester hours of course work at Santa Fe Community College.
4. File an application for graduation with the Office of Records.
5. Complete the CLAST.
6. Pay all fees and discharge all other financial obligations to the college.

The Associate of Applied Science degree is awarded to students who successfully complete one of the Business, Health Sciences, Construction and Technical, Public Safety, and Information Technology Education Programs. These areas of study are primarily designed to prepare students for immediate employment.

The requirements for the Associate of Applied Science degree are:

1. Complete an approved program of study of at least 60 semester hours, in accordance with Florida standard credit hour length.
2. Complete a minimum of 16 semester hours from the following General Education areas of study to include at least 3 semester hours from each area:
   - Communications/ Humanities 3 hours
   - Mathematics/ Science 3 hours
   - Social/ Behavioral Science 3 hours
3. Complete the last 16 semester hours at Santa Fe Community College.
4. Complete a prescribed course of study with a 2.0 grade point average.
5. Pay all fees and discharge all other financial obligations to the college.
6. File an application for graduation with the Office of Records.

The Associate of Science degree is awarded to students who complete programs of instruction consisting of college-level courses to prepare for entry into employment and including 15-18 hours of general education courses transferable to the State university system. Some senior institutions have established programs to build on the Associate of Science degree. Students wishing to transfer to such programs should check with the upper division school to which they expect to apply.

The requirements for the Associate of Science degree are:

1. Complete an approved program, as specified, of at least 60 semester hours. Program length will depend upon the established standard credit hour length as approved by the Articulation Coordinating Council.
2. Complete a minimum of 16 semester hours from the following General Education areas of study to include at least 3 semester hours from each area:

- Communications/ Humanities 3 hours
- Mathematics/ Science 3 hours
- Social/ Behavioral Science 3 hours

The remaining six hours may be taken from the three General Education areas of study that best suit the individual needs of the selected Technology and Applied Sciences program.

3. Complete the last 16 semester hours at Santa Fe Community College.
4. Complete a prescribed course of study with a 2.0 grade point average.
5. Pay all fees and discharge all other financial obligations to the college.
6. File an application for graduation with the Office of Records.

### Florida's Statewide Course Numbering System (SCNS)

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by 17 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

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 Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “course equivalency profiles.”

#### Example of course identifier:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYG</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sociology, General</td>
<td>Freshman level at this institution</td>
<td>Entry-level General Sociology</td>
<td>Survey Course</td>
<td>Social Problems</td>
<td>No laboratory component in this course</td>
</tr>
</tbody>
</table>

#### 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. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses “SYG_010” to identify its social problems 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, “SYG” means “Sociology, General;” the century digit “0” represents “Entry Level General Sociology;” the decade digit “1” represents “Survey Course;” and the unit digit “0” represents “Social Problems.”

In science and 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, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one 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, SYG1010 is offered at a community college. The same course is offered at a state university as SYG2010. A student who has successfully completed SYG1010 at the community college is guaranteed to receive transfer credit for SYG2010 at the state university if the student transfers. The student cannot be required to take SYG2010 since SYG1010 is equivalent to SYG2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads: When a student 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 common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces 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 award of credit may be limited to courses that are entered in the course numbering system. Credit so awarded shall satisfy institutional requirements on the same basis as credit awarded to native students.

Exceptions to the General Rule for Equivalency

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.

- Courses in the 900-999 series (e.g. ART2905)
- Internships, practica, clinical experiences and study abroad courses
• Performance or studio courses in art, dance, theater and music
• Skills courses in criminal justice
• Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the curriculum support specialist in SFCC’s Office for Academic Affairs, F-253, or the Florida Department of Education, Office of Postsecondary Education Coordination, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling (850) 488-6402 or SunCom 278-6402.

Grades and Reports
1. At the end of the term, a final grade for each term is recorded and preserved. Grades and grade point values include:

<table>
<thead>
<tr>
<th>Grade Description</th>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Achievement</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Good Achievement</td>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>Achievement</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Minimum Achievement</td>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>Incomplete (I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changed to F if not completed by conclusion of next major term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td></td>
</tr>
</tbody>
</table>

2. At the end of the term, final grades are available on the eSantaFe system on the SFCC website and via the touchtone telephone system.

3. Forgiveness Policy: Courses in which a grade of D or F was earned may be repeated for credit. All courses attempted will appear on the transcript. Attempts marked with a “T” are not included with calculating the cumulative grade point average; attempts marked with an “R” are included when calculating the cumulative grade point average. The student will be allowed only two repeat attempts per course. Students should be aware that some colleges or universities may not accept a grade of a repeated course, or may compute the grade originally assigned. Students receiving financial aid of any type are cautioned to check with the Financial Aid office to ensure that the repeat course will count toward their financial aid award.

4. Grade point averages are determined by computing the ratio of grade points earned to semester hours attempted. Grades of W and X are not included in total grade point averages.
Academic Honors List

Students in Associate of Arts or Associate of Science degree programs are eligible for the Academic Honors List in the fall and spring terms. Eligible students must be enrolled in at least 12 credit hours per term, in courses other than supplementary or college preparatory, and earn a minimum grade point average of 3.5.

Honors Program

The Honors Program offers the challenges and benefits of a rigorous academic experience to a select group of highly motivated students with outstanding records.

Qualified students may either sign up for the complete Honors Program or take individual Honors courses. Every Honors course completed is specially noted on the official SFCC transcript. Upon completion of the program requirements, students receive an Honors designation on the Associate of Arts degree, and a Honors Certificate.

In order to graduate from the program, students must:

• complete 12 hours of Honors course work and
• maintain a 3.5 GPA

Admission Requirements

Current students are invited to join the program after meeting the following criteria:

1. a 3.5 academic GPA and a minimum of 12 credit hours in A.A. degree coursework at SFCC and
2. a faculty recommendation; or
3. special approval by the Honors Program Coordinator

Incoming students with strong high school records and test scores are also accepted. A.S. and transfer students who are interested in Honors courses are encouraged to meet with the Honors Coordinator.

Individual Study

Individual Study will satisfy general education requirements for the Associate of Science degree provided that no more than 3 semester hours of credit are applied to any one specific area. For the Associate of Arts degree, Individual Study may not be used to meet the general education requirements although it may be used as elective credit.

No more than 3 semester hours of credit can be applied to any one Individual Study request. An Individual Study may not duplicate any preexisting course in the college curriculum. Forms are available in the office of the Vice President for Educational Services, Building F, room 253.

The Individual Study form and outline must be typed. The outline must include objectives, texts and/ or materials, meeting times with the designated instructor 41 academic affairs and methods of evaluation (exam, term paper, etc.). It is the student’s responsibility rather than the instructor’s to prepare the outline. Individual Study forms must be completed and submitted to the appropriate chairperson or academic director by the first day of the term in which credit is to be awarded. Students must then submit the form to the office of the Vice President for Educational Services, Building F, room 253, to have the course created. Students will register for Individual Study courses with their copy of the form on or before the last day
to add classes for the term that credit is to be awarded. Individual Study credit is awarded and applied to the transcript at the end of the term.

**MILITARY SCIENCE**

**Air Force ROTC**

The Air Force Reserve Officer’s Training Corps (ROTC) was established to select and prepare students to serve as officers in the United States Air Force. The Air Force ROTC program is divided into two phases: the first two years constitute the General Military Course and the last two the Professional Officer Course. Full-time Santa Fe Community College students are eligible to enroll in the General Military Course taught at the University of Florida. Transferring at a later date to one of the more than 140 colleges and universities offering Air Force ROTC can lead, upon completion of that course, to a commission as a Second Lieutenant in the United States Air Force.

The General Military Course, a two-year course, examines the role of U.S. military forces in the contemporary world with particular attention to the United States Air Force, its organization and mission. The functions of strategic offensive and defensive forces, general purpose and aerospace support forces are covered. The development of air power over the last 200 years is examined by tracing the various concepts of employment of air power and by focusing on factors which prompted research and technological change. A variety of events and elements in the history of air power are stressed, especially where these provide significant examples of the impact of air power on strategic thought.

To learn more or enroll in the General Military Course, contact the Air Force ROTC Detachment at the University of Florida, (352) 392-1355.

**Army ROTC**

Santa Fe Community College offers the Army Reserve Officer’s Training Corps (ROTC) Basic Course. Students incur no military obligation by taking this course of instruction and are eligible to compete for two- and three-year scholarships. These scholarships can only be used at the University of Florida or any other four-year institution that offers Army ROTC. The scholarships pay all tuition, textbooks, laboratory fees and other purely educational expenses.

Students who successfully complete two years of college and the basic course will be given a certificate of training allowing them, upon transfer, to enroll in the Army ROTC Advanced Course. This leads to a reserve or regular commission as a Second Lieutenant in the Active Army, Army Reserve or National Guard. Students who do not transfer to an upper division college and who desire to enlist in the Army may be able to do so at a higher pay level. To learn more or enroll in the General Military Course, contact the Army ROTC Detachment at the University of Florida, (352) 392-1395.

**Sixty Plus Fee Waivers**

Santa Fe Community College will waive registration fees (not lab, materials or technology fees) for residents of Alachua and Bradford Counties who are sixty years of age or older for all credit courses they enroll in at the college on a space available basis. No waivers are available for any Continuing Education courses. For Community Education, registration waivers are available after pre-registration, if a class has space available and has covered 125 percent of its operating costs. Some Community Education classes do not offer Sixty Plus waivers. Verification of age and address by driver’s license, birth certificate or voter’s registration card must be provided when applying for the waiver.
Specialized Group Study

Specialized Group Study will satisfy general education requirements for the Associate of Science degree in the areas of Communications/ Humanities, Math/ Science and Social/ Behavioral Science, provided that no more than 3 semester hours of such credit are applied to any one specific area. For the Associate of Arts degree, however, Specialized Group Study may not be used to meet the general education requirements, although it may be used as elective credit.

Testing and Examinations

The Assessment Center in G-025 provides college entry assessment and other assessment activities, including CLAST registration. “SFCC students need to take the CLAST when MAC1105 or higher.”

College Level Academic Skills Test (CLAST)

The College Level Academic Skills Test (CLAST) is a part of the Florida system of educational accountability. The CLAST measures students’ achievement of college-level communication and mathematics skills. It consists of four subtests: essay, English language skills, reading and mathematics.

SFCC students need to take the CLAST when they earn 18 A.A. degree hours, including grades of C or better in ENC1101, ENC1102 and a college-level mathematics course at MAC1102 or higher. Students are required to pass all four subtests or earn exemptions in accordance with the Rule to earn an Associate of Arts degree and to be admitted to most upper division programs in the Florida State University System.

Students who fail any subtest are required to remediate skills in the CLAST Lab prior to retaking the CLAST. A fee is charged for CLAST retakes. State financial aid students who fail to take the CLAST by the time they have earned 60 hours jeopardize their financial aid status.

For further CLAST information, contact the CLAST office in G-025.

2001 CLAST Dates

<table>
<thead>
<tr>
<th>Registration Deadline</th>
<th>Test Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7, 2001</td>
<td>October 6, 2001</td>
</tr>
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2002 CLAST Dates

<table>
<thead>
<tr>
<th>Registration Deadline</th>
<th>Test Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18, 2002</td>
<td>February 16, 2002</td>
</tr>
<tr>
<td>May 3, 2002</td>
<td>June 1, 2002</td>
</tr>
<tr>
<td>September 6, 2002</td>
<td>October 5, 2002</td>
</tr>
</tbody>
</table>

Students may take the CLAST at their own convenience in the Assessment Center when they are qualified instead of waiting for the state-testing dates. To take the CLAST in the Assessment Center, students are required submit authorization from the CLAST Lab. This authorization is granted after students work in the CLAST Lab and demonstrate that they are ready for the test.

Credit by Examination

SFCC students may satisfy up to 30 semester hours of course credit through one or more of the following mechanisms:
College Level Examination Program (CLEP)

The College Level Examination Program (CLEP), is a series of examinations developed by the Educational Testing Service (ETS) that allow students to demonstrate competency in certain subjects and earn college credit for those courses without attending classes. The required levels of performance on the examinations and the specific courses for which credit may be granted are subject to change according to the decisions of a statewide committee.

The CLEP Examination may be taken at SFCC, the University of Florida or any center authorized by the College Entrance Examination Board. All scores are submitted to the SFCC Office of Admissions. The results are evaluated and recorded on the student’s transcript if credit is earned. There is no charge for posting credits. Semester hours toward graduation are recorded as “credit by examination” with no grades or quality points given. These credits do not affect a student’s grade point average.

Credit for the general examination may be earned in those areas where students have not already earned academic credit. Credit for the subject examinations may be earned, provided the current SFCC college catalog lists comparable courses and/ or the student has not already earned credit for the particular course(s) for which Santa Fe could give examination credit. Credit is not awarded for a basic course in areas where advanced course credit has been earned. No examination may be repeated in an attempt to receive credit. The maximum number of hours that may be earned on both the general and subject examinations combined is 30 semester hours.

Effective with the spring 1983 Associate of Arts (A.A.) requirements, all courses requiring a minimum grade of C for graduation (e.g., courses taken to fulfill Gordon Rule requirements) may not be earned by CLEP examination. However, in the math area, a maximum of three (3) credits of the six (6) credits required may be earned by CLEP examination.

For further information on CLEP, students should contact the Office of Admissions, Building R, room 112.

Department Credit by Examination

Students wishing to earn course credit by passing a departmental examination should consult the department in which the course is taught. Students may not apply for course credit through an SFCC Credit Examination if a CLEP examination is available. Students should be aware that SFCC Credit Examinations may not be offered for certain courses due to the nature of a particular course’s content.

Students may not take an examination for credit in a course if they have attempted the course at SFCC (receiving either an A, B, C, D, F, I or W for work attempted) or if they have earned credit for an advanced course in that area. Decisions about the relevancy of particular advanced courses will be made by instructors giving the examination. Credit by examination will not be counted in student course loads, but will be averaged into student grade point averages. Credit by examination will not be available during the period between official college terms or on official college holidays.
Procedure for SFCC Credit by Examination

1. Students complete a Credit by Examination application available in the Offices of academic chairpersons and directors.
2. Completed applications are presented to department or discipline chairpersons. If the application is approved, chairpersons will explain how the examination will be administered according to current procedures. Depending on the discipline or program area, either individual examination dates for each student or a common examination date for all students will be set each term.
3. Requests are presented to the appropriate dean/ chairperson/ coordinator for approval (signature).
4. Approved forms are taken to the cashier’s window for payment of the $15 examination fee.
5. The application is returned by students to the discipline/ program area examiner indicated in Step 2 above.
6. Upon completion of the examination, the examiner will forward results (application) to the appropriate office and telephone that office to academic affairs verify the test grade. The completed examination will be placed in the division’s Credit by Examination file for the discipline or program area.
7. Students must then return to the office where the application was made, pick up a copy of the signed form and take it to the Office of Records for final recording. Students must allow one week after completion of the examination before picking up the copy from the appropriate office.
8. Credit by Examination may be attempted a second time after the lapse of one full academic term beyond the term in which the first attempt was made. Students may not attempt Credit by Examination more than twice in the same course.

Tech Prep Acceleration Credit

Tech Prep Credit is a mechanism of accelerated college credit that may be employed during the high school years. Students who have earned sufficiently high grades in Tech Prep classes while in high school and who have passed a final exam for an articulated college course at Santa Fe Community College (SFCC) will receive college credit upon request after registering at SFCC. Santa Fe will not accept Tech Prep credit that is earned at a high school with whom we have no prior agreement.

Advanced Placement

SFCC cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Entrance Examination Board. Credit is given for such courses for grades of three or better.

Articulation Agreement for the International Baccalaureate (IB) Program

For students who completed IB Diploma Program examinations after April, 1993.

° Students who have not been awarded the IB Diploma shall be awarded six semester credits in the subject areas of each IB higher level examination on which they scored five points or above.
Students who have been awarded the IB Diploma shall be awarded up to 30 semester credits in the subject areas in which they scored four or above on IB Diploma Program examinations. The credits shall be awarded as follows:
1. Six semester credits for each IB examination on which they scored five or above.
2. Three semester credits for each IB examination on which they scored four.

For students who completed IB Diploma Program examinations before April 1993, contact the Office of Admissions.
Division of Arts and Sciences
Division of Technology and Applied Sciences

Course requirements in many programs at Santa Fe Community College are updated every year. This catalog may not show the latest course requirements. Please contact your advisor for current requirements, and check the Web sites of individual programs.
Division of Arts and Sciences

Our Mission
The Arts and Sciences Division promotes

- a strong liberal arts education leading to the Associate of Arts degree
- career preparation, further academic study, and lifelong learning by students with diverse backgrounds and goals
- intellectual independence by teaching creative thinking, critical reasoning, and problem-solving skills
- the development of the individual by fostering an awareness of self, of diverse opinions and cultures, and of one’s responsibility within the global community
- the attainment of a balanced core of knowledge drawn from various discipline areas
- a personalized, supportive learning environment that challenges students to achieve high levels of academic performance

Our Purpose
The Arts and Sciences Division provides opportunities for

- students to attain a broad-based education through courses in written and oral communication, mathematics, natural sciences, social sciences, history, humanities and creative arts
- students to complete programs of study that will lead to the Associate of Arts degree
- students to complete their general education courses, electives, and prerequisites for Associate of Science and certificate programs
- students to pursue university-parallel programs of study leading toward a baccalaureate degree
- students to become lifelong learners

Our Philosophy
The Arts and Sciences Division believes all students deserve the opportunity to strive for academic excellence in an environment that respects and supports diverse learners. The division provides a multidisciplinary breadth of knowledge from the perspectives of a wide range of academic subjects. This foundation prepares students for success in higher education, career and personal goals.

Associate of Arts Degree
Through the Division of Arts and Sciences, the college offers the Associate of Arts degree. Students wishing to transfer to a four-year college upon graduation from Santa Fe Community College are best advised to enroll in courses leading to the Associate of Arts degree.

In keeping with the articulation agreement between state universities and public community colleges in Florida, each institution granting the Associate of Arts degree sets its own general education requirements and stipulates the additional elective hours required for the degree. By law, the articulation agreement provides that every Associate of Arts graduate of a Florida community college be granted admission to the upper division of a state university except to a limited access or teacher certification program or a major program requiring an audition. Students earning the Associate of Arts degree and transferring to one of Florida’s public universities will not be required by the university to take additional general education courses.
Although the Associate of Arts degree does not require the choice of a major or area of concentration, students are advised early in their academic careers to be aware of the upper division requirements in specific fields of study. As a result, they may be able to choose courses within the required general education core which meet the prerequisites for their chosen field of study. In addition, the Associate of Arts degree requires 24 hours of electives which should be carefully chosen to meet the future needs of each student upon transfer to upper division. Although the college will make every attempt to advise students concerning upper division requirements for the various majors, students are urged to become familiar with the requirements of the upper division universities to which they plan to transfer. Thus, with the help of their advisors, students should choose electives which will be most advantageous in the pursuit of their bachelor's degrees. Each upper division university annually publishes counseling manuals for every major offered at that institution. Each state university has a designated articulation officer to facilitate the transfer of community college graduates to the state university system.

Requirements for the Associate of Arts Degree

• Complete the basic 36 hour requirement of the general education program.
• Complete at least 60 semester hours of credit in a prescribed course of study with a minimum 2.0 grade point average. Select courses from those assigned “P” (Parallel) and “D” (Dual). Courses designated “O” (Occupational) are usually not accepted by upper division institutions.
• Meet Rule 6A-10.30 (Gordon Rule). Courses marked with an asterisk (*) will meet a portion of this rule.
• Pass or earn exemptions from all subtests of the College Level Academic Skills Test (CLAST).
• Pay all fees and discharge all other financial obligations to the college.
• File an application for graduation with the Office of Records.

General Education

General education is the core preparation for life-long learning. It fosters a disciplined curiosity that leads to exploring the foundations and ranges of knowledge in the Arts and Sciences. The general education program at Santa Fe Community College develops the student's professional, intellectual and social skills, thereby facilitating understanding of, and involvement in, cultural, political and natural environments.

Specifically, the student will

• experience the perspectives of various disciplines which comprise the Arts and Sciences and understand their inter-connection
• gain the necessary foundation, depth and breadth of knowledge to become an independent, creative, life-long learner
• develop effective writing, speaking, reading and listening and interpersonal skills
• learn how to acquire, organize, evaluate, verify, present, interpret and use information
• sharpen problem-solving skills through deductive and inductive reasoning, analysis, synthesis, and collaboration
• develop skills necessary to evaluate social, political, cultural and scientific bodies of knowledge, their historical development and their continuing influence
• gain an appreciation for diversity in the world community, and
• understand the importance of civic and social participation and informed decision making.

The general education requirements at Santa Fe Community College are met by a minimum of 36 credit hours representing communication and mathematical skills and introductions to, or surveys of, the academic areas of history, humanities, natural sciences and social sciences. A focus on the diversity of the human condition can be accomplished from the perspective of any one of these areas.

Required General Education Core Courses for the Associate of Arts degree
(* denotes Gordon Rule courses)

Creative Arts and Humanities

Required General Education Core Courses
for the Associate of Arts degree
(* denotes Gordon Rule courses)

Required

A minimum of eight semester hours. This requirement is met by successfully completing one course from GROUP A and one course from GROUP B and a minimum of two semester hours in GROUP C - Diversity Studies. (In GROUP A & B courses, students must achieve a grade of C or better. These are Gordon Rule courses and require a minimum of 1,500 words.)

Creative Arts and Humanities 8 Hours

• 3 hours from Category A, 3 hours from Category B, 2 hours from Category C
• Each course in Categories A and B 1500 GR words-require C or better )

GROUP A - Creative Arts  HOURS

<table>
<thead>
<tr>
<th>Art</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH1000 Art Appreciation</td>
<td>(3)</td>
</tr>
<tr>
<td>ART1001C Art Fundamentals</td>
<td>(3)</td>
</tr>
<tr>
<td>Dance</td>
<td></td>
</tr>
<tr>
<td>DAA1000 Dance Fundamentals</td>
<td>(3)</td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>MUL1010 Music Appreciation</td>
<td>(3)</td>
</tr>
<tr>
<td>MUT1001 Music Fundamentals</td>
<td>(3)</td>
</tr>
<tr>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>SPC2600 Public Speaking</td>
<td>(3)</td>
</tr>
<tr>
<td>Theatre</td>
<td></td>
</tr>
<tr>
<td>TPA1200 Intro to Stagecraft</td>
<td>(3)</td>
</tr>
<tr>
<td>TPP1100 Acting Fundamentals</td>
<td>(3)</td>
</tr>
<tr>
<td>THE1000 Intro to Theatre</td>
<td>(3)</td>
</tr>
</tbody>
</table>
GROUP B - Interdisciplinary Humanities

**art**
ARH2050 Art History I (4)

**humanities**
HUM2210 Humanities: Ancient to Renaissance (3)
HUM2230 Humanities: Renaissance through Enlightenment (3)
HUM2250 Humanities 18th Century through Present (3)

**philosophy**
PHI2600 Intro to Ethics (3)
PHI2010 Intro to Philosophy (3)

GROUP C - Diversity

**Creative Arts and Humanities**
ARH2401 Non-Western Art History (3)
DAN1120 World Dance (3)
HUM2416 Humanities: China and Japan (3)
HUM2450 American Humanities (3)
PHI2603 Ethics and Values (2)
REL2120 Religion in American (3)
REL2300 Contemporary World Religions (3)

**English**
AML1600 Intro to African-American Literature (3)
LIT2195 Intro to Literature of the African Peoples (3)
LIT2350 World Cultures in Literature (2)
LIT2380 Women in Literature (3)

**Natural Sciences**
BSC1030 Biology and Human Values (3)
BSC1036 Biology and Diversity (2)
ISC1010 The History of Science (3)

**Social Science and History**
AMH2091 Survey of African-American History (3)
ANT2511 Human Origins (3)
CPO2001 Comparative Politics (3)
EDG2701 Teaching Diverse Populations (3)
GEO2420 Cultural Geography (3)
INP2301 Human Relations in Life and Work (3)
LAH2020 Intro to Latin American History (3)
ISS2270 Multicultural Communications (2)
SYG2410 Marriage and the Family (3)
WOH2040 Contemporary World History (3)

**English**

Required

Successful completion requires a grade of C or better in the following courses. These Gordon Rule courses each require a minimum of 6,000 words.
English (9 hours)

- 18,000 GR Words total, each course 6000 words—all courses require C or better
- SACS Oral Communications Competency*

**Group A**

ENC 1101* College Composition (3)
ENC 1102* Writing about Literature (3)
and one of the following
ENC2210* Technical Communication (3)
ENC 2301* Advanced Composition (3)
ENC2305* Topics in Advanced Composition (3)

**Note**

A student who has completed ENC 1101 and ENC 1102 with a grade of A in each course may substitute one of the approved English courses in place of the third course options listed (ENC2210, ENC 2301, ENC2305) to satisfy the college’s general education. However, a student who selects this option must complete the Gordon Rule requirement in an upper division university. Approved list of courses (these courses do not count toward the Gordon Rule requirement):

**Group B**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>AML 2010 Survey of American Literature I</td>
<td>(3)</td>
</tr>
<tr>
<td>AML 2020 Survey of American Literature II</td>
<td>(3)</td>
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<tr>
<td>CRW 2100 Fiction Writing</td>
<td>(3)</td>
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<tr>
<td>CRW 2300 Poetry Writing</td>
<td>(3)</td>
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<tr>
<td>ENG 2102 Movies as Narrative</td>
<td>(3)</td>
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<tr>
<td>ENG 2131 Understanding Movies</td>
<td>(3)</td>
</tr>
<tr>
<td>ENL 2012 Survey of English Literature I</td>
<td>(3)</td>
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<tr>
<td>ENL 2022 Survey of English Literature II</td>
<td>(3)</td>
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<tr>
<td>LIT 2090 Contemporary Literature</td>
<td>(3)</td>
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<tr>
<td>LIT 2195 Introduction to Literature of the African Peoples</td>
<td>(3)</td>
</tr>
<tr>
<td>LIT 2380 Women in Literature</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Mathematics**

Required

Six hours from GROUP A or three hours from GROUP A and three hours from GROUP B as listed below, successfully completed with a grade of C or better.

MATHEMATICS 6 Credit Hours

- Mandatory prerequisite for all math courses is MAT1033 (elective credit) or appropriate placement score on the CLM.
- Minimum of 3 credit hours from Category A
- All courses Gordon Rule—require C or better
GROUP A

MGF1107 Contemporary Mathematics (3)
MAC1105 College Algebra (3)
MAC1140 Precalculus Algebra (3)
MAC1114 Trigonometry (3)
MAC2233 Survey of Calculus w/ Lab (4)
MAC2311 Calculus 1/Analytic Geometry w/ Lab (4)
MAC2312 Calculus 2/Analytic Geometry w/ Lab (4)
MAC2313 Calculus 3/Analytic Geometry w/ Lab (4)
MAP2302 Elementary Differential Equations (3)

GROUP B

MGF1106 Topics in Mathematics (3)
PHI1100 Introduction to Logic (3)
STA2023 Introduction to Statistics 1 (3)

* Gordon Rule course - requires C or better

Natural Sciences

Required

A minimum of seven semester hours including at least three hours each from the Biological Sciences and the Physical Sciences. This requirement may be met by the combination of a 3-hour and a 4-hour course, or two 3-hour courses and a 1-hour lab, or three 3-hour courses. Students should also be aware of specific prerequisite requirements for their intended major; many upper division programs require one or more laboratory courses.

NATURAL SCIENCES

Minimum of 7 hours, with at least 3 hours from Group A and at least 3 hours from Group B.

GROUP A

Biological Sciences

BSC 2005 **General Biology w/lab (4)
BOT 2010 General Botany w/lab (4)
BOT 2011 Botany: Plant Diversity w/lab (4)
BSC 2010 Core Biology I w/lab (4)
ZOO 2010 General Zoology w/lab (4)
BSC 1001 Introduction to Biology (3)
BSC 2050 Energy and Ecology (3)
BSC 2250 Florida Flora & Fauna (3)
PCB 2610 General Genetics & Evolution (3)
ZOO 1503C Animal Behavior & Ecology (3)
PCB 1030L Introductory Ecology Lab (1)

** Recommended lab course for non-science majors
GROUP B

**Physical Sciences**
- PSC 2121 **General Physical Science w/lab** (4)
- CHM 1030 Elements of Chemistry w/lab (4)
- CHM 1040 General Chemistry I w/lab (4)
- GLY 2100 Historical Geology w/lab (4)
- PHY 2004 Applied Physics I w/lab (4)
- PHY 2048 Physics I w/Calculus (4)
- PHY 2053 General Physics I w/lab (4)
- AST 1002 Introduction to Astronomy (3)
- CHM 1083 Consumer Chemistry (3)
- GLY 2010 Physical Geology (3)
- PSC 1101 Earth & Space Sciences (3)
- PSC 1341 Fundamentals of Physical Science (3)
- AST 1002L Introduction to Astronomy lab (1)
- GLY 2010L Physical Geology lab (1)

**Recommended lab course for non-science majors**

Social Sciences and History

Required

* A minimum of 6 semester hours. This requirement is met by successfully completing one course from GROUP A and one course from GROUP B. In GROUP A and B courses, students must achieve a grade of C or better.*

*These are Gordon Rule courses and require a minimum of 1,500 words.*

Social Sciences and History (6 hours)

- Must take 3 credit hours from Category A and Category B
- All courses 1500 GR words-require C or better

GROUP A

**History and Political Science**
- AMH2010 US History to 1877 (3)
- AMH2020 US History since 1877 (3)
- AMH2035 America in the Modern World (3)
- EUH2000 Western Civilization to 1648 (3)
- EUH2001 Western Civilization after 1648 (3)
- INR2002 International Relations (3)
- POS2041 American National Government (3)
- POS2112 State and Local Government (3)

* Gordon Rule course -requires C or better; 1,500 word writing requirement
### Social and Behavioral Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ANT2410</td>
<td>Cultural Anthropology</td>
<td>3</td>
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<tr>
<td>DEP2002</td>
<td>Introduction to Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>DEP2004</td>
<td>Developmental Psychology: Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>GEA2000</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>PPE2001</td>
<td>Psychology of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSY2012</td>
<td>General Psychology</td>
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<tr>
<td>SYG2002</td>
<td>Psychology of Social Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SYG2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SYG2010</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (24 hours)**

In selecting electives, see an AA Advisor or your online degree track for Preprofessional Course Requirements for your major.

### Gordon Rule (6A-10.030)

1. In addition to tests that may be adopted by the State Board to measure student achievement in the college level communication skills, other assessment procedures shall be measured by completion of course work in English and Mathematics.

2. Prior to receipt of an Associate of Arts degree from a public community college or university or prior to entry into the upper division of a public university, a student shall complete successfully the following:
   - Twelve semester hours of English course work in which the student is required to demonstrate writing skills. For the purpose of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least six thousand words.
   - Six semester hours of mathematics course work at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation course work which may not be placed within a mathematics department may be used to fulfill three hours of the six hours required by this section. For the purposes of this rule, a grade of C or higher shall be considered successful completion.

3. Exemptions and waivers.
   - Any student satisfying College Level Examination Program (CLEP) requirements in mathematics for post-admission exemptions of course work shall be allowed to exempt three hours of mathematics required by this rule.
   - Any student who has satisfied CLEP requirements in mathematics and whose high school transcript shows successful completion of higher mathematics course work, including college algebra, trigonometry and calculus, shall exempt the mathematics requirements of this rule.
   - Any student who completes the first six hours of the English courses required by this rule with a grade point average of 4.0 may waive completion of the remaining six hours until after entry into the upper division of a university and shall be considered eligible for an Associate of Arts degree notwithstanding the provisions of the Gordon Rule.
(d) Any public community college or university desiring to exempt its students from the requirements of Rule 6A-10.030(2), FAC, shall submit an alternative plan to the Community College Coordinating Board or Board of Regents, respectively. Upon approval of the plan by the respective board, the plan shall be deemed effective in lieu of the requirements of the Gordon Rule.

**Foreign Language**

All students must meet a foreign language requirement to enter the state university system. This requirement may be met in one of the following ways:

- completion of two credits of secondary instruction in one foreign language
- eight to ten semester hours of credit in one foreign language at a post secondary level
- challenge by exam to earn eight credit hours in Spanish
- demonstration of competence on the MAPS test from the College Entrance Examination Board
Division of Technology and Applied Sciences

The mission of Technology and Applied Sciences (T&AS) is to prepare students for successful employment in high skills/high wage careers. Many T&AS programs also provide academic and technical preparation for completion of baccalaureate degrees at four-year colleges and universities.

Local employers advise Technology and Applied Sciences program administrators and instructors about trends in business and industry for which students must be prepared. The curriculum is continuously upgraded to meet employer specifications.

Course requirements for each Technology and Applied Sciences program at the college are updated each year. To obtain the latest copy of course requirements, contact the appropriate program advisor. Program advisors for Technology and Applied Sciences programs are listed under Program Advisor section below.

Technology and Applied Sciences Program Directors

Business Programs
Deborah Clark

Child Development and Education
Linda Lanza-Kaduce

Health Sciences Programs

Sciences for Health Programs
Linda Nichols

Cardiopulmonary Technology
Reeda Fullington

Dental Programs
Vacant

Nursing Programs
Rita Sutherland

Respiratory Care
David Yonutas

X-ray Programs
Edwin Dice

Construction and Technical Programs
Jim McMullen

Institute of Public Safety Programs
Tony Blalock

Program Advisor

A program advisor is available to Technology and Applied Sciences students for career counseling in each technology program area. The program advisor provides students with information about program requirements, course content and prerequisites, and assists students in planning and registering for classes each semester. The program advisor monitors the progress of each student in order to assure the student’s efficient and successful completion of his or her program.
Technology and Applied Sciences Program Advisors

Business Programs
Program Coordinator Brian Fox
Program Advisor Doug Robertson
Northwest Campus C-012, (352) 395-5139

Child Development Programs
Program Coordinator/ Advisor Joan Campbell
Northwest Campus L-218 (352) 395-5325

Information Technology Education
Program Advisor Denise Remer
Northwest Campus N-213, (352) 395-5839

Graphic Design Technology
Program Advisor Pat Klaus
Northwest Campus N-309, (352) 395-5285

Construction and Technical Programs
Program Advisor Jim McMullen
Northwest Campus I-050, (352) 395-5363

Health Sciences Programs
Director of Counseling Sheila Baker
Program Advisors Linda Traupane and Scott Fortner
Northwest Campus W-002 (352) 395-5650

Institute of Public Safety (IPS)
IPS Program Advisor Jim Murphey
Kirkpatrick Criminal Justice Training Center (352) 334-0358

Zoo Animal Technology
Program Advisor Linda Asbell
Northwest Campus ZOO (352) 395-5604

Associate of Applied Science & Associate of Science Degree Programs

Programs of study for the Associate of Science and the Associate of Applied Science degree programs include prescribed General and Professional Core Education requirements to prepare students for employment. Students interested in A.S. and A.A.S degree programs should contact the program advisor for their program of interest.

The Associate of Science (A.S.) Degree is awarded to students who complete a program of instruction consisting of college-level courses to prepare for entry into employment. Each program includes 15-18 hours of general education courses transferable to the State University System. Requirements for Associate of Science degree are:
1. Complete an approved program, as specified, of at least 60 semester hours, in accordance with Florida standard credit hour length to include 15-18 credit hours of general education courses transferable to the State University System.

2. Complete specific general education credit hours (#1) to include at least 3.0 credit hours from each of the following areas as part of the A.S. degree minimum requirements:

- Communications/ Humanities 3 hours
- Mathematics/ Science 3 hours
- Social/ Behavioral Science 3 hours

The remaining six hours may be taken from any of the three General Education areas of study that best suit the individual needs of the selected Technology and Applied Sciences program.

Some senior institutions have established programs to build on the Associate of Science degree. The General Education courses for the Associate of Science degree must be selected from Associate of Arts courses that are designated transferable to upper division institutions. Students wishing to transfer to senior institutions should check with the upper division school to which they expect to attend. See appropriate advisor for assistance in making general education course choices for the Associate of Science degree.

3. Complete the last 16 semester hours at Santa Fe Community College.

4. Earn at least a 2.0 GPA overall.

5. Pay all fees and discharge all other financial obligations to the college.

6. File an application for graduation with the Office of Records and Admissions.

The Associate of Applied Science (A.A.S.) Degree is awarded to students who successfully complete programs of instruction consisting of college-level courses designed to prepare students immediate employment. Some A.A.S. programs are transferable due to existing articulation agreements. Requirements for the A.A.S. degree are:

1. Complete an approved program of at least 60 semester hours in accordance with Florida standard credit hour length.

2. Complete a minimum of 15 semester hours from the following General Education areas of study to include at least 3 semester hours from each area:

- Communications/ Humanities 3 hours
- Mathematics/ Science 3 hours
- Social/ Behavioral Science 3 hours

The remaining six hours may be taken from any of the three General Education areas of study that best suit the individual needs of the selected Associate of Applied Science program.

3. Complete the last 16 semester hours at Santa Fe Community College.

4. Earn at least a 2.0 GPA overall.

5. Pay all fees and discharge all other financial obligations to the college.

6. File an application for graduation with the Office of Records and Admissions.
Associate of Applied Science degrees are offered by the college in the following program areas:

**Agribusiness and Natural Resources**
Zoo Animal Technology

**Business Programs**
**Business Administration (A.S. & A.A.S.)**
**Health Information Management**
**Legal Assisting**
**Office Systems Technology (OST)**
**OST-Medical Office Systems Specialist**

**Information Technology Education**
Computer Programming and Analysis
Computer Information Technology
Graphic Design Technology
Networking Services Technology

**Family and Consumer Sciences**
Child Development and Education

**Health Sciences Programs**
**Biotechnology**
Cardiopulmonary Technology
Dental Hygiene Bridge
Dental Hygiene
**Diagnostic medical Sonography**
Nuclear Medicine Technology
**Nursing (ASN) R.N.**
**Nursing Bridge (ASN)**
Radiography
Respiratory Care

**Institute of Construction and Technical Education**
Automotive Service Management Technology
Building Construction Technology
**Biomedical Engineering Technology**

**Institute of Public Service**
Criminal Justice Technology
Criminal Justice Officer Administration
Emergency Medical Services

For further information about these programs, please contact the appropriate program advisor.
Technology and Applied Sciences Technical Certificate (College Credit) Programs

In addition to the Associate of Science and Associate of Applied Science degrees, the college offers Technical Certificate programs to further meet the occupational needs of the community. These programs of instruction are less than 60 credit hours of college-level courses, and are a part of an Associate of Science or Associate of Applied Science degree. Technical Certificate programs are intended to prepare students for entry into employment. A minimum grade point average of 2.0 is required. For further information about these programs, contact the appropriate program advisor.

Business Certificate Programs

- Business Management
- Office Systems Specialist-General
- Office Systems Specialist-Medical Office Assistant
- Office Systems Specialist-Transcriptionist
- Office Systems Specialist-Insurance Processing

Health Sciences Certificate Programs

- General Sonography Specialist

Computer and Information Science Certificate

- Computer Programming Certificate

Family and Consumer Sciences

- Child Development Early Intervention Certificate
- Child Development Associate (CDA) Credential

Institute of Public Safety

- Emergency Medical Technician
- Paramedic

Course Offerings for State Licensure

Course Offerings for State Licensure Courses are available for students who need to meet state licensure requirements in property and casualty insurance and in real estate. For more information about Business Programs call the program director’s office, (352) 395-5135 or the program advisor, (352) 395-5139.

Vocational Certificate (V.C.) Programs

The college offers non-credit Vocational Certificate programs in the areas of health sciences, public safety, and construction and technical programs. The Vocational Certificate is a program of instruction consisting of postsecondary adult vocational (PSAV) courses to prepare for entry into employment. Students must meet specific *basic skills requirements in English, mathematics, and writing. Students who successfully finish the required sequential courses are awarded a certificate of completion. The college offers the following.
Vocational Certificate programs:
- Automotive Service Technology
- Commercial Air Conditioning, Refrigeration and Heating
- Correctional Officer
- Dental Assisting
- Law Enforcement
- Nursing Assistant
- Patient Care Assistant
- Practical Nursing
- Surgical Technology
- Welding

Vocational Certificate Apprenticeship Programs
- Air Conditioning Apprenticeship
- Carpentry Apprenticeship
- Electrical Apprenticeship
- Masonry Apprenticeship
- Plumbing Apprenticeship

Basic Skills Requirement*
For students enrolling in a Postsecondary Adult Vocational (PSAV) certificate program, Rule 6A-10.040 states “Students who are enrolled in a postsecondary adult vocational program of four hundred fifty clock hours or more shall complete a basic skills examination within the first six weeks after admission into the program.” At Santa Fe, students applying for PSAV programs may take the Computerized Placement Tests (CPTs) when they apply for admission to the college, or they may be referred to the Assessment Center (G-027) for testing after being admitted to the program. Students who score below state minimum basic skills levels in reading, English and/ or mathematics must remediate those skills and achieve the required test scores before completing the certificate program. The program advisor will refer any student who fails to meet the minimum level of basic skills to the appropriate lab for instruction designed to correct deficiencies.

Assessment Center G-027
ESL Lab I-001
Math Lab G-014
Reading Lab G-036
Writing Lab G-006
Vocational Success Program G-028

SFCC Adult Education Programs
The Adult Education Program consists of three major components: Adult Basic Education, General Education Development, and English for Speakers of Other Languages.

Based upon diagnostic test results, individual programs of study are developed for each student. Students follow the prescribed study plans which include periodic reassessment of skills to determine progress and competency. The open-entry/open-exit admission policy allows students to begin and complete their programs of study at almost any time of the year.

Adult Basic Education (ABE) instruction is designed to improve the employability of the state’s workforce through instruction in mathematics, reading, language and workforce
readiness skills at grade equivalency 0 - 8.9. Students are placed in specific course levels based upon diagnostic test results. The Adult Education Program is located in G-032.

General Education Development (GED) instruction is coursework in five subject areas at the 9.0 to 12.0 grade levels. The subject areas are: writing, social studies, science, literature and mathematics. Students enroll in one or more of the following courses of study, based on the results of a diagnostic test or the practice GED test. Successful completion of a course of study is determined by passing the GED test.

English for Speakers of Other Languages (ESOL) instruction includes coursework and lab work that help non-native speakers of English develop English reading, writing, speaking and listening skills.

Call (352) 395-5760 for additional information regarding the Adult Education Program activities. The Adult Education Program is located in G-032.

**Vocational Certificate (limited access)**

The Vocational Certificate (V.C.) programs listed below admit students on a selected basis only. Admission to the college does not necessarily guarantee admission to these programs. Application should be made to the program as well as to the college. For further information regarding these programs, contact the following:

**Correctional Officer,**
**Law Enforcement**

Program Advisor Jim Murphey
Institute of Public Safety @ Kirkpatrick Center (352) 334-0358

Admission to the Basic Police and Basic Corrections Recruit programs is by agency sponsorship. Admission to the college does not necessarily guarantee admission to these programs. For further information regarding these programs contact the program advisor at the Institute of Public Safety located at the George Kirkpatrick Criminal Justice Training Center, (352) 334-0358, and ask for information about sponsorship.

**Practical Nursing,**
**Dental Assisting,**
**Surgical Technology**

Program Advisors Linda Traupane and Scott Fortner
Northwest Campus W-002, (352) 395-5650

**Nursing Assistant,**
**Patient Care Assistant**

Program Coordinator Kathleen Fariello
Northwest Campus W-267, (352) 395-5752

**Perkins Initiatives**

Program Coordinator Angela Clifford
Northwest Campus L-063, (352) 395-5260

Technical students, including special populations at Santa Fe Community College and in Alachua and Bradford counties’ school districts, receive academic support, assessment and
counseling, retention services, employment resources and limited financial support through the Perkins grants. In addition, technical projects and programs are initiated, improved, expanded and evaluated.

The program also emphasizes the expanded use of technology, all aspects of industry, and pertinent professional development. Links are established between secondary and postsecondary programs and business partners.

The Perkins Initiatives are Workforce Development, Tech Prep, Bradford-Union Area Vocational Technical Center, the Dignity Project, Information Technology Career Training (ITCT), Health Sciences Pilot for Success, Success Services Program, and the Vocational Success Program.

Visit the Web site at http://inst.santafe.cc.fl.us/~tas/

Alachua/Bradford One-Stop Career Centers

The Alachua/Bradford One-Stop Career Centers help students prepare for, enter and complete vocational training and certificate programs in high wage, high demand occupations. Services include vocational assessment, basic skills remediation, tutoring, computer skills training, financial assistance with books, tuition, uniforms, supplies and professional licensure fees, and assistance with job placement at the completion of training. Students eligible for financial assistance must meet income guidelines or be a dislocated worker. For more information, come to the Northwest Campus One-Stop Career Center in Building R, room 227 or call (352) 395-5126.

Tech Prep Program

The Alachua/Bradford/Santa Fe Community College Tech Prep Program provides career awareness, academics, and technical preparation. The purpose of the program is to broaden the educational, career, and economic opportunities of all students. This approach combines academic learning in the classroom with hands-on learning at a work site or in a simulated work setting.

The Tech Prep program also promotes a system of connecting activities that link Santa Fe Community College, the school districts of Alachua and Bradford counties, Bradford-Union Area Vocational Technical Center, and business and civic partners. The University of Florida, St. Leo University, and other private colleges and universities are also partners in Tech Prep education. Students benefit from Tech Prep educational programs by acquiring knowledge and skills that prepare them for opportunities to earn accelerated placement through credit by exam in Technology and Applied Sciences programs.

Visit the Web site at: http://inst.santafe.cc.fl.us/~techprep/

High School Dual Enrollment Program in Technical and Applied Sciences

Director Linda Lanza-Kaduce

In cooperation with the School Board of Alachua County, dual enrollment opportunities in Technology and Applied Sciences Programs are provided for qualified eleventh and twelfth grade students. The purpose of this educational program is to provide high school students an
opportunity to acquire a technical education at Santa Fe Community College while working toward a high school diploma. Students can earn both high school and college credit while attending SFCC’s High School Dual Enrollment Program. Students whose college placement test scores and academic history are competitive with those of college students may be advised to enroll in college level academic courses which count as both high school and college credit. Students in the High School Dual Enrollment Program graduate from their home high school. Santa Fe Community College is the only college in the state offering vocational and academic courses to high school students on a full time basis. All college fees normally charged for classes are waived for High School Dual Enrollment students. Required textbooks are provided free of charge for public school students, transportation arrangements are available through the county school bus system and free and reduced meals are provided for eligible students. For further information about this program call (352) 395-5490.

Programs in Technology and Applied Sciences

Business Programs

Program Director:
Ms. Deborah Clark

Program Coordinator:
Mr. Brian Fox

Program Advisor:
Mr. Douglas Robertson

Business Faculty:
Ms. S. Crosson, *Ms. J. Cunningham, Mr. J. Geason, Mr. R. Gilbert, Mr. H. Hartman, Mr. H. Hooper, Ms. N. Huber, Ms. M. Palumbo, Ms. D. Paige, *Ms. A. Martin-Segrini, Ms. M. Short, Mr. W. Steen, *Mr. R. Strickland, *Mr. C. Wheeler, *Ms. N. Wills, Mr. P. Woodward, and *Mr. W. Wright

*Academic Lead Faculty:

Accounting Technology: Ms. J. Cunningham
Business Administration and Management: Mr. W. Wright
Economics: Mr. R. Strickland
Health Information Management: Ms. A. Martin-Segrini
Legal Assisting: Mr. C. Wheeler
Office Systems Technology: Ms. N. Wills

Business Programs offers preparation for a wide range of careers in government, business and industry. Opportunities for employment, advancement and responsibility in careers such as management, legal, medical, secretarial and accounting exist in almost every business organization.

Programs in business are structured to include a foundation in general education, a broad understanding of business environment, commercial activities and specialized skills necessary for particular occupations. Students planning to transfer to a four-year college or university upon graduation from SFCC are best advised to comply with the course requirements for the Associate of Science degree in Business Administration (see catalog description and consult with the Programs Advisor) or enroll in the Associate of Arts program. Students should read
carefully the section on requirements for the Associate of Arts degree listed under the Division of Arts and Sciences. Course selection should be made with the help of an academic advisor.

Students planning to complete their formal education in a two-year period are advised to pursue the Associate of Science or Associate of Applied Science degree. This degree is designed to prepare the student for direct entry into a variety of business positions. Majors offered and course requirements are detailed in the following Associate of Science and Associate of Applied Science sections.

Students should remember that the A.S./A.A.S. degree is designed for immediate employment upon completion of the two-year program and not designed to be a transfer degree to a senior college or university. However, some transfer agreements have been established in some programs, and these are noted at the end of each degree program outline. Students interested in these exceptions should contact the Business Programs Advisor for course requirements.

Students who are planning to attend college for specific training but are not interested in a degree program should pursue one of the certificate programs. Certificate programs are designed to be completed over a one-year period. Consult the following section for certificate program offerings.

A Programs Advisor is available in the Business Programs area to help all students seeking advisement on A.S./A.A.S. degrees or certificate programs.

A.A.S. and A.S. Degree and Certificate Programs

Business Administration - Associate of Applied Science 2220

The Associate of Applied Science in Business Administration is a 64 credit hour program designed for students to secure employment in business upon graduation. This program provides students with a variety of coursework in many areas of business, preparing them for positions in management and supervision, marketing, bookkeeping, and others. Specialization within this program is available and encouraged; we strongly encourage specialization in accounting, marketing, or general. The sample sequence should be followed closely by students; some adjustments may need to be made due to reduced summer offerings or other circumstances. All students are strongly encouraged to achieve a minimum of 35 CWPM typing speed in order to meet the needs of local employers. Students completing this degree are also eligible to receive the Business Management Certificate.

Business Administration
(Course Requirements)

General Education Requirements

<table>
<thead>
<tr>
<th>Communications/ Humanities</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC2210 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>PHI2600 Introduction to Ethics OR</td>
<td>3</td>
</tr>
<tr>
<td>SPC2600 Public Speaking I</td>
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</table>

Mathematics/ Science

<table>
<thead>
<tr>
<th>Mathematics/ Science</th>
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</thead>
<tbody>
<tr>
<td>MTB1103 Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>
Social/ Behavioral Science
MNA1765 Professional Development 3

Choose One:
AMH2010, AMH2020, AMH2035, ANT2410, CLP2140, CPO2001,
PCO2202, POS2041, POS2112, PPE2001, PSY2012, SOP2002,
SYG2000, SYG2010 3

Total Hours 18

*Business Electives (see programs advisor) credit hours 6

Professional Core Requirements
ACG2001 Principles of Accounting I 3
ACG2450 Quickbooks 3
BUL2241 Business Law I 3
CGS1101 MS Office Applications 3
FIN2001 Principles of Finance 3
GEB1011 Introduction to Business 6
GEB2351 International Business Practice Firm 3
GEB2949 Business Internship 3
MAN2300 Human Resource Management 3
MAR2011 Principles of Marketing 3
MNA2100 Human Relations in Business 3
MAN2021 Principles of Management 3

Total Hours 39

Total Program Hours 64

*Choose three from the following (we strongly encourage selecting coursework from one of the
three tracks in order to focus your studies — see the Programs Advisor): ACG2011, ACG2071,
ACG2500, TAX2000, MKA2021, MKA2041, MKA2511, OST2713, BUL2137, OST2853,
OST2792, and REE2040.

Business Administration - Associate of Science 3220

The Associate of Science in Business Administration is a 64 credit hour program designed for
students to secure employment in business upon graduation as well as preparing them for transfer
to the colleges of business at the state’s universities. This program provides students with a variety
of coursework in many areas of business, preparing them for positions in management and
supervision, marketing, accounting, and others. The sample sequence should be followed closely by
students; some adjustments may need to be made due to reduced summer offerings or other
circumstances. Students completing this degree are also eligible to receive the Business
Management Certificate.
Business Administration  
(Course Requirements)  

General Education Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications/ Humanities</td>
<td>ENC1101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPC2600 Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENC1102 Composition II OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENC2210 Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HUM2416 Introduction to China/Japan OR</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HUM2450 American Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>REL2120 Religion in America OR</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>REL2300 Contemporary World Religions</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/ Science</td>
<td>MAC1105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>STA2023 Statistics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAC2233 Survey of Calculus</td>
<td>3</td>
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<tr>
<td></td>
<td>MAC2233L Survey of Calculus Lab</td>
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<tr>
<td></td>
<td>BSC2050 Energy and Ecology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BSC1001 Introduction to Biology OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSC2250 FL. Flora/Fauna</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSC1101 Principles of Physical Science OR</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*PSC2121 General Physical Science</td>
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</table>

Total Hours 37

Professional Core Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>**ACG2021 Intro to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG2071 Managerial Accounting</td>
<td>3</td>
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<tr>
<td>BUL2241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS1101 MS Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO2013 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO2023 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEB1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR2011 Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 27

Total Program Hours 64

*This course must be taken with its accompanying lab, PSC2121L.

**It is strongly suggested that the student consider taking ACG2001 and ACG2021 (see the Programs Advisor).
The Health Information Management Associate of Science degree is an AHIMA/CAAHEP accredited 67 credit hour program which prepares individuals in all aspects of medical records. A medical record or health information technician is responsible for the collection, interpretation, coding and confidentiality of all data used to create individual patient records in all health care settings. This sequence must be followed closely by students; some adjustments may be made for individuals who have completed some of the required coursework. Acceptance into this program is required in addition to admission to the college. Students desiring to enroll in this program must contact the Business Programs Advisor’s office in building C, room 102, for pre-entrance counseling, and application to the program.

### Health Information Management (Course Requirements)

#### General Education Requirements

<table>
<thead>
<tr>
<th>HOURS</th>
<th>Communications/ Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENC1101 College Composition</td>
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<tr>
<td></td>
<td>SPC2600 Public Speaking</td>
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<tr>
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<td>PHI2600 Ethics</td>
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</table>

<table>
<thead>
<tr>
<th>HOURS</th>
<th>Mathematics/ Science (Choose 6 hours)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MAC1105 College Algebra</td>
</tr>
<tr>
<td></td>
<td>STA2023 Introduction to Statistics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS</th>
<th>Social/ Behavioral Science</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Choose 3 hours)</td>
</tr>
<tr>
<td></td>
<td>DEP2004 Developmental Psychology OR</td>
</tr>
<tr>
<td></td>
<td>PSY2012 General Psychology</td>
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</table>

Total Hours 18

#### Professional Core Requirements

(a grade of “C” or better is required for all Professional Core courses)

<table>
<thead>
<tr>
<th></th>
<th>BSC2084 Anatomy and Physiology</th>
<th>3</th>
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<tbody>
<tr>
<td></td>
<td>BSC2084L Anatomy and Physiology Lab 1</td>
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<tr>
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<td>CGS1101 MS Office Applications</td>
<td>3</td>
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<tr>
<td></td>
<td>HSC1000C Introduction to HIM</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIM1430 Principles of Disease</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIM1436 Principles of Disease II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HIM1800 Practicum I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIM2280 Basic ICD-9 Coding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIM2253 CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIM2260C Health Insurance Processing &amp; Reimbursement</td>
<td>3</td>
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<tr>
<td></td>
<td>HIM2283 Advanced ICD-9 Coding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIM2400 HIM in Alternative Setting</td>
<td>2</td>
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<tr>
<td></td>
<td>HIM2500 Data Management &amp; Utilization Review</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIM2820 HIM Practicum III Coding</td>
<td>2</td>
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<tr>
<td></td>
<td>HIM2810 Practicum II, Alternate Care Settings</td>
<td>2</td>
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<tr>
<td></td>
<td>HIM2932 Topics in HIM</td>
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</tr>
</tbody>
</table>
MAN2021 Principles of Management 3
OST2257 Medical Terminology 3
PLA1003 Introduction to Legal Technology 3

Total Hours 49
Total Program Hours 67

Legal Assistant - Associate of Science 3707

The Associate of Science in Legal Assisting is a 64 credit hour program designed to prepare students for employment as legal assistants (also known as paralegals) in a variety of settings: law offices, court houses, state agencies, etc. Students receive education in many areas of law (e.g. family, contract, criminal, etc.) as well as legal research and general office skills. This sample sequence should be followed closely by students; some adjustments may need to be made due to reduced summer offerings or other circumstances. Graduates of the program are eligible to take the Certified Legal Assistant Exam sponsored by the National Association of Legal Assistants (NALA, June 1996 criteria) without additional minimum employment history requirements. Note: This program is based and offered almost exclusively at the Blount Center and is geared to evening classes. Consult with the Programs Advisor for further information.

Legal Assistant
(Course Requirements)

General Education Requirements

Communications/ Humanities
ENC1101 College Composition 3
ENC2210 Technical Communications 3
SPC2600 Public Speaking I 3

Mathematics/ Science (Choose 6 hours) 3
MAC1105 College Algebra OR
MGF1106 Topics in Mathematics 3

Social/ Behavioral Science (Choose 3 hours) 3
AMH2010 U.S. History to 1877 3
AMH2020 U.S. History Since 1877 3
AMH2070 Florida History 3
AMH2091 African-American History 3
POS2041 American National Government 3
POS2112 State and Local Government 3

Total Hours 15
College Open Elective 4

Professional Core Requirements
(a grade of C or better is required for all Professional Core courses)
CGS1101 MS Office Applications 3
INP2301 Human Relations in Life & Work OR
MNA2100 Human Relations in Business OR
PSY2012 General Psychology 3
OST2711 Applications in Word Processing 3
*OST Course OST Elective 3
*OST Course OST Elective 3
**PLA1003 Introduction to Legal Technology 3
PLA1104 Legal Writing & Research 3
***PLA2940 Legal Assistant Internship 3

Core Sub-Total Hours 24

Professional Core Courses:
Choose 21 credit hours:
BUL2137 Employment Law for Business 3
PLA2201 Litigation Procedures 3
PLA2273 Torts: Personal Injury Litigation 3
PLA2303 Criminal Law and Procedure 3
PLA2423 Contracts 3
PLA2433 Business Organizations and Government Regulations 3
PLA2610 Real Estate Law & Property Transactions 3
PLA2600 Wills, Trusts & Probate Administration 3
PLA2800 Laws of Family Relations 3
PLA2930 Special Topics 3

Total Professional Hours 42
Total Program Hours 64

*Choose from the following: OST1100, OST1110, OST2853, OST2713, or OST2792.
**PLA 1003 — Introduction to Legal Technology is a prerequisite for all other Legal Assistant classes.
***PLA 2940 — Legal Assistant Internship — student must be enrolled in or have completed the following courses prior to enrolling in this course: PLA1003 and PLA1104

Office Systems Technology - Associate of Science 3508
The Associate of Science degree in Office Systems Technology is a 63 credit hour program structured to include a sound foundation in general education and is designed to prepare the student for administrative assistant duties in the office setting. The program provides skill training utilizing modern office equipment. Human relations training and contemporary office practices are also involved in this popular program. Students may choose to specialize their program's coursework in many ways to include an area of concentration in computers, accounting, or management. Students completing this degree are also eligible to receive the Office Systems Specialist General Option Certificate.

Office Systems Technology
(Course Requirements)
General Education Requirements

Communications/ Humanities
OST2335C Business Writing 3
ENC1101 Composition I 3
ENC2210 Technical Communication 3
PHI2600 Introduction to Ethics OR
SPC2600 Public Speaking I 3
Mathematics/ Science 3
MGF1106 Topics in Mathematics OR
MAC1105 College Algebra 3

Social/ Behavioral Science 6
MNA1765 Professional Development Strategies 3
Choose one:

Total Hours 21

PROFESSIONAL CORE REQUIREMENT
(a grade of “C” or better is required for all Professional Core courses)
ACG2001 Principles of Accounting I 3
ACG2450 Quickbooks 3
CGS1101 MS Office Applications 3
GEB1011 Introduction to Business 3
GEB2949 Internship 3
MAN2021 Principles of Management 3
MAN2300 Human Resource Management
OR
SOP2002 Psychology of Social Behavior 3
OST1100 Elementary Typing 3
OST1110 Intermediate Typing 3
OST2401 Office Procedures 3
OST2713 Desktop Publishing 3
OST2714 Applications in Word Processing 3
OST2853 Spreadsheet and Database 3
*OST Elective 3

Total Hours 42

Total Program Hours 63

*Choose from the following: PLA1003 Introduction to Legal Technology, OST2792 Internet for Office Professionals, or ACG2011 Principles of Accounting II.

OST-Medical Office Systems Specialist - Associate of Science 3518

The Associate of Science degree in OST-Medical Office Systems Specialist is a 63 credit hour program structured to include a sound foundation in general education and is designed for the student pursuing an administrative career in the medical profession. The program combines training in general office skills and specialized course work unique to the medical profession (most notably transcription and coding). Beginning students and employed medical personnel will find this program invaluable for career advancement. Students completing this degree are also eligible to receive the Office Systems Specialist - Medical Office Assistant certificate and may choose to complete the Transcriptionist and Insurance Processing certificates as well.

Acceptance into this program is required in addition to admission to the college. Students desiring to enroll in this program must contact the Business Programs Advisor’s office in building C, room 102, for pre-entrance counseling, and application to the program.
Office Systems Technology
(Course Requirements)

General Education Requirements

Communications/ Humanities
OST2335C Business Writing 3
ENC1101 Composition I 3
PHI2600 Introduction to Ethics OR
SPC2600 Public Speaking I 3
*Humanities Elective 3

Mathematics/ Science
MGF1106 Topics in Mathematics OR
MAC1105 College Algebra 3

Social/ Behavioral Science
MNA1765 Professional Development Strategies 3
Choose one:

Total Hours 21

PROFESSIONAL CORE REQUIREMENT (minimum grade of “C” required)
ACG2001 Principles of Accounting I 3
CGS1101 MS Office Applications 3
HIM1430 Principles of Disease 3
HIM2450 Anatomy and Physiology 3
HIM2280 Basic ICD-9 Coding 3
HIM2283 Advanced ICD-9 Coding 3
OST2257 Medical Terminology 3
OST2464 Medical Manager 3
OST2471 Medical Work Experience 3
OST2611 Medical Transcription I 3
OST2612 Medical Transcription II 3
**OST2713 Desktop Publishing 3
OST2714 Applications in Word Processing 3
OST2792 Internet for Office Professionals 3

Total Hours 48
Total Program Hours 63

*Choose one from the following: MUL1010, MUT1001, ARH1000, or ART1001C.
**OST2613 Medical Transcription Specialties or HIM2253 CPT Coding may substitute for
OST2713; whichever course is taken, a minimum grade of “C” is required.
Business Management - Certificate 6508

The Certificate in Business Management is a 24 credit hour program which provides students with a broad base in business education, including coursework in accounting, management/supervision, business correspondence, business computing, etc. Students may choose to leave SFCC after completion of their certificate or they may choose to enter SFCC’s Applied Associate of Science degree program in Business Administration. All students are strongly encouraged to achieve a minimum of 35 CWPM typing speed before graduation in order to meet the needs of local employers. The sample sequence should be followed closely by students; some adjustments may need to be made to accommodate limited summer offerings or special circumstances.

Business Management
(Course Requirements)

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG2001 Principles of Accounting I OR</td>
<td>3</td>
</tr>
<tr>
<td>MAR2011 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>GEB1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB2351 International Business Practice Firm</td>
<td>6</td>
</tr>
<tr>
<td>MAN2021 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA1765 Professional Development Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MTB1103 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OST2706 Introduction to Computer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Hours 24

Office Systems Specialist - General Office Option-Certificate 6507

The Office Systems Specialist - General Option Certificate is a 30 credit hour program which trains students in general office operations and procedures. Positions available to program graduates might include word processor, clerk, business transcriptionist, administrative assistants, and general office workers. All courses in this certificate program apply towards an Associate of Science degree in Office Systems Technology. The sample sequence should be followed closely by students; some adjustments may need to be made due to reduced summer offerings or other circumstances. The College Placement Test (CPT) is NOT required for this program.

Office Systems Specialist - General Office Option
(Course Requirements)

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST1100 Elementary Typing</td>
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</tr>
<tr>
<td>OST1110 Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>OST2335C Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>OST2401 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OST2706 Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST2713 Applications in Business Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>OST2714 Applications in Word</td>
<td>3</td>
</tr>
<tr>
<td>OST2792 Internet for Office Professionals</td>
<td>3</td>
</tr>
<tr>
<td>OST2853 Spreadsheet &amp; Database for the Office</td>
<td>3</td>
</tr>
<tr>
<td>SLS1301 Life and Career Development</td>
<td>3</td>
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</tbody>
</table>

Total Hours 30
Office Systems Specialist, Insurance Processing Certificate 6517

The Insurance Processing program is a 30 credit hour certificate for the Medical Coding Specialist. Medical Coding Specialists analyze and classify medical data for research, billing, statistics, quality assessment, utilization review, cancer registry and related health information functions. This requires a unique blend of skills. A coder is a health information specialist who is equally at home with a computer or with medical reference books. You are a member of a highly respected profession. Santa Fe Community College is one of the first colleges in the country to answer the call for Medical Coding Specialists. To fit your schedule, SFCC’s 30 hour certificate program offers a full-time and a part-time option. The SFCC comprehensive Insurance Processing program includes classes in anatomy, diseases, and computers as well as instruction in two disease classification systems (ICD-9-CM and CPT). All courses in this certificate program may apply towards an Associate of Science degree in OST-Medical Office Systems Specialist or Health Information Management. Note: This program requires an application in addition to your general college application; please consult with the Programs Advisor.

Office Systems Specialist, Insurance Processing (Course Requirements - a grade of “C” or better is required for all courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>HIM1430</td>
<td>Principles of Disease</td>
<td>3</td>
</tr>
<tr>
<td>HIM2280</td>
<td>Basic ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIM2253</td>
<td>CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIM2260C</td>
<td>Health Insurance Processing &amp; Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HIM2283</td>
<td>Advanced ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIM2450</td>
<td>Medical Records Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>OST2257</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OST2464</td>
<td>Medical Manager</td>
<td>3</td>
</tr>
<tr>
<td>OST2471</td>
<td>Medical Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>OST2706</td>
<td>Introduction to Computer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Hours 30

Office Systems Specialist - Medical Office Assistant - Certificate 6537

The Office Systems Specialist - Medical Office Assistant certificate is a 30 credit hour program which offers training in a variety of medical office operations and procedures. Specific skills are taught in typing, word processing, and transcription. Additional courses in medical terminology, a medical computer program (Medical Manager), and medical work experience will be required for this certificate. Positions available to program graduates might include medical secretary, word processor, clerk, transcriptionist and general office workers in medical settings. Graduates of this program may choose to continue their education by enrolling in the Associate of Science degree in OST-Medical Office Systems Specialist and/or possibly completing the required coursework to earn the Transcriptionist certificate. The sample sequence should be followed closely by students; some adjustments may need to be made to accommodate limited summer offerings or special circumstances. Note: This program requires an application in addition to your general college application; please consult with the Programs Advisor.
### Office Systems Specialist-Medical Office Assistant (Course Requirements)
(a grade of “C” or better is required for all courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM1430</td>
<td>Principles of Disease I</td>
<td>3</td>
</tr>
<tr>
<td>HIM2450</td>
<td>Medical Records Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>OST2257</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OST2464</td>
<td>Medical Manager</td>
<td>3</td>
</tr>
<tr>
<td>OST2471</td>
<td>Medical Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>OST2611</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>OST2612</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>OST2706</td>
<td>Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST2714</td>
<td>Applications in Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST2853</td>
<td>Spreadsheet/Database OR</td>
<td>3</td>
</tr>
<tr>
<td>OST2713</td>
<td>Applications in Desktop Publishing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Hours**: 30

### Office Systems Specialist - Transcriptionist (Medical) - Certificate 6547

The Office Systems Specialist - Transcriptionist certificate is a 30 credit hour program which specializes in training students for employment as medical transcriptionists. Medical transcriptionists provide an important service to both physician and patient by transcribing (typing) dictated medical reports that document a patient’s medical care and condition. Specific skills are taught in typing, word processing, and transcription. Additional courses in medical terminology, medical computer program (Medical Manager), and medical work experience will be required for this certificate. Positions available to program graduates might include medical transcriptionist, word processor, clerk, medical secretary and general office worker. Graduates of this program may choose to continue their education by enrolling in the Associate of Science degree in OST-Medical Office Systems Specialist and/or possibly completing the required coursework to earn the Office Systems Specialist - Medical Office Assistant certificate. The sample sequence should be followed closely by students; some adjustments may need to be made to accommodate limited summer offerings or special circumstances. Note: This program requires an application in addition to your general college application; please consult with the Programs Advisor.

### Office Systems Specialist-Transcriptionist (Medical) (Course Requirements)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HIM1430</td>
<td>Principles of Disease I</td>
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<tr>
<td>HIM2450</td>
<td>Medical Records Anatomy &amp; Physiology</td>
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</tr>
<tr>
<td>OST2257</td>
<td>Medical Terminology</td>
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</tr>
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<td>OST2464</td>
<td>Medical Manager</td>
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<td>OST2471</td>
<td>Medical Work Experience</td>
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<td>OST2611</td>
<td>Medical Transcription I</td>
<td>3</td>
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<tr>
<td>OST2612</td>
<td>Medical Transcription II</td>
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<td>Medical Transcription III</td>
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<td>OST2706</td>
<td>Introduction to Computer Applications</td>
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<tr>
<td>OST2714</td>
<td>Applications in Word Processing</td>
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</table>

**Total Program Hours**: 30
Child Development Program Coordinator & Faculty

Child Development Program Coordinator:
Ms. J Campbell

Child Development Faculty:
Ms. J. Campbell, Ms. M. Jamerson

Santa Fe Community College offers an Associate of Science degree in Child Development and Education. Four areas of specialization are available: Infant/Toddler, Preschool, Children With Disabling Conditions, and Childcare Center Management. The Child Development Early Intervention Certificate Program is a one-year credit program for persons who wish to work in centers serving children with disabling conditions. A Child Development Associate (CDA) training program is available for students who wish to apply for the national CDA credential. Credits earned in the CDA and certificate programs may be applied toward the Associate of Applied Science degree. Students who complete either college program will meet the standards for the Florida CDA Equivalency program. Graduates of the Child Development Program are employed in child development centers, Head Start, Early Start and pre-kindergarten programs, child care centers, and programs serving children with disabling conditions.

The Santa Fe Community College Little School — a parent-child developmental laboratory center serving infants, toddlers, and preschool children — is a unique, well-equipped facility which provides opportunities for supervised observational field experience. The Little School is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children (NAEYC). The laboratory school serves as a field site for students in the Child Development Program.

The Child Development Program is designed to serve a variety of students. For those already working with young children, it provides an opportunity to refresh and increase knowledge and competencies. Others who wish to explore and/ or gain entry into the expanding child care and early education field can acquire practical experience as well as a basic pre-professional education. Parents can build knowledge and skills through parenting classes offered as part of this program. Note In addition to the required courses, participants will be required to have a current certificate in first aid and infant, child and adult CPR. This certification must be earned no earlier than one term prior to graduation.

Child Development and Education 3401

Child Development and Education
(Course Requirements)

General Education Requirements

Communications/ Humanities

ENC1101 College Composition 3
HUM1230 Renaissance Through Present 3

Mathematics/ Science

BSC2005/ L General Biology with Lab OR
PSC 2121 General Physical Science 4
MTB1103 Business Math 3
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Social/ Behavioral Science</strong></td>
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<tr>
<td>PSY2012 General Psychology</td>
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<td>DEP2004 Developmental Psychology</td>
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<th>Course</th>
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<td><strong>PROFESSIONAL CORE REQUIREMENTS</strong></td>
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<td>EDF1004 Educational Field Experience</td>
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<tr>
<td>EEC1000 Introduction to Child Development</td>
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<tr>
<td>EEC1001 Education for the Young Child</td>
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<tr>
<td>EEC1601 Observing &amp; Recording Behavior</td>
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<tr>
<td>EEC1907 Directed Observation and Participation: Early Childhood</td>
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<tr>
<td>EEC2200 Curriculum in Child Education</td>
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</tr>
<tr>
<td>EEC2401 Home &amp; Community in Childhood Education</td>
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<tr>
<td>EEC2931 Seminar in Child Education</td>
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<tr>
<td>EEX1600 Classroom Management</td>
<td>3</td>
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<tr>
<td>EEX2010 Survey of Disabling Conditions in Young Children</td>
<td>3</td>
</tr>
<tr>
<td>HUN1410 Nutrition for Children</td>
<td>3</td>
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<tr>
<td><strong>Areas of Specialization (Choose One) Infants/ Toddler</strong></td>
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<tr>
<td>CHD1120 Caring for Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>CHD1200 Child Development: Infants &amp; Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>EEC1522 Infant/ Toddler Environments</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>Preschool</strong></td>
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<tr>
<td>ARE2010 Children’s Art</td>
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<td>CHD1220 Child Development for Teachers of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD2381 Educating the Young Thinker</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Children with Disabling Conditions</strong></td>
<td></td>
</tr>
<tr>
<td>CHD1200 Child Development: Infants &amp; Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>CHD1220 Child Development for Teachers of Young Children</td>
<td>3</td>
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<tr>
<td>EEX2930 Special Topics</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>*<em>Child Care Center Management</em></td>
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<tr>
<td>EEC2500 Foundations of Child Care and Education Administration</td>
<td>3</td>
</tr>
<tr>
<td>EEC2523 Child Care and Education Leadership and Management</td>
<td>3</td>
</tr>
<tr>
<td>EEC2527 Child Care and Education Financial and Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>EEC2526 Child Care and Education Programming</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<tr>
<td><strong>Total Program Hours</strong></td>
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*Select three of the four classes
Children Development and Education A.S./A.A Transfer

Students who plan to transfer to the university system should consult the Child Development Program Faculty or program advisor.

(Course Requirements)

General Education Requirements

<table>
<thead>
<tr>
<th>Communications/ Humanities</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>ENC1101 College Composition</td>
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<tr>
<td>ENC1102 Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>HUM1230 Renaissance Through Present</td>
<td>3</td>
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<tr>
<td>MUT1001 Music Fundamentals</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>DEP2004 Developmental Psychology (Lifespan)</td>
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<table>
<thead>
<tr>
<th>Mathematics/ Science</th>
<th>HOURS</th>
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<td>BSC2005/ L General Biology with Lab</td>
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<tr>
<td>MAC1105 College Algebra</td>
<td>3</td>
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<tr>
<td>MGF1106 Topics in Mathematics</td>
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<table>
<thead>
<tr>
<th>Social/ Behavioral Science</th>
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<tbody>
<tr>
<td>PSY2012 General Psychology</td>
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<tr>
<td>DEP2002 Introduction to Child Psychology</td>
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</tbody>
</table>

Total Hours 31

PROFESSIONAL CORE REQUIREMENTS 29

| Educational Field Experience | 5 |
| Education in American Society | 3 |
| Teaching Diverse Populations | 3 |
| Education for the Young Child | 3 |
| Curriculum in Child Education | 3 |
| Classroom Management | 3 |
| Survey of Disabling Conditions in Young Children | 3 |
| Introduction to Technology | 3 |
| Nutrition for Children | 3 |

Areas of Specialization (Choose One) Infants/ Toddler 3

| Caring for Infants and Toddlers | 3 |

Preschool 3

| Educating the Young Thinker | 3 |

Children with Disabling Conditions 3

| Special Topics | 3 |

Child Care Center Management 3

| Foundations of Child Care and Education Administration | 3 |

Total Hours 32

Total Program Hours 63
Child Development Early Intervention Certificate Program 6403

The Child Development Program offers a planned sequence of courses leading to the Child Development Early Intervention Certificate. This 36 credit certificate is for persons interested in working as paraprofessionals with infants and pre-kindergarten children with disabling conditions and their families. These courses may be applied toward the A.S. degree in Child Development and Education.

Students who plan to transfer to the university system should consult the Child Development Program faculty or program advisor.

Note: In addition to the required courses, participants will be required to have a current certificate in first aid and infant, child and adult CPR. This certification must be earned no earlier than one term prior to graduation.

(Course Requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD1200 Child Development: Infants &amp; Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>CHD1220 Child Development for Teachers of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC1000 Introduction to Child Development and Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC1001 Education for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EEC1601 Observing &amp; Recording Behavior</td>
<td>3</td>
</tr>
<tr>
<td>EEC1907 Directed Observation and Participation: Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>EEC2200 Curriculum in Child Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC2401 Home &amp; Community in Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEX1600 Behavior Management</td>
<td>3</td>
</tr>
<tr>
<td>EEX2010 Survey of Disabling Conditions in Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEX2930 Special Topics-The Law</td>
<td>3</td>
</tr>
<tr>
<td>HUN1410 Nutrition for Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 36

Core Classes A.S./ A.A. Transfer

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CHD1200 Child Development: Infants &amp; Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>DEP2002 Introduction to Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDF1005 Education in American Society</td>
<td>3</td>
</tr>
<tr>
<td>EDG2701 Teaching Diverse Populations</td>
<td>3</td>
</tr>
<tr>
<td>EEC1001 Education for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EEC1601 Observing &amp; Recording Behavior</td>
<td>3</td>
</tr>
<tr>
<td>EEC1907 Directed Observation and Participation: Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>EEC2200 Curriculum in Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEX1600 Behavior Management</td>
<td>3</td>
</tr>
<tr>
<td>EEX2010 Survey of Disabling Conditions in Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEX2930 Special Topics-The Law</td>
<td>3</td>
</tr>
<tr>
<td>HUN1410 Nutrition for Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 36
Child Development Associate (CDA) Training Program

The Santa Fe Community College Child Development Associate (CDA) Training Program is designed to meet the requirements for training and assessment which have been instituted by the Council for Early Childhood Professional Recognition. The CDA credential is awarded after training, the preparation of a professional resource file, the accumulation of 480 hours of direct work with children and the successful completion of the advisor observation and verification meeting. The CDA credential meets the State of Florida requirements for child care personnel.

Note: In addition to the required courses, participants will be required to have a current certificate in first aid and infant, child and adult CPR. This certification must be earned no earlier than one term prior to graduation.

(Course Requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD1220 Child Development for Teachers of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDF1004 Educational Field Experience</td>
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</tr>
<tr>
<td>EEC1001 Education for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EEC1907 Directed Observation and Participation: Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>EEC2401 Home &amp; Community in Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

All credits earned in the CDA training program may be applied toward the Child Development Early Intervention certification and the Associate of Science degree in Child Development and Education.

CDA Exemption Program

The CDA Exemption Program is designed for individuals who have college degrees and are seeking to meet the requirements for state certification of training for working with young children. The Child Development program is designated by the Department of Children and Families to administer the CDA Exemption program which is offered at Santa Fe and other community colleges across the state. The three basic components of the program are:

1. Child Growth and Development: A three-credit hour college course or comparable coursework with major focus on the child from birth through age five, including theories of growth and development.
2. Early Childhood Education Programming: A three-credit hour college course or comparable coursework with major focus on planning, implementing and evaluating group experiences for children, five years or younger, based on instructional strategies and practical application with children of these ages.
3. Documentation of 480 hours of direct work with children ages five years or younger, including documented observation of the candidate’s competence in the 8 CDA content areas.

(Course Requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD2930 Child Development: Waiver/ Exemption Process</td>
<td>2</td>
</tr>
<tr>
<td>CHD1220 Child Development for Teachers of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC2200 Curriculum in Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>
Individuals are awarded an exemption certificate for inclusion in their personnel file when they have documented the completion of the above components.

**Child Development Associate (CDA) Renewal Program**

The Child Development Program offers 3-credit courses that meet the Renewal requirement. Persons who need to renew their CDA credential should contact a Child Development Program Advisor for assistance in assessing their renewal requirements and planning their renewal program.

**Child Development High School**

**Child Development High School Dual Enrollment Programs**

The Child Development program at Santa Fe Community College offers two options for high school students in the Dual Enrollment Program: the Early Childhood Education Program and the Child Development Early Intervention certificate.

**Child Development Early Intervention**

The Child Development Early Intervention Program is a sequence of courses for persons interested in working with infants and prekindergarten children with disabilities, and their families. High School students interested in this program may select two courses from this program in the Fall and Spring Term and one course in the Summer A Term. Students enrolled in the second year of the program may participate in a practicum.

**Early Childhood Education**

The Early Childhood Education program is a three term, 450 contact hour program to prepare students for employment as child care assistants. Early childhood assistants help the lead teacher to provide developmentally appropriate learning opportunities which foster the physical, social, emotional and intellectual growth of the children in their care. They share responsibility for the health and safety of the children, support families, and are partners with them in the growth and development of their children. Laboratory experiences are provided in the Child Development Laboratory Center, SFCC Little School.

Requirements for Admission

Students must:

1. Score 8.5 in both Math and Reading on the Ad. TABE
2. Complete the Child Development Program Application
3. Complete a personal interview
4. Submit three letters of reference

Students who are accepted into the Early Childhood Education program must complete the Department of Children and Families background check and submit proof of a negative TB test prior to their first term of enrollment.

Students aged 16 or older who successfully complete the fall and spring terms of the Early Childhood Education program will be eligible to receive the State of Florida 20-hour Introductory Child Care Certificate and the 10-hour Developmentally Appropriate Practices for Young Children certificate.

Students who successfully complete the Early Childhood Education program and an approved Red Cross first aid course may apply for up to six hours of credit toward the credit certificate or the A.S. degree in Child Development and Education. All work must receive a grade of B or above.
Health Sciences Programs

Health Sciences Management Team:
Ms. Sheila Baker, Mr. Ed Dice, Ms. Reeda Fullington, Ms. Linda Nichols,
Ms. Rita Sutherland, Mr. David Yonutas

Program Advisors:
Ms. Linda Traupane, Mr. Scott Fortner

Counseling Director:
Ms. Sheila Baker

The Health Sciences Programs offer students preparation for a wide variety of employment opportunities. Challenging careers exist for those individuals who receive satisfaction in working directly with sick or injured people, as well as for those who desire involvement in the technical aspects of the health care process.

The Associate of Applied Science degree programs in Cardiopulmonary Technology, Dental Hygiene, Dental Hygiene Bridge, Nuclear Medicine Technology, Radiography, Respiratory Care and the Associate of Science degree programs in ASN Nursing, ASN Nursing Bridge, and Biotechnology include preparation in general education, appropriate offerings from related Health Sciences and professional specialization. The Health Sciences Programs also includes a preparatory unit — Sciences for Health Programs — which offers courses in sciences, math, and health. Graduates of Santa Fe Health Sciences’ A.A.S. and A.S. programs are prepared to move directly into technical and professional positions. Associate of Arts degree students preparing to articulate to upper division may also take various health science courses.

Non-degree, certificate programs available at Santa Fe include Certified Nursing Assistant, Dental Assisting, Home Health Aide, Patient Care Assistant, Practical Nursing, and Surgical Technologist. The Diagnostic Medical Sonography program is offered as an advanced certificate for graduates of an accredited Radiography, Cardiopulmonary Technology, Nuclear Medicine program, or graduates of an accredited Registered Nursing or Respiratory program (previous Imaging coursework required).

The college offers supplemental education courses in Health Sciences areas. These courses are primarily for health care practitioners who must maintain or improve their skills in their profession.

Acceptance into a particular Health Sciences program is required in addition to admission to Santa Fe Community College. Students desiring to enroll in a Health Sciences program should contact the Health Sciences Counseling Office in Building W, Room 002, for advisement about application and selection into a particular program.

Beginning May 1, 2001, all individuals accepted into a Health Sciences program with clinical components, must submit to a Florida Department of Law Enforcement Criminal Background check (FDLE). Contact the Health Sciences Counseling Office for the latest information regarding FDLE background check requirements.

Programs and application information are available on the Health Sciences web page. Visit us at http://inst.santafe.cc.fl.us/~health/

Health Sciences Student Support Programs

The Teaching and Learning Center
The Teaching and Learning Center is a learning center designed to support instructional
activities for Health Sciences Programs. Computers, internet access, individual and small
group teaching and study areas, program related models, charts, software and other
materials are available to enrolled students with a valid Santa Fe student ID card. The TLC
is located in Building W-233.

**Pilot for Success**

The Pilot for Success program offers retention services, as well as time and stress
management skill development to qualified students of Health Sciences Programs and the
Sciences for Health Programs. Contact the Pilot for Success program at 395-5689 for more
information about program qualifications.

**Sciences for Health Programs**

**Department Chair:**
Ms. Linda Nichols

**Sciences for Health Programs Faculty:**
Dr. D. Brown, Ms. A. Langford, Ms. L. Nichols, Dr. J. Richeson,
Dr. D. Saltzman, Ms. D. Simon, Dr. S. Stone, Ms. C. Thomas

The Sciences for Health Programs consist of a variety of courses in the biological, medical
and physical sciences that are common to allied health professions. Students from various
programs take the basic sciences as pre-requisite courses during their early training. This
knowledge builds the foundation for their chosen health profession.

The courses offered in Sciences for Health Programs provide students with scientific
experiences that can be directly related to various health occupations. Many courses transfer to
upper division Health Sciences departments. Check with a program advisor for more
information.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSC2084</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3</td>
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<tr>
<td>BSC2084L</td>
<td>Human Anatomy &amp; Physiology Lab</td>
<td>1</td>
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<tr>
<td>BSC2085</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
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<tr>
<td>BSC2085L</td>
<td>Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>BSC2086</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>BSC2086L</td>
<td>Anatomy &amp; Physiology II Lab</td>
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<tr>
<td>CHM1030</td>
<td>Elements of Chemistry I</td>
<td>3</td>
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<tr>
<td>CHM1030L</td>
<td>Elements of Chemistry I Lab</td>
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<tr>
<td>CHM1037</td>
<td>Physiological Chemistry</td>
<td>3</td>
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<tr>
<td>CHM1037L</td>
<td>Physiological Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHM1920</td>
<td>Group Study</td>
<td>2</td>
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<tr>
<td>HSC1000</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSC1920</td>
<td>Group Study</td>
<td>2</td>
</tr>
<tr>
<td>HSC2531</td>
<td>Medical Terminology for Health Science</td>
<td>3</td>
</tr>
<tr>
<td>HUN1201</td>
<td>Human Nutrition</td>
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<tr>
<td>MCB1920</td>
<td>Group Study</td>
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<tr>
<td>MCB2010</td>
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<td>Microbiology Lab</td>
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<tr>
<td>MTB1371</td>
<td>Math for Health Related Students</td>
<td>3</td>
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</table>
Biotechnology (BTN) - Associate of Science

The Biotechnology Program at Santa Fe Community College provides new career opportunities through enhanced science and technical education while meeting the need of the emerging regional biotechnology industry for entry-level biotechnicians. The program is sustained by a formal partnership among SFCC, the University of Florida Biotechnology Program and biotechnology industry partners. The curriculum, faculty and facilities were established with guidance from local employers to meet student needs.

The goal of the Biotechnology Program is to develop competent and professional biotechnicians who are proficient in entry-level biotechnology techniques, biohazard safety techniques, and have a high degree of adaptability to changing technology. A further aim is to develop the qualities of leadership and scholarship that will allow qualified graduates to pursue baccalaureate education.

Students are admitted to the program each fall and complete two full years of combined academic and internship education. Admission to the program requires competence in basic mathematics, science and English. Suggested course work for recent high school graduates includes algebra, biology and chemistry. Competency is assessed by a combination of testing, transcripts and/or personal interviews. Students may meet some or all of the general studies requirements at Santa Fe or another college before applying to the Biotechnology Program.

Students who complete the Biotechnology Program earn an Associate of Science degree and a program certificate from Santa Fe and are prepared to seek entry-level employment as biotechnicians competent in preparing solutions and reagents, operating scientific instrumentation, preparing samples for analysis, using recombinant DNA techniques, culturing mammalian and plant cells, purifying and/or characterizing DNA and proteins and collecting and assessing data. These competencies are fundamental to the basic research and development of products from biological systems.

Graduates of the program have the choice of seeking immediate employment or continuing with guaranteed admission to upper-division studies at any state university in Florida. This qualifies graduates for higher-level technical and managerial positions within the industry or allows them to proceed with graduate education.

Biotechnology (BTN)
(Course Requirements)

General Education Requirements

<table>
<thead>
<tr>
<th>HOURS</th>
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<tbody>
<tr>
<td>Communications/ Humanities 9</td>
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<tr>
<td>ENC1101 College Composition 3</td>
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<tr>
<td>ENC2210 Technical Communications 3</td>
</tr>
<tr>
<td>PHI2600 Intro to Ethics 3</td>
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<table>
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<th>HOURS</th>
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<tbody>
<tr>
<td>Mathematics/ Science 14</td>
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<tr>
<td>MAC1105 College Algebra 3</td>
</tr>
<tr>
<td>STA2023 Introduction to Statistics 3</td>
</tr>
<tr>
<td>CHM1030/ L Elements of Chemistry I/ Lab 4</td>
</tr>
<tr>
<td>CHM1031/ L Elements of Chemistry II/ Lab 4</td>
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<table>
<thead>
<tr>
<th>HOURS</th>
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</thead>
<tbody>
<tr>
<td>Social/ Behavioral Science 3</td>
</tr>
<tr>
<td>Any 3-hour Social Science or Behavioral Science course 3</td>
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</table>

Total Hours 26
PROFESSIONAL CORE REQUIREMENT

BSC1404C Intro to Biotechnology Methods 3
BSC1421 Intro to Biotechnology 1
BSC2010/ Lab General Core Biology I/ Lab 4
BSC2085/ Lab Human Anat & Physiology I /Lab AND
BSC2086/ Lab Human Anat & Phys II/ Lab OR 4
BOT2010/ Lab General Botany/ Lab AND
BOT2501 Plant Physiology 4
BSC2401C Biotechnology Methods I 3
BSC2402C Biotechnology Methods II 3
BSC2419C Protein Biotechnology and Cell Culture 3
BSC2941 Biotechnology Industry Internship 6
MCB2010/ Lab Intro to Microbiology/ Lab 4

Total Hours 35
Total Program Hours 61

Cardiopulmonary Technology

Program Director:
Ms. Reeda Fullington

Cardiopulmonary Technology Faculty:
Mr. S. Decubellis, Ms. R. Fullington, Ms. Christie Hill, Mr. J. Shafer,
Ms. Janet Waldron

Cardiopulmonary Technology is a medical specialty dealing with the clinical diagnosis and treatment of patients with three of the most serious health problems in the United States today- heart, lung and vascular diseases.

The Cardiopulmonary Technology Program is five semesters of classroom, laboratory and clinical instruction. The final two semesters are spent in clinical specialization rotations in cardiovascular and pulmonary laboratories throughout the Southeast. Students who complete the program are awarded an Associate of Applied Science degree in Cardiopulmonary Technology. Excellent career opportunities await graduates.

The Cardiopulmonary Technology Program is one of only a few of its kind in the United States. It is recognized by the Alliance of Cardiovascular Professionals and the Florida Department of Health. Program instruction is consistent with curriculum frameworks as administered by the Florida Department of Education. The program prepares graduates to take the national credentialing exams of Cardiovascular Credentialing International and the American Registry of Diagnostic Medical Sonographers.

The Cardiopulmonary Technology Program consists of four specialty areas:

Invasive Cardiology  Working in the cardiac catheterization laboratory, the technologist helps the physician perform invasive diagnostic tests to assess the condition of a patient’s cardiovascular system. Additionally, the technologist helps the physician with interventional techniques such as balloon angioplasty and pacemaker implantation procedures designed to help alleviate existing cardiac problems.

Pulmonary Functions Testing  The technologist, working in the pulmonary functions testing laboratory, uses computer supported equipment in performing diagnostic tests to detect the presence and severity of pulmonary disease. Tests performed include spirometry, lung volume testing, diffusion studies, arterial blood gas analysis, polysomnography and exercise metabolic studies.
Cardiac Ultrasound  In the non-invasive cardiology laboratory the technologist uses ultrasound technology to produce an image of the heart. The cardiac ultrasound study or echocardiogram can help identify normal heart structure and function and cardiac abnormalities such as valvular problems, flow irregularities and decreased cardiac function. Associated tests include electrocardiography (ECG), cardiac Doppler, Holter monitoring and assisting the physician with exercise stress testing and transesophageal echocardiography (TEE).

Vascular Ultrasound  The technologist performs diagnostic studies using ultrasound imaging, Doppler, and spectral analysis to image and evaluate blood flow in the veins and arteries throughout the body. These diagnostic modalities are particularly useful in evaluating patients who are at risk for strokes and peripheral vascular diseases. Recent advancements in vascular ultrasound include transcranial Doppler, dialysis access site evaluation, kidney perfusion and intraluminal ultrasound.

Cardiopulmonary Technology 2309
(Course Requirements)

General Education Requirements

Communications
ENC1101 College Composition OR
ENC1153 Introduction to Technical Writing 3

Humanities/ Fine Arts 3

Biological/ Physical Sciences 8
BSC2084/ L Human Anatomy & Physiology /Lab 4
CHM1030/ L Elements of Chemistry I/ Lab 4

Social/ Behavioral Science 3
One Elective: ANT2410, ECO1000, ECO2013,
POS2041, PSY2012, SYG2000, WOH2033 3

Total Hours 17

NOTE: All General Education Requirements are prerequisite to entry into the program.

PROFESSIONAL CORE REQUIREMENT
CPT1120 Cardiopulmonary Patient Care 1
CPT1200 Pharmacology 3
CPT1261 Cardiovascular Anatomy and Physiology 4
CPT1430 Pulmonary Function Testing I 2
CPT1500 Cardiopulmonary Electrocardiography 1
CPT1610 Physics of Ultrasound 1
CPT2320 Vascular Ultrasound I 2
CPT2320L Vascular Ultrasound I Lab 1
CPT2321 Vascular Ultrasound II 3
CPT2321L Vascular Ultrasound II Lab 1
CPT2420 Invasive Cardiology I 3
Dental Programs

Program Director:

Dental Programs Faculty:

Ms. S. Fries, Ms. C. Godwin, Ms. V. Goodwin, Ms. G. Guarino, Ms. R. Hoskins

Dental Hygiene/ Evening-Weekend/ Bridge

Santa Fe Community College offers two opportunities for dental hygiene education: a traditional program, which has some evenings and a bridge program, length from one to two years and culminating in an Associate of Applied Science Dental Hygiene. Time commitment to classes and clinics averages 35-40 hours. Course work includes knowledge of structure and function of the dental health care system, anatomic, biologic and applied sciences, dental public health, preclinical, and clinical courses. Santa Fe offers a multitude of required clinical experiences in settings such as Veterans Administration dental health care facilities and the University of Florida College of Dentistry, all in addition to SFCC Dental Clinic. These diversified settings provide students with the background eligibility to sit for Dental Hygiene National Boards and state licensure examinations upon completion of the program.

The role of the dental hygienist is a challenging and demanding one requiring developed critical thinking skills. While the primary focus of the dental hygienist is maintenance of oral health, the hygienist may also participate in supportive and expanded functions as delegable by the State Dental Practice Act. Preventive and maintenance services include scaling and polishing, sealants, x-rays, fluoride treatment, patient education and specialized therapies of root planning and curettage.

The Bridge Program is designed for graduates of one year American Dental Association accredited dental assisting programs who have a minimum of one year chairside dental assisting work experience and who are currently certified by the Dental Assisting National Board (D.A.N.B.). Through a statewide articulation agreement students who pass the core courses are provided the opportunity to complete A.A.S. degree in Dental Hygiene in fifteen months. Each student must demonstrate competency in all dental assisting skills.

Applicants should contact the Health Sciences Counseling Office (W-002) or call 395-5650. Approximate enrollment and expense information are included in the materials available from the counseling office or web site.
Dental Hygiene/ Evening-Weekend/ Bridge Program
(Course Requirements)

General Education Requirements

**Communications/Humanities**

ENC1101 College Composition OR
ENC1153 Introduction to Technical Writing 3
SPC2600 Public Speaking I 3
HUM1230 Renaissance Through the Present OR
any Humanities Course 3

**Mathematics/Science**

BSC2084/ L Human Anatomy & Physiology/ Lab 4
HUN1201 Human Nutrition 3
MCB2010/ L Microbiology/ Lab 4
CHM1030/ L Elements of Chemistry I/ Lab* OR
CHM1040/ L General Chemistry I/ Lab 4

*Requires Math Prerequisite

**Social/Behavioral Science**

DEP2004 Developmental Psychology OR
PSY2012 General Psychology 3
SYG2000 Introductory Sociology OR
SYG2010 Social Problems 3

Total Hours 30

**PROFESSIONAL CORE REQUIREMENT**

DEH1001 Clinical Procedures I 1
DEH1001L Clinical Procedures I Lab 1
DEH1002 Instrumentation 1
DEH1002L Instrumentation Lab 1
DEH1004 Clinical Procedures II 1
DEH1004L Clinical Procedures II Lab 1
DEH1800 Dental Clinic I Seminar 1
DEH1800L Dental Clinic I Lab 3
DEH1802 Dental Clinic II Seminar 1
DEH1802L Dental Clinic II Lab 3
DEH1810 Introduction to Practice 1
DEH2504 Dental Specialties 1
DEH2530 Expanded Functions 1
DEH2530L Expanded Functions Lab 1
DEH2603 Periodontology 2
DEH2702 Community & Public Health 1
DEH2702L Community & Public Health Lab 1
DEH2804 Dental Clinic III Seminar 1
DEH2804L Dental Clinic III Lab 3
DEH2806 Dental Clinic IV Seminar 1
DEH2806L Dental Clinic IV Lab 4
DEH2808 Dental Clinic V Seminar 1
DEH2808L Dental Clinic V Lab 2
DEH2932 Oral Medicine 3
DEH2934 Professional Development 1
DES1010 Head & Neck Anatomy 2
DES1020 Dental Anatomy 2
DES1030 Histology & Embryology 1
DES1044 Oral Pathology 3
DES1100 Dental Materials 2
DES1100L Dental Materials Lab 1
DES1200 Dental Radiography 2
DES1200L Dental Radiography Lab 1
DES1600 Dental Office Emergencies 1
DES1840 Preventive Oral Hygiene 2
DES2050 Introduction to Pharmacology 2

Total Hours 58
Total Program Hours 88

DENTAL HYGIENE BRIDGE
DEH1001 Clinical Procedures I 1
DEH1001L Clinical Procedures I Lab 1
DEH1002 Instrumentation 1
DEH1002L Instrumentation Lab 1
DEH1004 Clinical Procedures II 1
DEH1004L Clinical Procedures II Lab 1
DEH1044 Oral Pathology 3
DEH1800 Dental Clinic I Seminar 1
DEH1800L Dental Clinic I Lab 3
DEH1802 Dental Clinic II Seminar 1
DEH1802L Dental Clinic II Lab 3
DEH2603 Periodontology 2
DEH2702 Community & Public Health 2
DEH2702L Community & Public Health Lab 1
DEH2804 Dental Clinic III Seminar 1
DEH2804L Dental Clinic III Lab 3
DEH2806 Dental Clinic IV Seminar 1
DEH2806L Dental Clinic IV Lab 4
DEH2808 Dental Clinic V Seminar 1
DEH2808L Dental Clinic V Lab 2
DEH2932 Oral Medicine 3
DEH2934 Professional Development 1
DES1030 Histology & Embryology 1
DES2050 Pharmacology 2

**with 17 transfer credits from your certificate in Dental Assisting
Dental Assisting Post Secondary Certificate Program

The Dental Assisting Program is an ADA Commission on Dental Accreditation program. Curriculum includes basic dental sciences and didactic theory in current concepts of dentistry. Time commitment to classes and clinics averages 35-40 hours per week. Students gain required clinical experience in the SFCC Dental Clinic, University of Florida College of Dentistry, ACORN Clinic, as well as other institutional and private facilities. Program graduates sit for the National Certification Examination sponsored by the Dental Assisting National Board (DANB). Upon completion of the program, graduates are certified in all legal delegable expanded functions permitted by the Florida Board of Dentistry. Consistently, 100 percent of the students who complete the program are employed in the profession continuing their educational goals.

As educationally qualified dental assistant is responsible for working directly with a dentist during the provision of treatment to the patient. Tasks include seating patients, operatory, passing requested instruments to the dentist during dental procedures the instruments, taking impressions of teeth for study models, exposing and developing x-rays, providing office help like scheduling patients, ordering supplies, and more. There are many specialized roles available as business assistant, patient coordinator, chairside and expanded functions assistant, surgical or infection control assistant.

The Dental Assisting Program can be completed in the traditional format or non-traditional format. The non-traditional format requires the same coursework and hour commitment as the traditional program, but uses an alternative delivery system for learning.

Information and applications are available from the Health Sciences Counseling (W-002) or by phoning (352) 395-5650. Admissions occur in August and January most years.

Dental Assistant Postsecondary Adult Program

(Course Requirements)

<table>
<thead>
<tr>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA0002 Instrumentation</td>
</tr>
<tr>
<td>DEA0002L Instrumentation Lab</td>
</tr>
<tr>
<td>DEA0027 Pre-Clinic</td>
</tr>
<tr>
<td>DEA0027L Pre-Clinic Lab</td>
</tr>
<tr>
<td>DEA0030 Dental Specialties</td>
</tr>
<tr>
<td>DEA0200 Dental Practice Management</td>
</tr>
<tr>
<td>DEA0300 Preventive</td>
</tr>
<tr>
<td>DEA0311 Dental Health Education</td>
</tr>
<tr>
<td>DEA0800L Dental Clinic I</td>
</tr>
<tr>
<td>DEA0801 Dental Clinic II Seminar</td>
</tr>
<tr>
<td>DEA0801L Dental Clinic II Lab</td>
</tr>
<tr>
<td>DEA0810 Introduction to Practice</td>
</tr>
<tr>
<td>DEA0850 Dental Clinic III</td>
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<tr>
<td>DEA0850L Dental Clinic III Lab</td>
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<tr>
<td>DEA0931 Dental Office Emergency</td>
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<tr>
<td>DES0021 Dental Anatomy</td>
</tr>
<tr>
<td>DES0045 Oral Pathology</td>
</tr>
<tr>
<td>DES0051 Introduction to Pharmacology</td>
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<tr>
<td>DES0103 Dental Materials</td>
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<tr>
<td>DES0103L Dental Materials Lab</td>
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<tr>
<td>DES0210 Dental Radiography</td>
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<tr>
<td>DES0210L Dental Radiography Lab</td>
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<tr>
<td>DES0300 Interpersonal Relations</td>
</tr>
<tr>
<td>DES0400 Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>DES0830 Expanded Functions</td>
</tr>
<tr>
<td>DES0830L Expanded Functions Lab</td>
</tr>
</tbody>
</table>

Total Program Hours 1230
Nursing Programs

http://inst.santafe.cc.fl.us/~health/nursing/

Programs:

- Associate Degree Nursing (RN)
- Associate Degree Nursing Bridge (RN)
- Practical Nursing (PN)
- Nursing Assistant (CNA)
- Home Health Aide (HHA)
- Patient Care Assistant (PCA)

Director:
Ms. Rita Sutherland, ARNP, MSN

Nursing Faculty:
Ms. P. Aylward, *Dr. L. Crain, *Ms. L. Davis, Ms. E. Dehouske, Ms. S. Dolan,
*Ms. L. Ellis, Ms. K. Fariello, Mr. J. Griswold, Ms. J. Hutton, *Ms. C. Long,
Ms. J. MacDonald, Ms. N. Murphree, Ms. P. Paige, Dr. M. O’Pray,
Ms. T. Phillips, Ms. D. Rankin, Mr. S. Reed, Ms. S. Roscow, Ms. G. Scully,
Ms. P. Simmons, Ms. E. Slocum, Ms. J. Sunkett-McBride, Ms. B. Turner,
Ms. J. Whitney, Ms. E. Womble

*Nursing Coordinators

Associate of Science in Nursing Programs

The Associate of Science in Nursing Programs (ASN and ASN Bridge) prepare students to practice nursing as registered nurses. Upon graduation, the students are prepared to sit for the NCLEX® Examination, according to Florida Rules 64B9 and Statutes Chapter 464, and upon successful completion of NCLEX® be licensed as registered nurses.

The mission of our Nursing Programs at Santa Fe Community College is to be responsive to current and evolving health care needs of our community by providing nursing education. The mission/vision is in keeping with currently accepted social, educational and nursing standards, and is consistent with the mission/visions and values of Santa Fe Community College. We add value to our students’ lives by offering a student-oriented philosophy, which is affordable and accessible to a diverse student population. We recognize that our students are members of the community in which they are receiving their education, and, as such, they are stakeholders in the health and welfare of this community.

Nursing students spend approximately 50 percent of their nursing educational experience in clinical facilities and 50 percent in lab and classroom settings. Various health care facilities are utilized including the Malcom Randall Veterans Administration Medical Center, Shands at University of Florida, Shands at Alachua General Hospital, North Florida Regional Medical Center, clinics, rehabilitation centers, home health agencies and nursing homes.

These programs are in compliance with the curriculum framework as administered by the State of Florida Department of Education. The ASN and ASN Bridge Programs are accredited by the #National League for Nursing Accrediting Commission (NLNAC) and approved by the Florida Board of Nursing.
### Nursing (Associate Degree) RN*** 3303

#### (Course Requirements)

**General Education Prerequisites**

<table>
<thead>
<tr>
<th>Category</th>
<th>Course(s)</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Communications*</td>
<td>ENC1101 College Composition</td>
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<tr>
<td>Humanities*</td>
<td>Choose one course, see advisors in W-002 for recommendations.</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/ Science</td>
<td>BSC2085/ L Anatomy &amp; Physiology I w/ Lab</td>
<td>4</td>
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<td></td>
<td>MCB2010/ L Microbiology w/ Lab</td>
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<td></td>
<td>MAC1105 College Algebra</td>
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</tr>
<tr>
<td>Social/ Behavioral Science*</td>
<td>PSY2012 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Communications, Humanities and Social/ Behavioral Science requirements will be met by completing the General Education Prerequisites and the Academic Cognates listed in the total Nursing curriculum.

#### Professional Core Requirements/ Academic Cognates**

**Required Nursing Courses**

- NUR1020C Nursing Process I 8
- NUR1213C Nursing Process II 10
- NUR1214C Nursing Process III 5
- NUR2420C Nursing Process IV 9
- NUR2730C Nursing Process V 10

**Prerequisites/Process II**

- BSC2086 Anatomy & Physiology II** 4
- BSC2086L Anatomy & Physiology II Lab 0
- HUN1201 Human Nutrition** 3

**Prerequisite/Process V**

- DEP2004 Developmental Psychology** 3

**Total Cognate** 52

**Total Program Hours** 72

**Academic Cognates (10 hours). Academic Cognates taken concurrently with the required nursing courses are prerequisite to the next Nursing Process. These courses may also be taken prior to admission into the nursing program.

Students must achieve a grade of C or higher in all courses leading to the Associate of Science Nursing Degree.
ASN Bridge Program

The ASN Bridge Program at Santa Fe Community College is designed to facilitate career mobility for the licensed practical nurse. The student entering this program must meet specific admission criteria. The ASN Bridge Program is a 12-month accelerated program which builds on nursing skills covered in a practical nursing program. Therefore, competency in selected basic nursing skills must be demonstrated within the first three weeks of Nursing Process I in order to continue in the ASN Bridge Program. There is also a requirement to successfully pass a medication calculation test by the end of the first semester in order to progress to Nursing Process II. This distinctive program is available to all licensed practical nurses who meet the entrance criteria and is offered once a year, beginning in Summer C Term.

Nursing (Associate Degree Bridge) RN*** 3313
(Course Requirements)

General Education Prerequisites

| Communications* | ENC1101 College Composition | 3 |
| Mathematics/ Science | BSC2085/L Anatomy & Physiology I w/ Lab | 4 |
| | MCB2010/L Microbiology w/ Lab | 4 |
| | MAC1105 College Algebra | 3 |
| Humanities* | Choose one course, see advisors in W-002 for recommendations. | 3 |
| Social/ Behavioral Science* | PSY2012 General Psychology | 3 |

Total Prerequisite Hours 20

*Communications, Humanities and Social/Behavioral Science requirements will be met by completing the General Education Prerequisites and the Academic Cognates listed in the total Nursing curriculum.

Professional Core Requirements/ Academic Cognates**

Required Nursing Courses

| NUR2001C Bridge Nursing Process I | 13 |
| NUR2203C Bridge Nursing Process II | 9 |
| NUR2801C Bridge Nursing Process III | 10 |

Prerequisites/Bridge Process II

| BSC2086 Anatomy & Physiology II** | 4 |
| BSC2086L Anatomy & Physiology II Lab | 0 |
| HUN1201 Human Nutrition* | 3 |

Prerequisite/Bridge Process III

| DEP2004 Developmental Psychology** | 3 |
**Academic Cognates (10 hours).** Academic Cognates taken concurrently with the required clinical nursing courses are prerequisite to the next Nursing Process. These courses may also be taken prior to admission into the nursing program.

Students must achieve a grade of C or higher in all courses leading to the Associate of Science Nursing Degree.

^PN academic and work experience (10 credit hours) will be awarded after successful completion of the Bridge sequence.

**Nursing Postsecondary Adult Programs**

**Practical Nursing Program***

The Practical Nursing Program prepares students to practice as licensed practical nurses. Upon graduation, the students are prepared to sit for the NCLEX® Examination, according to Florida Rules 64B9 and Statutes Chapter 464, and upon successful completion of NCLEX® be licensed as practical nurses.

The mission of our Nursing Programs at Santa Fe Community College is to be responsive to current and evolving health care needs of our community by providing nursing education. The mission/vision is in keeping with currently accepted social, educational and nursing standards, and is consistent with the mission/visions and values of Santa Fe Community College. We add value to our students’ lives by offering a student-oriented philosophy, which is affordable and accessible to a diverse student population. We recognize that our students are members of the community in which they are receiving their education, and, as such, they are stakeholders in the health and welfare of this community.

This is a ten and one-half month certificate program offered to those interested in becoming members of a health team comprised of physicians, nurses, physical therapists, pharmacists and others. The practical nurse is prepared to care for patients in a team relationship with registered professional nurses. This program deals with the skills and knowledge necessary to give safe and effective nursing care. Courses in the curriculum include Introduction to Health Care, with units in Nutrition, Medication & Communication Skills, Human Anatomy and Physiology, Medical-Surgical Nursing, and Obstetric and Pediatric Nursing.

The students spend approximately 50 percent of their program in clinical experiences and 50 percent in classroom and lab instruction. Shands at Alachua General Hospital, Shands at University of Florida, North Florida Regional Medical Center, the Malcom Randall Veterans Administration Medical Center, clinics and extended care facilities are utilized for clinical experiences.

The Practical Nursing Program is a contact hour program and is in compliance with the curriculum framework as administered by the State of Florida Department of Education. The program is accredited by the #National League for Nursing Accrediting Commission (NLNAC) and approved by the Florida Board of Nursing.
Practical Nursing (Certificate) PN*** 7303  
(Course Requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB0190 Human Anatomy - Structure &amp; Function</td>
<td>73</td>
</tr>
<tr>
<td>PRN0001C Practical Nursing Process I</td>
<td>490</td>
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<tr>
<td>PRN0380C Practical Nursing Process II</td>
<td>547</td>
</tr>
<tr>
<td>PRN0120C Practical Nursing Process III</td>
<td>240</td>
</tr>
</tbody>
</table>

Total Program Hours 1350

Students must achieve grade of C or higher in all courses leading to certificate of completion for the Practical Nursing Program.

***All applications indicating an arrest record by the candidates are individually reviewed by the compliance section at the Board of Nursing office. It may be necessary for the applicant to appear before the Board at a regularly scheduled meeting. Determination of applicants permitted to sit for the state licensure exam is made by the Florida Board of Nursing. All applications are checked through the Florida Department of Law Enforcement and Health and Rehabilitation Service Abuse Registry.

For more information, write or call:
Florida Department of Health  
Florida Board of Nursing  
4080 Woodcock Drive, Suite 202  
Jacksonville, FL 32207-2714  
(904) 858-6940  
www.doh.state.fl.us/mqa/nursing/rnhome.htm

#National League for Nursing Accrediting Commission (NLNAC)  
61 Broadway Street, 33rd Floor  
New York City, NY 10006  
www.nlnac.org  
1-800-669-1656, ext. 153  
(212) 363-5555, ext. 153  
Fax: (212) 812-0390

Assistive Nursing Programs (CNA,PCA,HHA)

The philosophy of the Assistive Programs (CNA,PCA,HHA) is to provide a supportive and meaningful adult-centered learning environment. We value cultural and ethnic diversity and serve all persons regardless of race, color, gender, religion, age, national origin, or marital status. We help the individual gain economic security through gainful employment in our local health care settings.

Residents of Alachua and Bradford Counties benefit from our variable and comprehensive Assistive Programs which foster honesty, integrity, social responsibility and personal accountability. We believe all persons are lifelong learners, and we provide quality programs that enable them to obtain responsible positions in society. We aspire to foster critical thinking skills that each student will use in all aspects of their lives.

The Nursing Assistive Programs (CNA,PCA,HHA) are contact hour programs and are in compliance with the curriculum frameworks as administered by the State of Florida Department of Education.
Nursing Assistant (CNA)** 7333
This is a 165 contact hour course. This course prepares the student for employment in a nursing home or extended care facility. The clinical portion of this course is done at local nursing homes. A passing grade of 75 percent must be achieved in order to be issued a Certified Nursing Assistant certificate. Upon successful completion of this course, the student is eligible to sit for the State Certified Nursing Assistant Examination.

(Course Requirements)

<table>
<thead>
<tr>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP0100 Nursing Assistant</td>
</tr>
</tbody>
</table>

Total Program Hours 165

Home Health Aide (HHA)** 7334
This is a 215 contact hour course. This course prepares the student for employment in a nursing home, extended care facility or a private home. The clinical portion of this course is done at local nursing homes and home health agencies. A passing grade of 75 percent must be achieved in order to be issued a Certified Nursing Assistant certificate. Upon successful completion of this course, the student is eligible to sit for the State Certified Nursing Assistant Examination. Upon successful completion of this course, the student will also receive a Home Health Aide certificate from Santa Fe Community College.

(Course Requirements)

<table>
<thead>
<tr>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP0300 Home Health Aide</td>
</tr>
</tbody>
</table>

Total Program Hours 215

Patient Care Assistant (PCA)** 7335
This is a 290 contact hour course. This course prepares the student for basic nursing assistant skills. The clinical portion of this course is done in local nursing homes, a local hospital and home health agencies. This allows students to have more options regarding their employability. A passing grade of 75 percent must be achieved in order to be issued a Certified Nursing Assistant certificate. Upon successful completion of this course, the student is eligible to sit for the State Certified Nursing Assistant Examination. Upon completion of this course, the student will also be issued a Patient Care Assistant certificate and a Home Health Aide certificate from Santa Fe Community College.

(Course Requirements)

<table>
<thead>
<tr>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP0600 Patient Care Assistant</td>
</tr>
</tbody>
</table>

Total Program Hours 290

*The Agency for Health Care Administration has established minimum standards of good moral character for CNA/HHA/PCA. The Agency for Health Care Administration shall not grant an exemption to any person who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to: abusing, neglecting, mistreating, or misappropriating the property of a patient or resident of a nursing facility, hospital, health agency, nurse registry, or other health care provider, or sitter, companion or homemaker.
service registered under S.400.09, F.S. or person who is entered into HRS’ central abuse registry. All employers are required by law to have an HRS abuse check made on individuals applying to work in their institutions.

Radiologic Programs

Program Director:
Mr. Ed Dice

Radiologic Faculty:
Mr. E. Dice, Mr. M. Fugate, Mr. S. Marchionno, Ms. B. Konter, Ms. R. Sturm

Nuclear Medicine Technology 2315

Nuclear Medicine Technology is a medical specialty in which low level radioactive materials (radionuclides) are used for diagnosis and treatment of disease. Nuclear medicine technologists work in three major areas: organ imaging, radionuclide analysis of biological specimens, and radionuclide therapy.

The program is accredited by the Joint Review Committee on Education in Nuclear Medicine Technology and the State of Florida Department of Education, and is conducted in cooperation with Shands at AGH, Shands at UofF, North Florida Regional Medical Center, Veterans Affairs Medical Center, Munroe Regional Medical Center, and Ocala Regional Medical Center.

The goal of the Nuclear Medicine Technology Program is to develop competent and professional nuclear medicine technologists who, by virtue of theory and practice, are proficient in all facets of nuclear medicine technology, are capable of passing the certification examination, and have a high degree of adaptability in a changing technology. A further aim is to develop qualities of leadership prerequisite to teaching and supervision in the profession.

Students are admitted each fall term and complete 22 months of combined academic and clinical education. During the first year, students are involved in professional and general college courses in the on-campus nuclear laboratory and gain clinical experience in local hospitals. During the second year, students follow a 40-hour per week schedule, gaining a full range of supervised clinical experiences in affiliated hospitals and taking didactic professional and general education courses.

Upon completion of the program, students receive an Associate of Applied Science degree and a program certificate from Santa Fe Community College. Graduates are eligible to take the national certification examinations administered by the American Registry of Radiologic Technologists and the Nuclear Medicine Technology Certification Board. Persons passing the national examination(s) qualify for a Certified Nuclear Medicine Technologist License from the State of Florida without additional testing.

Nuclear Medicine Technology 2315
(Course Requirements)

General Education Requirements

<table>
<thead>
<tr>
<th>HOURS</th>
</tr>
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<tbody>
<tr>
<td><strong>COMMUNICATIONS/HUMANITIES</strong></td>
</tr>
<tr>
<td>ENC1101 College Composition OR ENC1153 Introduction to Technical Writing</td>
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<tr>
<td>HUM—Any HUM prefixed course</td>
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</tbody>
</table>
Mathematics/ Science
BSC2084/ L Human Anatomy & Physiology/ Lab  
CHM1030/ L Elements of Chemistry I/ Lab OR  
CHM1040/ L General Chemistry I/ Lab  

Social/ Behavioral Science
Choose One: AMH2010, ANT2410, ANT2511,  

Total Hours 17

PROFESSIONAL CORE REQUIREMENTS
Radiologic Core
RTE2202 Admin. & Professional Concerns  
RTE2573 Special Imaging Modalities  

Nuclear Medicine Courses
NMT1111 Patient Care  
NMT1310C NMT Radiation Safety, Health Physics, and  
Radiopharmacy Lab  
NMT1430 Radiologic Biology  
NMT1534C Nuclear Instrumentation I  
NMT1535C Nuclear Instrumentation II  
NMT1713 NM Methodology I  
NMT1723 NM Methodology II  
NMT1733 NM Methodology III  
NMT1804 NM Clinical Education I  
NMT1814 NM Clinical Education II  
NMT1824 NM Clinical Education III  
NMT1834 NM Clinical Education IV  
NMT2061 NM Seminar  
NMT2743 NM Methodology IV  
NMT2844 NM Clinical Education V  
NMT2854 NM Clinical Education VI  
NMT2864 NM Clinical Education VII  
NMT2910 Directed Research  

Total Hours 58

Total Program Hours 75

Radiography 2305
Radiographers exercise initiative and independent judgment in the performance of x-ray examinations for diagnosis of disease and injury. They also assist radiologists in fluoroscopic and special vascular procedures. Radiographers are in demand in nearly every community - in hospitals, physicians’ offices, clinics, government, education, industry and research.

Radiographers operate x-ray equipment, provide patient care, provide radiation protection, position patients for examination, select technical factors for optimum radiographic quality, produce and process radiographs, maintain quality control and maintain patients’ records. Other duties include use of mobile x-ray equipment in the emergency room, operating room...
and at the patient's bedside. Other imaging modalities used by radiographers include ultrasound, CT scanning, xeroradiography and magnetic resonance.

The goal of the program is to develop skilled radiographers who are proficient in all facets of radiography, have the necessary knowledge to pass the certification examination and can adapt to changing technology. The Radiography Program also aims to develop leadership qualities necessary for teaching and supervision in the profession.

The program is conducted in cooperation with Shands at AGH, Shands at U of F, North Florida Regional Medical Center, Veterans Affairs Medical Center, and several imaging centers within the community. The Radiography Program is accredited by the Joint Review Committee on Educational Programs in Radiologic Technology and by the State of Florida Department of Education.

Students enroll in fall term each year and complete two years of combined academic and clinical education. Based upon a 40-hour per week schedule, students spend an average of 40 percent of their time in professional and general education courses at the College. The remaining time is spent in the college laboratory or in hospitals, obtaining a complete range of supervised clinical experience including new imaging modalities.

Upon completion of the program, students receive an Associate of Applied Science degree and are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists. Nationally registered radiographers qualify to obtain a Certified General Radiographer License from the State of Florida without additional testing.

Radiography 2305
(Course Requirements)

General Education Requirements

**HOURS**

**Communications/ Humanities**
ENC1101 College Composition OR
ENC1153 Introduction to Technical Writing 3
HUM—Any HUM prefixed course 3

**Mathematics/ Science**
BSC2084/ L Human Anatomy & Physiology/ Lab 4
MTB1371 Math for HR Students 3

**Social/ Behavioral Science**
Choose one: AMH2010, ANT2410, ANT2511,

Total Hours 16

**PROFESSIONAL CORE REQUIREMENTS**

**Radiologic Core**
RTE1000 Introduction to Radiologic Technology 3
RTE1613 Radiologic Physics 4

**Nuclear Medicine Courses**
RTE2202 Admin. & Professional Concerns 3
RTE2385C Radiation Biology 3
RTE2573 Special Imaging Modalities 3
X-Ray Technology Courses
RTE1418C Radiographic Techniques I 4
RTE1457C Radiographic Techniques II 4
RTE1503C Radiographic Procedures I 4
RTE1513C Radiographic Procedures II 4
RTE1804 Radiologic Clinical Education I 3
RTE1814 Radiologic Clinical Education II 2
RTE1824 Radiologic Clinical Education III 1
RTE1834 Radiologic Clinical Education IV 3
RTE2061 Radiography Seminar 3
RTE2473C Radiographic Techniques III 4
RTE2563 Radiologic Procedures III 3
RTE2782 Radiologic Pathology 1
RTE2844 Adv. Radiologic Clinical Ed. V 3
RTE2854 Adv. Radiologic Clinical Ed. VI 3
RTE2864 Adv. Radiologic Clinical Ed. VII 2
RTE2910 Directed Research 1

Total Hours 61
Total Program Hours 77

Sonography 6306
Program Co-directors:
Mr. Ed Dice Ms. Reeda Fullington
Sonography Faculty:
Mr. Russ Johnson

Sonography, better known as Diagnostic Medical Sonography (DMS) at Santa Fe Community College, is a 12-month certificate program conducted in cooperation with local hospitals, imaging centers and hospitals in surrounding urban and rural settings. The program correlates classroom theory and laboratory experiences to provide a balance of courses to set the stage for students’ clinical competencies. Students’ clinical competency performance expectations increase with their tenure in the program.

Graduates are eligible to take the national certification examination offered by the American Registry of Diagnostic Medical Sonographers. Graduates previously certified by the American Registry of Radiologic Technologists are eligible to take their exam as well.

Diagnostic medical sonography is a dynamic entity of the imaging sciences, which has grown rapidly over the past few years. The growth of sonography is projected to continue, which will lead to many employment opportunities nationwide. Salaries are very competitive when compared to other professions requiring similar levels of education.

Typically, sonographers are employed in clinics, hospitals, imaging centers, and physicians’ offices. Following additional academic preparation, other career opportunities may become available in areas such as education, management, research and technical advisement.
Medical Sonography Specialist Certificate 6306

Professional Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>HOURS</th>
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<tr>
<td>SON1000</td>
<td>Basic Sonography</td>
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<tr>
<td>SON2061</td>
<td>Seminar in Sonography</td>
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</tr>
<tr>
<td>SON2111</td>
<td>Abdominal Sonography I</td>
<td>3</td>
</tr>
<tr>
<td>SON2112</td>
<td>Abdominal Sonography II</td>
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<tr>
<td>SON2113</td>
<td>Sonography Cross Section Anatomy</td>
<td>2</td>
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<tr>
<td>SON2121</td>
<td>OB/GYN Sonography I</td>
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<tr>
<td>SON2122</td>
<td>OB/GYN Sonography II</td>
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<tr>
<td>SON2141</td>
<td>Small Parts</td>
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<tr>
<td>SON2211C</td>
<td>Sonography Physics and Lab</td>
<td>4</td>
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<tr>
<td>SON2804</td>
<td>Sonography Clinical I</td>
<td>3</td>
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<tr>
<td>SON2814</td>
<td>Sonography Clinical II</td>
<td>5</td>
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<tr>
<td>SON2824</td>
<td>Sonography Clinical III</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Program Hours 42

Respiratory Care

Program Coordinator:
Mr. David Yonutas

Respiratory Care Faculty:
Mr. T. Heenan, Mr. P. Stephan

Respiratory Care is a specialty instrumental in the diagnosis, treatment, management and preventive care of patients with cardiopulmonary problems. These patients may suffer from a variety of acute or chronic respiratory conditions which are either life-threatening or disabling, such as cardiac failure, asthma, pulmonary edema, emphysema, congenital defects, drowning, hemorrhage or shock. Through proper respiratory care and management, many patients who might not have survived can now return to active lives. The respiratory therapist is a life-support specialist. During emergency calls, which often are life or death situations, respiratory therapists are responsible for life support of the patient through airway management, artificial ventilation, external cardiac massage, and additional sophisticated emergency support measures. Respiratory therapists operate mechanical ventilators—machines that can provide all of the breathing for patients who can't breathe on their own. Respiratory therapists must be proficient in many areas, including the administration of therapeutic aerosols, oxygen, intermittent positive pressure breathing (IPPB), cardiopulmonary resuscitation, mechanical ventilation, airway management, pulmonary function studies, blood gas retrieval and analysis, and physiologic monitoring.

The Respiratory Care Program at Santa Fe Community College is fully accredited by the Committee on Accreditation for Respiratory Care. The program prepares its graduates to take virtually all of the credentialling examinations offered by the National Board for Respiratory Care. The program provides a sound technical and theoretical base from which the student can have the educational advantage of lateral and upward mobility. An advanced standing policy is available for those applicants and students with previous respiratory therapy experience and/or education.
Respiratory Care  
(Course Requirements)

General Education Requirements  
**HOURS** 6

### Communications/ Humanities
- ENC1101 College Composition 3
- Humanities (choose 1: ARH1000, HUM1230, MUL1010, PHI2600, REL2240, SYG2410, HSC1651) 3

### Mathematics/ Science  
**HOURS** 11
- BSC2084/ L Anatomy & Physiology I/ Lab 4
- CHM1030/ L Elements of Chemistry I/ Lab 4
- HSC2521 Human Medical Science 3

### Social/ Behavioral Science  
**HOURS** 3

Total Hours 20

### PROFESSIONAL CORE REQUIREMENTS
- RET1274 Respiratory Therapy Theory I 2
- RET1274L Respiratory Therapy Theory I Lab 1
- RET1275 Respiratory Therapy Theory II 2
- RET1275L Respiratory Therapy Theory II Lab 1
- RET1291 Clinical Respiratory Medicine I 4
- RET1292 Clinical Respiratory Medicine II 4
- RET1350 Pharmacology 3
- RET1484 Pathophysiology 3
- RET1485 Cardiopulmonary Anatomy/ Physiology 4
- RET2264 Mechanical Ventilators 3
- RET2264L Mechanical Ventilators Lab 1
- RET2283 Intensive Respiratory Care I 3
- RET2283L Intensive Respiratory Care I Lab 1
- RET2284 Intensive Respiratory Care II 2
- RET2293 Clinical Respiratory Medicine III 6
- RET2295 Clinical Respiratory Medicine IV 7
- RET2414C Pulmonary Functions 2
- RET2434 Respiratory Care Chemical Analysis 3
- RET2714 Pediatric/ Neonatal Resp. Care 3

Total Hours 56

Total Program Hours 76

www.santafe.cc.fl.us

Programs of Study
Surgical Technology Program Description

Program Coordinator:
Mr. David Yonutas

Faculty:
Ms. Diane May

Surgical Technology Program Description
Program Coordinator: Mr. David Yonutas
Faculty: Ms. Diane May

The certified surgical technologist (CST) is a key member of the surgical team who anticipates the needs of surgeons and passes instruments, sutures, and sponges during surgery in an efficient manner. Under the supervision of the surgeon, a CST may be involved in holding retractors or instruments, sponging or suctioning the operative site, or cutting suture material. The surgical technologist must perform under pressure in stressful and emergency situations, have a strong sense of responsibility, considerable patience, manual dexterity, and physical stamina. CST’s ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under sterile conditions that maximize patient safety. With additional specialized training or education, a CST may act in the role of surgical first assistant, providing aid in exposure of the wound, suturing, and other technical functions.

CSTs are employed directly by surgeons as “private scrubs” and/or surgical first assistants. They are utilized in clinics, physicians’ offices, and in home health care. Combining a broad educational background with a specialized focus, CSTs may work in cardiac catheterization laboratories, delivery rooms, medical sales, product development, management roles in surgical services, and research. Laser technology, bio-medical engineering, technical writing, photography, illustration, and medical-legal auditing are other areas in which their education has valuable application. They have served in the Peace Corps as well as in all branches of the military. A number are instructors and directors of surgical technology programs.

For individuals who need to continue working or have family obligations, an extended program is available during the final year of the program. Under this program, the student is not required to spend as many hours per week in the clinical setting, but does require an additional semester to complete the program.

The program is fully accredited by the Accreditation Review Committee on Surgical Technology Education and graduates are qualified to take the Certification Examination in Surgical Technology.

Surgical Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Semester</th>
<th>Hours</th>
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<tr>
<td>APB0190</td>
<td>Anatomy and Physiology</td>
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<tr>
<td>HSC 0530</td>
<td>Medical Terminology</td>
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<tr>
<td>STS 0003</td>
<td>Surgical Technology I</td>
<td>Fall</td>
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<tr>
<td>STS 0155C</td>
<td>Surgical Techniques and Procedures</td>
<td>Fall</td>
<td>222</td>
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<tr>
<td>STS 0255L</td>
<td>Introduction to Clinical Practicum</td>
<td>Spring</td>
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<tr>
<td>STS 0120</td>
<td>Surgical Specialties</td>
<td>Spring</td>
<td>156</td>
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<tr>
<td>STS 0256L</td>
<td>Clinical Practicum I</td>
<td>Spring</td>
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<td>STS 0257L</td>
<td>Clinical Practicum II</td>
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<td>STS 0258L</td>
<td>Clinical Practicum III</td>
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Total Program Hours 1302
STS 0266L Extended Clinical Practicum I / Spring 90
STS 0267L Extended Clinical Practicum II / Sum A 99
STS 0268L Extended Clinical Practicum III / Sum B 99
STS 0269L Extended Clinical Practicum IV / Fall 318
Construction & Technical Programs

Construction and Technical Programs

Interim Director: Mr. Jim McMullen
Program Advisor: Mr. Jim McMullen

Construction and Technical Programs Faculty:
Mr. R. Chappell, Mr. J. Daudelin, Mr. N. F. Hart,
Mr. J. Mahoney, Mr. R. McDonald, Mr. L. Nellinger Jr.,
Mr. M. Schwarz, Mr. R. Tinckham, Mr. R. Wolfson

The purpose of the Construction and Technical Programs is to prepare individuals for initial employment and upgrading or retraining in a wide range of industrial occupations. Individuals completing Construction and Technical Programs are qualified to function as skilled or semi-skilled workers. Instruction is provided: (1) in a classroom setting for technical related theory, safety, mathematics, and science; and (2) in a laboratory and shop setting for manipulative skill development and on-the- job experience. The college also utilizes apprenticeship and cooperative methods of instruction.

The programs provide a wide range of opportunities to enhance current employment and to provide a career ladder for advancement. Students who choose to change their majors at SFCC may have their transcripts evaluated for credit toward our degrees. It is possible for students who have partially completed general education requirements toward an AA degree to transfer these credits toward the AS or AAS degree.

A program advisor is available in the Construction and Technical Program Director's office to provide information about the programs as well as admission, advisement and registration assistance to prospective, currently enrolled and returning students. For an appointment call (352) 395-5361, email jim.mcmullen@santafe.cc.fl.us or come by our office on the Northwest campus building I-50.

Degree and Certificate Programs:

Automotive Service Management Technology 2604

The Santa Fe Community College A.A.S. degree in Automotive Service Management Technology is a two-year program designed to upgrade the technical competence and the professional level of the incoming technician. The curriculum is designed by the college in cooperation with local dealership personnel and independent repair facility owners.

The program involves not only classroom lecture and laboratory experiences on modern vehicles and components at the college, but also requires the student to work at a local dealership or independent repair facility. The program is unique in design and is divided between specific periods of on-campus study and training followed by an equal amount of work experience at the sponsoring agency. For example, the first semester involves eight weeks of classroom and lab time on campus followed by eight weeks of work experience time. Then the student returns to SFCC for eight weeks of study in another specialized area followed by eight weeks of related work experience. This rotation continues until the two-year program is completed.

The automotive industry has become an exciting and challenging field with the advent of advanced electronic control system. This program is designed to raise the skill level of the potential automotive technician to beyond that of general automotive training programs. Although the program requires much effort and dedication on the part of the student, the rewards awaiting the program completer are well worth the time and effort.
Santa Fe Community College's Automotive Program is “Master Certified” by the National Automotive Technicians Education Foundation (NATEF) to meet the National Institute for Automotive Service Excellence (ASE) standards of quality. The program has received State and National awards from the Industry Planning Council (IPC), composed of members of the National Association for Career and Technical Education (ACTE) and the American Automobile Manufacturers Association (AAMA).

### Automotive Service Management Technology (Course Requirements)

#### General Education Requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>HOURS</th>
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<tbody>
<tr>
<td><strong>Communications/ Humanities</strong></td>
<td>6</td>
</tr>
<tr>
<td>ENC1101** College Composition OR</td>
<td></td>
</tr>
<tr>
<td>ENC1153** Introduction to Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENC1200** Business Communication OR</td>
<td>3</td>
</tr>
<tr>
<td>ENC2210** Technical Communication</td>
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<tr>
<td><strong>Mathematics/ Science</strong></td>
<td>6</td>
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<tr>
<td>MTB1310 Applied Math OR</td>
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</tr>
<tr>
<td>MAC1105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSC1341 Fund. of Physical Science</td>
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</tr>
<tr>
<td><strong>Social/ Behavioral Science</strong></td>
<td>3</td>
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<tr>
<td>HSC2400 First Aid &amp; Personal Safety OR</td>
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<tr>
<td>EMS1059 First Responder</td>
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<td><strong>Total Hours</strong></td>
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#### Professional Core Requirements

<table>
<thead>
<tr>
<th>Component</th>
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<tr>
<td>AER1005 Automotive Fundamentals and Minor Service</td>
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<tr>
<td>AER1117 Automotive Engines</td>
<td>4</td>
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<tr>
<td>AER1120 Automotive Steering and Suspension Systems</td>
<td>4</td>
</tr>
<tr>
<td>AER1122 Automotive Brake Systems</td>
<td>3</td>
</tr>
<tr>
<td>AER1250 Automatic Transmissions and Transaxles</td>
<td>3</td>
</tr>
<tr>
<td>AER1300 Automotive Electrical Systems</td>
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<tr>
<td>AER1312 Automotive Electronics</td>
<td>3</td>
</tr>
<tr>
<td>AER1500 Automotive Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>AER1610 Automotive Heating and Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AER1700 Automotive Parts and Service</td>
<td>2</td>
</tr>
<tr>
<td>AER1949* Industrial Co-op</td>
<td>6</td>
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<tr>
<td>AER2231 Automotive Manual Transmissions/ Drivetrains</td>
<td>3</td>
</tr>
<tr>
<td>AER2522 Automotive Driveability Diagnosis</td>
<td>4</td>
</tr>
<tr>
<td>AER2949 Industrial Co-op</td>
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<td><strong>Total Hours</strong></td>
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<tr>
<td><strong>Total Program Hours</strong></td>
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</table>

*First year Co-op course is AER1949; second year Co-op course is AER2949.

**ENC1101 (College Comp) is prerequisite for ENC2210. If ENC1153 is taken, you must take ENC1200 as the second communication course.
Biomedical Engineering Technology - Associate of Applied Science 2621

The Biomedical Engineering Technology Program is an A.A.S. degree program that prepares students for employment in the biomedical electronic equipment field. Students will learn skills in areas of biomedical research, development, manufacturing and maintenance.

Through classroom and laboratory environments, students acquire knowledge to design, manufacture, evaluate, troubleshoot, repair and test various types of biomedical equipment. Additionally, students will learn to function in a hospital or manufacturing environment through a one semester internship at a local biomedical department. During the internship, students will be assigned routine duties as biomedical equipment technicians.

Biomedical Engineering Technology
(Course Requirements)

General Education Requirements

<table>
<thead>
<tr>
<th>HOURS</th>
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<tr>
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<th>Communications/ Humanities</th>
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<tr>
<td>ENC1101 College Composition</td>
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<tr>
<td>SPC2600 Public Speaking I</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>MTB1310 Applied Math</td>
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<table>
<thead>
<tr>
<th>Social/ Behavioral Science</th>
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<tr>
<td>SLS1101 College Success OR</td>
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<tr>
<td>SLS1301 Career Development</td>
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<tr>
<td>EST1940 BMET Field Experience</td>
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Total Hours 18

Professional Core Requirements

<table>
<thead>
<tr>
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<td>43</td>
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| CET1114C Digital Circuits | 4 |
| CET2123C Microprocessors I | 4 |
| CET2143C Microprocessors II | 4 |
| EET1015C DC Circuits Analysis | 4 |
| EET1141C Intro to Semiconductors | 4 |
| EET1605C Intro to Electronics | 3 |
| EET2025C AC Semiconductor Circuits | 4 |
| EET2142C Linear Circuits | 4 |
| EST1940 BMET Field Experience | 6 |
| EST2436C Biomedical Instrumentation | 4 |
| EST2438C Biomedical Instrumentation II | 4 |
| EST2502C Electro-Mechanical | 4 |

Total Hours 43

Total Program Hours 61

Note: This curriculum has been under recent revision. For information, contact program advisor Jim McMullen, located in Building I, room 50, or call (352) 395-5363. Applied Math and all electronics classes must be passed with a grade of C or better.
The Biomedical Engineering Technology Program is an A.S. degree program that prepares students for employment in the biomedical electronic equipment field with the option of transferring to a four-year institution. Students will learn skills in areas of biomedical research, development, manufacturing and maintenance.

Through classroom and laboratory environments, students acquire knowledge to design, manufacture, evaluate, troubleshoot, repair and test various types of biomedical equipment. Additionally, students will learn to function in a hospital or manufacturing environment through a one semester internship at a local biomedical department. During the internship, students will be assigned routine duties as biomedical equipment technicians.

### Biomedical Engineering Technology

#### (Course Requirements)

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>HOURS</th>
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<tr>
<td><strong>Communications/ Humanities</strong></td>
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<tr>
<td>ENC1101 College Composition</td>
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<td><strong>Mathematics/ Science</strong></td>
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<td>MAC1105 College Algebra</td>
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<td>MAC1114 Trigonometry</td>
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<td>SLS1101 College Success OR</td>
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<tr>
<td>SLS1301 Career Development</td>
<td>3</td>
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<tr>
<td>EST1940 BMET Field Experience</td>
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<table>
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<tr>
<td>CET1114C Digital Circuits</td>
<td>4</td>
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<tr>
<td>CET2123C Microprocessors I</td>
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<tr>
<td>CET2143C Microprocessors II</td>
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</tr>
<tr>
<td>EET1015C DC Circuit Analysis</td>
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<td>EET1141C Introduction to Semiconductors</td>
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<td>EET1605C Introduction to Electronics</td>
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<tr>
<td>EET2025C AC Circuit Analysis</td>
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<td>EET2142C Linear Semiconductor Circuits</td>
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</tr>
<tr>
<td>EST2436C Biomedical Instrumentation I</td>
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<tr>
<td>EST2438C Biomedical Instrumentation II</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td>39</td>
</tr>
</tbody>
</table>

**Total Program Hours** 61

**Note** This curriculum has been under recent revision. For information, contact program advisor Jim McMullen, located in Building I, room 50, or call (352) 395-5363. Applied Math and all electronics classes must be passed with a grade of C or better.
Building Construction Technology 2610

The mission of the Building Construction Program at Santa Fe Community College is to promote and improve construction education in our geographic area.

Growth in the state of Florida and changes in the construction industry mandate that builders and their supervisory employees have business and management skills in addition to being knowledgeable in the construction trades and the construction process. Associate of Applied Science degree graduates from the Building Construction Program at Santa Fe understand basic principles of business and have a knowledge of the technical aspects of the construction industry. Graduates are able to function in the construction office environment and on the job site.

The Building Construction Program at Santa Fe offers building construction courses for three different types of student. (1) The Associate of Applied Science degree in Building Construction Technology gives graduates technical skills required in the industry and blends business management training for light construction in a two-year program. (2) The Associate of Arts degree with construction emphasis is designed to prepare the graduate to transfer to the University of Florida or another university to pursue a bachelor's degree in building construction. Articulation agreements are maintained to ease the transfer for A.A. graduates. Many courses taught in the Associate of Applied Science degree program transfer to four-year institutions as electives with the graduate's A.A. degree. (3) Many courses in the A.A.S. degree program are taught at the “entry level” and are open to the public and to industry members for continuing education or update training.

Santa Fe's Associate of Applied Science degree program in Building Construction Technology is accredited by the American Council for Construction Education (ACCE). The ACCE is the accrediting body for two-year and four-year construction management programs in the United States. The college's A.A.S. degree program in Building Construction Technology is the only accredited two-year program in Florida and one of only eight in the country accredited by the ACCE.

The Building Construction Program at Santa Fe is recognized by the Construction Industry Licensing Board as an official sponsor of continuing education for state licensed contractors. Courses are offered for industry members on a continuing basis.

### Building Construction Technology
(\underline{Course Requirements})

\underline{General Education Requirements}  \hspace{1cm} HOURS  \hspace{1cm} 15

\underline{Communications/ Humanities}  \hspace{1cm} 6

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<tr>
<td>ENC1200* Business Communication OR</td>
<td>3</td>
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<tr>
<td>ENC2210* Technical Communication</td>
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\underline{Mathematics/ Science}  \hspace{1cm} 6

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<tr>
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<tbody>
<tr>
<td>MTB1310** Applied Math</td>
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<tr>
<td>PSC1341 Fundamentals of Physical Science</td>
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\underline{Social/ Behavioral Science}  \hspace{1cm} 3

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<th>Course</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>ECO2013 Principles of Macroeconomics</td>
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</table>

\underline{Total Hours}  \hspace{1cm} 15
*Students with low scores on standardized writing tests must take ENC0020 and ENC0020L before taking ENC1101, ENC1200, or ENC2210. Students with low scores on standardized reading tests must take REA0010 and REA0010L before taking ENC1101, ENC1200, or ENC2210. ** Students with low scores on standardized math tests must take MAT0002, MAT0002L and MAT0024 before taking MTB1310.

**Professional Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BCN1210</td>
<td>Building Construction Materials</td>
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</tr>
<tr>
<td>BCN1221C</td>
<td>Construction Techniques 1</td>
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<tr>
<td>BCN1251C</td>
<td>Light Construction Drafting</td>
<td>3</td>
</tr>
<tr>
<td>BCN1733</td>
<td>Construction Codes &amp; Regulations</td>
<td>3</td>
</tr>
<tr>
<td>BCN2020</td>
<td>Related Specialty Trades</td>
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<td>BCN2222C</td>
<td>Construction Techniques 2</td>
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<td>BCN2272</td>
<td>Blueprint Reading</td>
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<td>BCN2450</td>
<td>Structural Design</td>
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<tr>
<td>BCT2411</td>
<td>Basic Skills &amp; Techniques of Masonry</td>
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<tr>
<td>BCT2600</td>
<td>Construction Estimating</td>
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<tr>
<td>BCT2705</td>
<td>Construction Management I</td>
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<td>BCT2750</td>
<td>Construction Management II</td>
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<td>CGS1000</td>
<td>Introduction to College Computing Management Elective**</td>
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<td>SUR2001C</td>
<td>Construction Surveying</td>
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Total Hours 49

Total Program Hours 64

**Choose one:**

AGC2001 Principles of Accounting I
AGC2021 Introduction to Financial Accounting
BUL2241 Business Law I
GEB1011 Introduction to Business
MAN2300 Human Resource Management
MAR2011 Principles of Marketing
MNA2100 Human Relations in Business
REE2040 Real Estate Principles

**Building Construction Associate of Arts Degree**

A.A. degree students who plan to go to the University of Florida to pursue a bachelor’s degree in building construction must take the following courses in their Associate of Arts curriculum (see A.A. degree in current college catalog):

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<td>ACG2021</td>
<td>Intro. to Financial Accounting OR</td>
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<tr>
<td>ACG2001</td>
<td>Principles of Accounting I AND</td>
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<tr>
<td>ACG2011</td>
<td>Principles of Accounting II</td>
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<tr>
<td>BUL2141</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ENC1200</td>
<td>Business Communication OR</td>
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<tr>
<td>ENC2210</td>
<td>Technical Communication</td>
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</tr>
<tr>
<td>MAC2233</td>
<td>Survey of Calculus OR</td>
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</tbody>
</table>
MAC2311 Calculus with Analytic Geometry 4
CGS1000 Introduction to College Computing 3
BCN1210 Building Construction Materials 3
BCN1251C Light Construction Drafting OR
ETD1530C Architectural Drawing I 3
BCN2405 Construction Mechanics 5
ECO2013 Principles of Macroeconomics 3
PHY2053/ L General Physics I w/ Lab 4
PHY2054/ L General Physics II w/ Lab 4
GLY2010 Physical Geology 3
STA2023 Introduction to Statistics 3

Heating, Ventilation, Air Conditioning & Refrigeration 7601
In recent years, the installation and servicing of heating, refrigeration and environmental
air conditioning equipment has increased significantly. This emphasis has especially been felt in
the southeastern part of the United States. The state of the art for this industry has become
more and more complex, requiring skilled mechanics for entry-level positions.

To meet this demand for skilled mechanics, SFCC offers a one-year certificate in Air
Conditioning, Refrigeration and Heating. This program is designed to enable persons to
acquire the knowledge and skills necessary for entry-level employment.

Commercial Heating and Air Conditioning Technology 7601
(Course Requirements)

CONTACT HOURS
ACR0012 Fundamentals of Air Conditioning 180
ACR0051C Principles of Refrigeration 252
ACR0074 Employability Skills, Job Search & Early Placement 180
ACR0125C Advanced Air Conditioning 180
ACR0548C Advanced Refrigeration 108
ACR0949 Industrial Co-Op 102
AER0170 Auto Heating & A/C 90
EEV0601C Direct Current Circuits 90
EEV0602C Alternating Current Circuits 90
PMT0106 Introduction to Welding 90

Total Program Hours 1350

Heating, Ventilation, Air Conditioning & Refrigeration 7631
Earn while you learn is the philosophy of the Heating, Air Conditioning and Refrigeration
(HARV) Apprenticeship Program. The construction industry needs HVAC technicians.
Because it does, you have worlds of opportunity when you become a HARV technician. The
technician works in virtually all types of construction projects. You can expect to earn a good
salary as you work your way up to becoming a HARV contractor.

Apprenticeships provide the individual who is working in the field an opportunity to learn
the technical aspects of a trade in the classroom while applying this knowledge on the job. The
combination of these two aspects prepares the apprentice to advance through the trade at an
accelerated rate. Apprentices earn a guaranteed wage throughout the training with incremental
steps at various stages in the program.
Students attend class two nights a week during the fall and spring terms. Classroom activities in conjunction with on-the-job training prepare the students for the journeyman licensure exam upon completion. Students not currently employed in the field will be assisted in seeking employment with sponsoring contractors. The program is sponsored by the Greater Gainesville Area Association for Technical Training (GGAATT).

For additional information contact the Coordinator of Apprenticeship Programs at (352) 395-5251 or email john.gentry@santafe.cc.fl.us.

### FIRST YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BCA 0100</td>
<td>INTRO. TO CONST. &amp; MAINT. SKILLS</td>
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### FOURTH YEAR

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<td>BCA 0497</td>
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**Total 4428**

**Automotive Service Technology Certificate 7603**

The automotive industry has seen vast changes in system controls since the advent of tighter emission and mileage standards set by the federal government. These changes have created a drastic need for technicians able to adapt rapidly to changes in design and technology. The job market for automotive mechanics and technicians has been recognized by Santa Fe Community College. In response to industry requests, a training program has been developed to meet the needs of all industry and provide the best possible training for future automotive technicians.

A student now entering the program should plan on progressing through 1800 hours of training. This training provides hands-on experience on all systems of the vehicle along with computer-enhanced learning experiences to emphasize theory and diagnostic procedures.
Completion of all classes will lead to a certificate of completion in Automotive Service Technology and should enable the student to enter the work force as a general line mechanic or a specialty technician.

The instruction, course of study, facilities and equipment of the Automotive Program have been evaluated and certified by the National Automotive Technicians Education Foundation (NATEF). They meet the National Institute for Automotive Service Excellence (A.S.E.) standards of quality for the training of automobile technicians in the following areas:

- Electrical Systems Manual Transmissions and Drivetrains
- Engine Performance Automatic Transmissions/Transaxles
- Engine Repair Brakes Heating and Air Conditioning Suspension and Steering

The program has received State and National awards from the Industry Planning Council (IPC), composed of members of the National Association for Career and Technical Education (ACTE) and the American Automobile Manufacturers Association (AAMA).

### FIRST YEAR

(Course Requirements)

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<td>AER0450</td>
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**Total Program Hours** 900

### SECOND YEAR

(Course Requirements)

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<td>AER0250</td>
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<td>AER0503</td>
<td>Engine Performance II</td>
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**Total Second Year** 900

**Total Program Hours** 1800

### Electrical Apprenticeship 7682

Earn while you learn is the philosophy of the Electrical Apprenticeship Program. The world runs on electricity. Because it does, you have worlds of opportunity when you become an electrician. Electricians work in homes, supermarkets, hospitals, industry, and office buildings — any place that has electrical equipment. You can expect to earn a good salary as you work your way up to becoming an electrical contractor.

Apprenticeships provide the individual who is working in the field an opportunity to learn
the technical aspects of a trade in the classroom while applying this knowledge on the job. The combination of these two aspects prepares the apprentice to advance through the trade at an accelerated rate. Apprentices earn a guaranteed wage throughout the training with incremental steps at various stages in the program.

The college offers two electrical apprenticeship programs. This program is sponsored by the International Brotherhood of Electrical Workers (IBEW). Students attend class two nights a week during the fall, spring and summer terms. Classroom activities in conjunction with on-the-job training prepare the students for the journeyman licensure exam upon completion. Students not currently employed in the field will be assisted in seeking employment with sponsoring contractors.

For additional information contact the National Joint Apprenticeship and Training Committee office or Lanny Mathis at (352) 376-8375.

**Course Requirements**

**Professional Core**

3,120 Contact Hours

**Required repeatable course taken 8 times**

ET10949 Industry Cooperative Education-OJT

390 Contact Hours
Earn while you learn is the philosophy of the Electrical Apprenticeship Program. The world runs on electricity. Because it does, you have worlds of opportunity when you become an electrician. Electricians work in homes, supermarkets, hospitals, industry, and office buildings — any place that has electrical equipment. You can expect to earn a good salary as you work your way up to becoming an electrical contractor.

Apprenticeships provide the individual who is working in the field an opportunity to learn the technical aspects of a trade in the classroom while applying this knowledge on the job. The combination of these two aspects prepares the apprentice to advance through the trade at an accelerated rate. Apprentices earn a guaranteed wage throughout the training with incremental steps at various stages in the program.

The college offers two electrical apprenticeship programs. This program is sponsored by The Greater Gainesville Area Association for Technical Training (GGAATT). Students attend class two nights a week during the fall and spring terms. Classroom activities in conjunction with on-the-job training prepare the students for the journeyman licensure exam upon completion. Students not currently employed in the field will be assisted in seeking employment with sponsoring contractors.

For additional information contact the Coordinator of Apprenticeship Programs at (352) 395-5251 or email john.gentry@santafe.cc.fl.us

**FIRST YEAR**

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
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**THIRD YEAR**

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<td>BCA 0395</td>
<td>ELECTRICAL COOP 5</td>
<td>300/378 SPRING</td>
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<td>BCA 0396</td>
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**FOURTH YEAR**

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<td>BCA 0397</td>
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<td>BCA 0345</td>
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<td>BCA 0397</td>
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<tr>
<td>BCA 0398</td>
<td>ELECTRICAL COOP 8</td>
<td>351/351 SUMMER</td>
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</table>

Total 4428
Masonry Apprenticeship 7684

Earn while you learn is the philosophy of the Masonry Apprenticeship Program. The masonry field is growing because the world around you is growing. A shortage of skilled tradespeople in this construction field makes opportunities for a rewarding career in this area.

Work progression from the simple to the complex provides motivation to continue toward a goal. Progressive wage increases make it possible for apprentices to plan their financial future. The range of knowledge, skill and judgment obtained in training affords an increased opportunity to progress to foreman and superintendent and, if desired, ultimately to contractor and business owner.

Local licensed masonry contractors and the Masonry Association of Florida sponsor the program. To be a part of the program you must be employed in the masonry trade and be sponsored by your employer. Students attend class every other Saturday during the fall and spring terms.

Students not employed in the field will be assisted in seeking employment with sponsoring contractors.

Course Requirements

Professional Core 2,700 Contact Hours

Required repeatable course taken 8 times

BCV0830 Industry Cooperative Education-OJT 450 Contact Hours

Plumbing Apprenticeship Certificate 7654

Earn while you learn is the philosophy of the Plumbing Apprenticeship Program. The construction industry needs plumbers. Because it does, you have worlds of opportunity when you become a plumber. The plumber works in virtually all types of construction projects. You can expect to earn a good salary as you work your way up to becoming a plumbing contractor.

Apprenticeships provide the individual who is working in the field an opportunity to learn the technical aspects of a trade in the classroom while applying this knowledge on the job. The combination of these two aspects prepares the apprentice to advance through the trade at an accelerated rate. Apprentices earn a guaranteed wage throughout the training with incremental steps at various stages in the program.

Students attend class two nights a week during the fall and spring terms for four years. Classroom activities in conjunction with on-the-job training prepare the students for the journeyman licensure exam upon completion. Students not currently employed in the field will be assisted in seeking employment with sponsoring contractors. The program is sponsored by the Greater Gainesville Area Association for Technical Training (GGAATT).

For additional information contact the Coordinator of Apprenticeship Programs at (352) 395-5251 or email john.gentry@santafe.cc.fl.us

FIRST YEAR

BCA 0100 INTRO. TO CONST. & MAINT. SKILLS 45
BCA 0711 PLUMBING APPRENTICESHIP 1 33
BCA 0791 PLUMBING COOP 1 300/378 FALL
BCA 0715 PLUMBING APPRENTICESHIP 2 78
BCA 0791 PLUMBING COOP 1 300/378 SPRING
BCA 0792 PLUMBING COOP 2 351/351 SUMMER
SECOND YEAR

BCA 0720 PLUMBING APPRENTICESHIP 3 78
BCA 0793 PLUMBING COOP 3 300/378 FALL
BCA 0725 PLUMBING APPRENTICESHIP 4 78
BCA 0793 PLUMBING COOP 3 300/378 SPRING
BCA 0794 PLUMBING COOP 4 351/351 SUMMER

THIRD YEAR

BCA 0730 PLUMBING APPRENTICESHIP 5 78
BCA 0795 PLUMBING COOP 5 300/378 FALL
BCA 0735 PLUMBING APPRENTICESHIP 6 78
BCA 0795 PLUMBING COOP 5 300/378 SPRING
BCA 0796 PLUMBING COOP 6 351/351 SUMMER

FOURTH YEAR

BCA 0740 PLUMBING APPRENTICESHIP 7 78
BCA 0797 PLUMBING COOP 7 300/378 FALL
BCA 0745 PLUMBING APPRENTICESHIP 8 78
BCA 0797 PLUMBING COOP 7 300/378 SPRING
BCA 0798 PLUMBING COOP 8 351/351 SUMMER

Total 4428

Applied Welding Technologies 7623

Welding plays a vital role in American industry. Some method of welding is utilized in over 50 percent of the products which make up the Gross National Product. Skilled pipe welders are among the highest paid craftspeople in the world.

Santa Fe Community College offers a one and one-half year, 1170 contact hour program that consists of shielded metal arc welding, gas metal arc welding (often called MIG), gas tungsten arc welding (often called TIG or heliarc), gas welding and cutting, blueprint reading, and power tool and equipment operation. The training helps prepare a student to pass nationally recognized welding certification tests.

Course Requirements

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<td>Blueprint Reading/ Employability Skills</td>
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<td>PMT0106</td>
<td>Introduction to Welding</td>
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<td>PMT0139</td>
<td>Introduction to Inert Gas</td>
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<tr>
<td>PMT0121</td>
<td>Shielded Metal Arc Welding (SMAW) I</td>
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<td>PMT0122</td>
<td>Shielded Metal Arc Welding (SMAW) II</td>
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<td>PMT0132</td>
<td>Gas Tungsten Arc Welding-Pipe (GTAW)</td>
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<td>PMT0140</td>
<td>Gas Metal Arc Welding</td>
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<td>PMT0141</td>
<td>Flux Cored Arc Welding</td>
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<td>PMT0154</td>
<td>Gas Tungsten Arc Welding</td>
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<td>PMT0161</td>
<td>Introduction to Pipe Welding</td>
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<td>PMT0182</td>
<td>Vertical Structural Welding Certification</td>
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<td>PMT0185</td>
<td>Pipe Welding Certification</td>
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Total Program Hours 1170
Special Training Offerings
The college also offers specialized supplemental courses for employed persons wishing to upgrade their skills. See the Construction and Technical Programs advisor for more information.
Information Technology Education Programs

Program Director:
Mr. Eugene Jones

Program Advisors:
Ms. Denise Remer, Ms. Pat Klaus

Course Curriculum Coordinators:
Graphic Design: Patrick Grigsby
Networking: Cheryl Krauth
Programming: Debbie Reid
Software Applications: Dr. Michael Lazin

ITCT Manager (Information Technology Career Training):
Kim Standifer

ITE Faculty:
Ms. H. Bloom, Mr. D. DePatie, Ms. Z. Gale, Ms. E. Jimenez, Ms. S. Jones,
Mr. K. Jordan, Ms. C. Krauth, Dr. M. Lazin, Ms. M. Ratliff, Mr. D. Reid,
Mr. B. Russell, Mr. C. Schultz, Ms. K. Standifer, Mr. Jamey Weare,
Ms. B. Dewilliby, Ms. E. Grant, Mr. P. Grigsby, Ms. P. Klaus, Ms. K. Reed

The Information Technology Education programs prepare students to enter careers in the field of computer and information systems as entry level programmers on microcomputers, as network technologists, microcomputer applications specialists and as graphic designers. All programs are performance based and include extensive hands-on training using state-of-the-art technology.

The Information Technology Education A.A.S. degree programs offer the student practical training in computer skills and applications products commonly used in the commercial computer and graphic design environments, in-depth knowledge of current systems technology, experience with current software development techniques, skills in related business activities, and a firm foundation in communications and general education areas.

The lab facilities at Santa Fe Community College include dedicated computer science instructional labs and an open lab with state-of-the-art networked microcomputer workstations. The college is connected to the Internet, and all students have email accounts for added communications with instructors, administrators and peers.

The Cyber Saints computer club of Santa Fe Community College includes web design, programming, networking, graphic design students as well as students with many other interests. The Cyber Saints are now actively involved with AITP, Association of Information Technology Professional. This organization keeps a constant hand on the pulse of the computer industry. The opportunity to meet and talk with people who work in fields of interest to SFCC students is one of the most valuable resources of a membership. For more information see the web site, http://student.santafe.cc.fl.us/~stuorg/ccsf/

A college-sponsored organization, the Graphic Design Student Association (GDSA) is open to all students interested in graphic design. Members participate in many professional development and public service activities throughout the year. The club provides opportunities for students to use their design skills to work on community projects. The association sponsors guest speakers, field trips, and networking. Contact the Graphic Design Technology office in N-309, 352-395-5579, for information.

The ITE Department has student advisors to provide information about the programs,
courses, program admission and registration. Students interested in Computer Programming, Computer Information Technology, (Software Applications) or Networking should call (352) 395-5839 for an appointment. For Graphic Design information, call (352) 395-5285.

**Associate of Applied Science**

**Computer Programming and Analysis 2502**

The Computer Programming and Analysis Program prepares students to enter the field of computers as entry level programmers in a business environment. Students are offered extensive hands-on experience in microcomputer applications and extensive work in database applications, Visual C++, Visual Basic, Java, Internet programming languages, as well as exposure to Internet applications, microcomputer hardware and networks, and operating systems.

**General Education Requirements: 15**

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<th>HOURS</th>
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<td>ENC1200 Business Communications</td>
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<td>MGF1106 Topics in Math</td>
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<td>MAC1105 College Algebra</td>
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<td>SLS1301 Career Development</td>
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<td>PSY2012 General Psychology</td>
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<td>SYG2000 Sociology</td>
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<tr>
<td>CGS1000 Introduction to College Computing</td>
<td>3</td>
</tr>
<tr>
<td>COP1000 Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP2332 Intermediate Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CDA1302 Microcomputer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>COP2340 Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CEN2503 Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>COP2220 Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>COP2221 Intermediate C++</td>
<td>3</td>
</tr>
<tr>
<td>CGS2557 Internet Technologies</td>
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<tr>
<td>CGS2540 Database Management Systems</td>
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</tr>
<tr>
<td>COP2333 Advanced Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP2702 SQL/Oracle Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP2880 Java Programming</td>
<td>3</td>
</tr>
</tbody>
</table>
Program Notes

1. AAS degrees are non-transferable programs; however, students can work on both AA and AAS requirements concurrently. Those students should enroll in PSY2012 or SYG2000, MAC1105 and ENC1102.

2. An overall grade point average of 2.5 or higher is required for all students seeking an AAS degree in this program.

3. All requirements must be passed with a minimum grade of ‘C’.

4. Typing proficiency is required for this program. OST1100. Community Education typing classes or software typing programs are various ways of improving typing proficiency.

5. Program Admission: to be completely admitted to these programs with a program year and no longer considered ‘pending’, students must have completed CGS1000, COP1000, MTB1313 with a minimum grade of ‘C’.

6. See the program advisor for an additional application to this program.

7. All computer science students are encouraged to join the SFCC Computer Club, Cybersaints. http://student.santafe.cc.fl.us/~stuorg/ccsf/

Associate of Applied Science
Computer Information Technology, 2504

Software Applications Technology department:
This program offers training in a wide variety of software applications plus related skills in operating systems, hardware, networking, and programming. It will prepare you to adapt to the ever-changing world of computers in the workplace of today and tomorrow.

Specializations:
Two specializations are offered in the program. PC Technology specialists focus on desktop productivity software, with additional emphasis on Internet technologies, computer hardware, and networking. Digital Media specialists focus on Internet technologies, Web authoring, and multimedia applications. Admission into the program is by application only.

For more information: http://ite.santafe.cc.fl.us/~sat/.

General Education Requirements: 15

Communications

ENC1101 College Composition 3
Choose One:
ENC1102 Writing about Literature 3
ENC1200 Business Communications 3

Mathematics

MTB1313 Data Processing Math 3
Choose One:
MGF1106 Topics in Math 3
MAC1105 College Algebra 3
MTB1103 Business Math 3
Social/ Behavioral Science

Choose one:
PSY2012 General Psychology 3
SLS1101 College Success 3
SLS1301 Career Development 3
SYG2000 Sociology 3

Professional Core Requirements: 48
Both Specializations: 30
CGS1000 Introduction to College Computing 3
COP1000 Introduction to Programming 3
CDA1302 Microcomputer Architecture 3
CGS2557 Internet Technologies 3
CGS2564 PC System Management 3
CGS2523 Graphics Applications 3
CGS2820 Web Authoring 1 3
CEN2503 Introduction to Networking 3
COP2340 Operating Systems 3
MNA1767 Professional Development for IT Majors 3

Choose One Specialization: 18
PC Technology Specialist
CGS2510 Electronic Spreadsheets 3
CGS2540 Database Management Systems 3
CGS2580 Document Production 3
CDA1303 Microcomputer Architecture 2 3
CEN1300 Microsoft Windows Professional 3
CEN1301 Microsoft Windows Server 3
OR
Digital Media Specialist
CGS2821 Web Authoring 2 3
CGS2825 Web Server Technologies 3
CGS2871 Multimedia Concepts and Applications 3
CGS2874 Multimedia Authoring 3
COP2885 Internet Programming 3
TBA Advanced Internet Programming * 3

Total Hours 63

Program Notes
1. AAS degrees are non-transferable programs; however, students can work on both AA and AAS requirements concurrently. Those students should enroll in PSY2012 or SYG2000, MAC1105 and ENC1102.
2. An overall grade point average of 2.5 or higher is required for all students seeking an AAS degree in this program.
3. All requirements must be passed with a minimum grade of ‘C’.
4. Typing proficiency is required for this program. OST1100. Community Education typing classes or software typing programs are various ways of improving typing proficiency.
5. Program Admission: to be completely admitted to this program with a program year and no longer considered ‘pending’, refer to web site: http://ite.santafe.cc.fl.us/~sat/
6. All computer science students are encouraged to join the SFCC Computer Club, Cybersaints. http://student.santafe.cc.fl.us/~stuorg/ccsf/

**Associate of Applied Science**

**Network Service Technology 2622**

The Networking Services Technology Program is designed to prepare the student for a career in computer networking. It offers hands-on training and extensive experience in a wide variety of networking technologies including client/server operating systems, workstation management, cabling, routing, switching, and hardware maintenance. Included in the curriculum are the concepts and core competencies covered in the Novell Certified NetWare Administrator (CNA), Microsoft Certified Professional (MCP), CompTia's A+PC Technician, CompTia's Network+, and Cisco's Certified Network Administrator (CCNA) exams. Acceptance into the Networking Services Technology Program will be by application only. There are a limited number of spaces available and the application process is used to select prospective students. Selection into this program will be dependent on grades and prerequisites taken.

**General Education Requirements: 15**

**Communications**

ENC1101 College Composition 3
Choose One:
ENC1102 Writing about Literature 3
ENC1200 Business Communications 3

**Mathematics**

MTB1313 Data Processing Math 3
Choose One:
MGF1106 Topics in Math 3
MAC1105 College Algebra 3
MTB1103 Business Math 3

**Social/ Behavioral Science**

SLS1101 College Success 3
SLS1301 Career Development 3

**Professional Core Requirements:**

CGS1000 Introduction to College Computing 3
CDA1302 Microcomputer Architecture 3
CDA1303 Microcomputer Architecture 2 3
CEN1300 Microsoft Windows Professional 3
CEN1301 Microsoft Windows Server 3
CEN2503 Introduction to Networking 3
CEN2513 Network Administration 3
CEN2514 Advanced Network Administration 3
CET1600 Cisco Networking Fundamentals 3
CET1610 Cisco Router Theory 3
CET2615 Cisco Advanced Routing and Switching 3

---

**Programs of Study**

- 156
CET2620 Cisco Project Based Learning 3
CIS1949 Internship 3
MNA1767 Professional Development For IT Majors 3

2 Computer Electives: 6
CGS2557 Internet Technologies 3
CIS1920 Group Study 3
COP1000 Intro to Programming 3
CGS2510 Electronic Spreadsheets 3
COP2340 Operating Systems 3
CEN1304 Managing Enterprise Networks 3
CEN2517 Building Intranets 1
CEN2523 Network Design & Implementation 2
CEN2524 Network Service & Support 3

Total Hours 63

Program Notes
1. AAS degrees are non-transferable programs; however, students can work on both AA and AAS requirements concurrently. Those students should enroll in PSY2012 or SYG2000; MAC1105 and ENC1102.
2. An overall grade point average of 2.5 or higher is required for all students seeking an AAS degree in this program.
3. All requirements must be passed with a minimum grade of 'C'.
4. Typing proficiency is required for this program. OST1100. Community Education typing classes or software typing programs are various ways of improving typing proficiency.
5. Program Admission: to be completely admitted to this program with a program year and no longer considered 'pending', refer to web site: http://nettech.santafe.cc.fl.us/home/
6. All computer science students are encouraged to join the SFCC Computer Club, Cybersaints.
   http://student.santafe.cc.fl.us/~stuorg/ccsf/

Associate of Applied Science
Graphic Design Technology - 2619

The Associate of Applied Science degree program in Graphic Design Technology offers instruction in theory and practice of graphic design to prepare graduates for entry-level jobs in this expanding career field.

Students are admitted twice a year, in fall and spring terms. Admission is competitive. Potential students must apply for admission to the Graphic Design Technology program in addition to applying to the college. Admission is based on faculty rankings of the departmental applications.

Potential students must complete all general education requirements before applying for admission to Graphic Design Technology. Once admitted to Graphic Design, students take classes in a specific, or lockstep, sequence.

The program emphasizes creative thinking in combination with hands-on instruction on industry standard computer hardware and software. Students learn illustration; computer graphics; desktop publishing; web page design; electronic imaging and presentation techniques; photography and design; magazine and newspaper advertising layout; logo, brochure, newsletter, packaging, and direct mail design; outdoor advertising and point-of-purchase displays; printing methods; and electronic pre-press production techniques.
Graduates work for profit or non-profit agencies in a variety of professional settings including entertainment, advertising, marketing, merchandising, management, education, science, technology, and sales. Designers may choose to specialize in desktop publishing and computer graphics; web page design; digital photo manipulation; illustration; or electronic pre-press.

**General Education Requirements: 15**

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications/ Humanities</td>
<td>ENC1101 College Composition</td>
<td>3</td>
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<tr>
<td></td>
<td>SPC2600 Public Speaking</td>
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<td></td>
<td>Choose One:</td>
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<tr>
<td></td>
<td>HUM1230 Renaissance through the Present</td>
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<tr>
<td></td>
<td>HUM2250 Modern and Contemporary Periods</td>
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<td>Mathematics</td>
<td>MTB1103 Business Math</td>
<td>3</td>
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<td>Social/ Behavioral Science</td>
<td>PSY2012 General Psychology</td>
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<td></td>
<td>SYG2000 Introduction to Sociology</td>
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<tr>
<td>Professional Core Requirements:</td>
<td>ADV1210 Introduction to Advertising Design &amp; Graphics</td>
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<td>ADV1212 Advertising Graphics &amp; Production</td>
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<td>ADV2211 Advanced Advertising Design &amp; Graphics</td>
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<td>ADV2803 Advertising Campaigns</td>
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<td>ART2253C Illustrations Methods 1</td>
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<td></td>
<td>CGS1563 Introduction to Graphic Design/Macintosh Platform</td>
<td>3</td>
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<td></td>
<td>GRA2501 Prepress and Printing Methods</td>
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<tr>
<td></td>
<td>GRA2740C Electronic Imaging &amp; Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA2801C Computer Illustration Methods</td>
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<tr>
<td></td>
<td>GRA2802C Computer Graphics for Artists and Designers</td>
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<td></td>
<td>GRA2841C Design Web Pages</td>
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<td></td>
<td>GRA2143C Advanced Web Design</td>
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<td></td>
<td>GRA2940 Internship</td>
<td>4</td>
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<td></td>
<td>PSY2221 Commercial/Illustration Photography</td>
<td>3</td>
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<tr>
<td></td>
<td>PGY2801 Electronic Still Photography</td>
<td>3</td>
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</table>

Total Hours 64

**Program Notes**

1. All general education classes should be completed prior to entrance into program.
2. A minimum grade of ‘C’ is required for all professional core required courses. A minimum grade of ‘B’ is required in CGS1563 in order to continue with graphic design classes.
3. Students will be required to type 30 wpm in order to complete CGS1563.
4. This program requires a separate application. For more information see the program web site: [http://inst.santafe.cc.fl.us/%7Egraphics/apply.html](http://inst.santafe.cc.fl.us/%7Egraphics/apply.html).
Institute of Public Safety at Kirkpatrick Criminal Justice Training Center

Center Program Director:
Dr. Tony Blalock

Associate Directors/Program Coordinators:
Anne Jacob, M.D.
Deputy Chief Daryl Johnston

Program Advisor:
Commander Jim Murphey

Criminal Justice Faculty:
Commander Chris Wagoner
Suzanne Bullard, Esq.

Selection Center:
Commander Tom Terry

EMS Faculty:
Steve Lyons, N.R. EMT-P

The Kirkpatrick Criminal Justice Training Center provides pre-service, in-service, advanced and specialized training for personnel of the corrections, law enforcement and fire-rescue agencies in the region. Persons interested in training to become a correctional or law enforcement officer should contact the Criminal Justice Selection Center at the Kirkpatrick Center or call 352-334-0358. Those interested in training to become an EMT/Paramedic should call 352-334-0315 for more information. The Fire Science Technology is offered on a schedule compatible with local Fire/Rescue agency work schedules. Certification as a firefighter is required for the Fire Science program. The Fire Science program does not lead to certification as a firefighter.

Associate of Applied Science Degree Program

Criminal Justice Technology 2702

The two-year Associate of Science degree in Criminal Justice Technology is designed for high school graduates who seek a career in law enforcement, corrections, criminalistics or community-based control functions. It is also designed for people who are currently employed in those fields and want to improve their skills for career development. This program does not lead to basic certification or employability as a law enforcement or correctional officer—completion of the Criminal Justice Standards Commission Basic Recruit Schools is required for entry to those occupations. Courses are offered on demand from the criminal justice community. Students may not be able to complete this program within two years.

Criminal Justice Technology
(Course Requirements)

General Education Requirements

Communications/ Humanities
ENC1101 College Composition OR
ENC1153 Introduction to Technical Writing

HOURS
HUM - Any HUM prefixed course 3

**Mathematics/ Science**
MTB1103 Business Mathematics OR
STA2023 Introduction to Statistics I 3
BSC2005/ L General Biology w/ Lab OR
PSC2121/ L General Physical Science w/ Lab 4

**Social/ Behavioral Science**
CLP2140 Abnormal Psychology OR
POS2112 State & Local Government 3
SOP2002 Psychology of Social Behavior 3

<table>
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<th>Course</th>
<th>Hours</th>
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<tbody>
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</tr>
</tbody>
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**College Open Elective**
(Must be Parallel or Dual Course) 3

**Professional Core Requirements**
CCJ1020 Introduction to Criminal Justice 3
CCJ1132 Community Policing 3
CCJ1400 The Patrol Function 3
CCJ1401 Police Administration & Organization 3
CCJ2220 Criminal Law 3
CCJ2230 Criminal Evidence & Procedures 3
CCJ2250 Constitutional Law 3
CCJ2510 Introduction to Juvenile Procedure 3
CGS1000 Introduction to Computers 3
CJD2467 Supervision of CJ Personnel 3
CJT2100 Criminal Investigation 3
CJT2110 Introduction to Criminalistics 3
PSY2012 General Psychology 3
SYG2000 Introductory Sociology 3

<table>
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<th>Course</th>
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<td>42</td>
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<tr>
<td><strong>Total Program Hours</strong></td>
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</table>

**Criminal Justice Officer Administration**

The Associate of Applied Science in Administration of Criminal Justice degree includes the Florida mandated curriculum for the basic police recruit program. To be able to complete this program, students must be accepted into and complete the Basic Police Recruit Academy at the Institute of Public Safety. The State of Florida and Santa Fe Community College have a number of specific eligibility requirements for entry into the academy and this program. The college will also consider credit course work earned at other state accredited community colleges or CJST Basic Police Recruit Training programs (based on the revised 2000 curriculum) on a case-by-case basis. Note that to graduate with this degree, students must pass the Florida Law Enforcement licensure exam administered by the Criminal Justice Standards and Training Commission.
Administration of Criminal Justice  
(Course Requirements)  

General Education Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
<th>Courses</th>
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<tr>
<td>Communications/ Humanities</td>
<td>6</td>
<td>ENC1153 Introduction to Technical Writing</td>
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<tr>
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<td>HUM— Any HUM prefixed course</td>
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<tr>
<td>Mathematics/ Science</td>
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<td>MTB1103 Business Math OR</td>
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<td>STA2023 Introduction to Statistics</td>
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<td></td>
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<td>BSC2005/ L General Biology/ Lab OR</td>
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<td>PSC2121/ L General Physical Science/ Lab</td>
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<td>Social/ Behavioral Science</td>
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<td>CLP2140 Abnormal Psychology OR</td>
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<td>POS2112 State and Local Government</td>
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<td>SOP2002 Psychology of Social Behavior</td>
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Total Hours 22

College Open Elective  
(Must be Parallel or Dual Course)  

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Total Basic Police Recruit Credit Equivalency 27

Professional Core Requirements

<table>
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<tr>
<th>Course</th>
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<tr>
<td>CCJ1132 Community Policing</td>
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<tr>
<td>CCJ1401 Police Administration</td>
<td>3</td>
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<tr>
<td>CGS1000 Introduction to Computers</td>
<td>3</td>
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<td>CJD2467 Supervision of CJ Personnel</td>
<td>3</td>
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<tr>
<td>PSY2012 General Psychology</td>
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</table>

Total Hours 42

Total Program Hours 64
Fire Science Degree Program

Fire Science Program Coordinator:
Dr. Anne Jacob

Program Advisor:
Commander Jim Murphey Program

Faculty:
Mr. George Braun

The Fire Science Programs at Santa Fe Community College consist of the Fire Officer I certificate program and the Fire Science Technology A.S. degree. Fire Science Programs prepares individuals for positions in advanced and specialized firefighting and management or training positions in the fire services. The Fire Science Programs anticipates adding other certificate programs in the future. Classes are scheduled to meet the needs of active professional firefighters. These programs do not lead to basic certification or employability as a firefighter.

Two paths are possible in reaching the A.S. degree, with a common core of courses in both paths. Path One focuses on technical development, while the second path provides more general education courses in lieu of some professional courses. This path allows students the option of more directly transferring to an upper division or four-year baccalaureate program. Please contact the Institute of Public Safety student advisement office for details.

Courses are offered on demand from the fire science community. Students may not be able to complete this program within two years. Please contact the Institute of Public Safety at 352-334-0300 for specific information.

Emergency Medical Services

Program Coordinator:
Dr. Anne Jacob

Program Advisor:
Commander Jim Murphey

Program Faculty:
Mr. S Lyons, Ms. S. Lewis, Mr. T. Brooks, Mr. P. West, Mr. S. Stirrat,
Mr. R. Lewis, Ms. E. Foran

The Emergency Medical Services Program at Santa Fe Community College consists of the Emergency Medical Technician Certificate Program, the Paramedic Certificate Program and Emergency Medical Services A.A.S. degree. These programs prepare individuals to deliver patient care at the scene of an emergency, in an ambulance, with Fire Rescue, in an emergency department, in the military and in many other areas of health care. The A.A.S. degree in EMS is also applicable for people who are currently employed in these fields and who want to improve their skills for career development.

The Emergency Medical Technician is a professional who delivers basic life support care. The EMT certificate is a one-semester program (11 credit hours) consisting of classroom, lab, hospital emergency department and ambulance clinical components. Although this is considered a part-time program, at least 25 hours per week and a flexible schedule are required for the program. Upon successful completion of all components of the EMT program, the student may be eligible to take the National Registry and/ or the State of Florida EMT Certification Examination.
The Paramedic Program is a college credit certificate program which is a minimum of 1100 clock hours in length. The student will learn advanced life support patient care and procedures. The program consists of classroom, lab, hospital clinicals throughout the facility and ambulance clinical components. This program, like the EMT, requires a strong desire and commitment to the profession. Upon successful completion of all components of the Paramedic Program, the student may be eligible to take the National Registry and/or the State of Florida Paramedic Certification Examination.

### Associate of Applied Science Degree & Certificate Program

**Associate of Applied Science Degree and Certificate Program**

**Emergency Medical Services - Associate of Applied Science**  
**Course Requirements**

**General Education Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>Communications/ Humanities</strong></td>
<td><strong>ENC1101 College Composition OR ENC1153 Introduction to Technical Writing OR ENC1200 Business Communication</strong></td>
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<tr>
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<td><strong>SPC2300 Interpersonal Communication</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SPC2600 Public Speaking I</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/ Science</strong></td>
<td><strong>BSC2084/ L Human Anatomy &amp; Physiology/ Lab</strong></td>
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<tr>
<td></td>
<td><em><em>MAC1105 College Algebra OR MAT1033 Intermediate Algebra OR MTB1371</em> Math for HR Students</em>*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social/ Behavioral Science</strong></td>
<td><em><em>DEP2004 Developmental Psychology OR PSY2012</em> General Psychology OR SYG2000 Introductory Sociology</em>*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td><strong>Refer to AA degree Humanities Requirement 3</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

*Preferred Electives Professional Core Requirements

**Note**: Emergency Vehicle Driving (EMS1335) is not a requirement to graduate from the Emergency Medical Services A. S. program. However, EMS1335 is a requirement for employment as an Emergency Medical Technician for fire rescue and ambulance services in the State of Florida.

Students who have completed EMT and paramedic coursework from a Joint Review Committee (JRC) accredited Paramedic Program and who have current certification may receive credit for the Professional Core Requirements. Students must achieve a grade of C or higher in all courses leading to the Associate of Science degree in Emergency Medical Services.
Emergency Medical Technician - Basic Training Program

Emergency Medical Technician (EMT) is a one-semester certificate program. EMT is currently offered twice per year (fall evenings and spring days) and may be expanded. EMT requires a separate application process. Students completing all coursework may be eligible to take the National Registry and/or the State of Florida EMT Certification Examination. Santa Fe’s EMT program is approved by the Bureau of EMS, Florida Department of Health.

Associate of Applied Science Degree and Certificate Program

Emergency Medical Technician - Associate of Applied Science
(Course Requirements)

General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EMS1119</td>
<td>EMT Basic: Lecture</td>
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<tr>
<td>EMS1119L</td>
<td>EMT Basic: Clinical/ Hospital</td>
<td>3</td>
</tr>
<tr>
<td>EMS1411</td>
<td>EMT Basic: Lab</td>
<td>1</td>
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<tr>
<td>EMS1421</td>
<td>EMT Basic: Clinical</td>
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<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>11</strong></td>
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</table>

EMS1335 Emergency Vehicle Driving 1

Suggested co-requisite but not required. If taken, must do so concurrently with EMS1119, EMS1119L, EMS1411 and EMS1421.

Paramedic Program

The Paramedic Program is a one-year college credit program that is a minimum of 1100 clock hours in length and takes three full semesters to complete. Current Florida certification as an Emergency Medical Technician is required prior to applying for entry into the Paramedic Program. The program begins in August of each year and requires a special application and acceptance process. Paramedics utilize advanced medical skills combined with the skills learned in EMT to render care in a variety of situations and settings. A paramedic is a member of the healthcare team that provides advanced life support to save lives jeopardized by trauma, cardiac events or other illnesses. Paramedics often make critical patient care decisions in situations where seconds and minutes can mean the difference between life and death. Paramedics are often called upon to intervene in situations requiring the ability to reason, rapidly make decisions, defuse anxiety, lead groups of people and function under tremendous stress. It is essential for an EMT entering the Paramedic Program to have a strong foundation of basic skills upon which to build. Santa Fe Community College’s Paramedic Program is fully accredited by the Joint Review Committee for the Accreditation of EMT-Paramedic Programs.

Upon successful completion of all components of the Paramedic Program, students may take the State of Florida Paramedic Certification or the National Registry Examination. Prerequisites to the program are current Florida EMT Certification and American Heart Healthcare Provider CPR and graduation from a Florida Department of Health approved EMT training program.
# Paramedic Program

## (Course Requirements)

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<td>EMS2261</td>
<td>Pre-Hospital Environment</td>
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<tr>
<td>EMS2262</td>
<td>Paramedic Fundamentals</td>
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</table>

**Total Hours** 42
Zoo Animal Technology 3106

Program Coordinator:
Mr. Jack Brown

Zoo Animal Technology Faculty:
Mr. H. Bireline

General Curator:
Ms. Kathy Russell

Program Advisor:
Ms. Linda Asbell

The Associate of Science degree is awarded to students who successfully complete the Zoo Animal Technology training program. The program is designed to meet the needs of those students who wish immediate employment in zoos and other animal facilities. The Zoo Animal Technology Program at Santa Fe Community College is unique in its purpose to train students for the vocations of zookeeper and animal technician, as well as other animal husbandry fields.

The Zoo Animal Technology Program is a vocational program offering students a wide range of practical instruction and clinical experience. For this purpose, the college has set aside a natural wooded area of ten acres on campus. This area has been developed into an active and functioning biological and zoological garden, which is known as the Santa Fe Community College Teaching Zoo.

This training curriculum is a series of sequential courses based on required professional competencies. Students are expected to participate in mandatory daily, weekend and holiday experiences as part of their training in the program.

Graduates currently occupy positions in zoos, aquariums and animal facilities around the United States. Program graduates are contributing to the field through their leadership, dedication and professional training.

Zoo Animal Technology
(Course Requirements)

General Education Requirements

<table>
<thead>
<tr>
<th>HOURS</th>
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<tbody>
<tr>
<td>Communications</td>
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Total Hours 19
**Professional Core Requirements**

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<tbody>
<tr>
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<td>PAZ1310</td>
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<td>PAZ2551</td>
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</table>

Total Hours: **47**

Total Program Hours: **66**

*Gordon Rule courses and all Professional Core Requirements (PAZ courses) must be completed with a grade of C or better.

**All PAZ courses must be taken in the sequence determined by the Zoo Animal Technology Program. All PAZ courses must be successfully completed before continuing in the sequence because each PAZ course acts as the prerequisite for subsequent courses in the sequence.*
Administrative Staff of the College

OFFICE OF THE PRESIDENT:
- President - Lawrence W. Tyree
- Vice President for Administration and Finance - Janice R. Bullard
- Vice President for Educational Services - Patricia J. Grunder
- Vice President for College and Community Services, Blount Center - Portia L. Taylor
- Vice President for Development - W. Harvey Sharron, Jr.
- General Counsel - Patti P. Locascio

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE
- Vice President for Administration and Finance - Janice R. Bullard
- Associate Vice President for Administration - Guy L. York
- Associate Vice President for Finance - Rochelle D. Prince
- Associate Vice President for Information Technology - Timothy C. Nesler
- Director, Facilities Services - William S. Reese
- Director, Human Resources - Bennye Alligood
- Director, Information Technology Services - Margaret V. Rogers
- Director, Accounting - Lynn Powers
- Director, Purchasing - Philip N. Chaney
- Director, Business Services - Ginger Gibson

OFFICE OF THE VICE PRESIDENT FOR EDUCATIONAL SERVICES
- Vice President for Educational Services - Patricia J. Grunder
- Assistant to Vice President for Educational Services - John S. Cowart, Jr.
- Associate Vice President for Student Affairs - Patsy Frenchman
- Associate Vice President for Technology and Applied Sciences - C. Fran Holm
- Associate Vice President for Liberal Arts and Sciences - Curtis F. Jefferson
- Associate Vice President for Academic Resources - Patsy B. Smittle
- Assistant Vice President and Director Center for Academic and Professional Development - Karen Cole-Smith
- Director, Center for Academic Technologies - Kimball B. Kendall
- Director, Institutional Research & Planning - William C. Vivian
- Director, Title III Projects - Anne M. Kress
- College Registrar - Mary Etta Fisher
- Director, Academic Advisement - Lynn Sullivan
- Director, Enrollment Services - Margaret Karrh
- Lead Director, Financial Aid - Steven H. Fisher
- Lead Director, High School Program and Little School - Linda Lanza-Kaduce
- Director, Student Development Programs - James Watson
- Director, One-Stop Center - Susan Motz
- Director, Center for Student Leadership and Activities - Douglas D Jones
- Director, Ethnic Diversity - Geraldine H. Singleton
- Athletic Director - James Keites
- Director, Construction & Technical Education - James R. McMullen
• Director, Business Technology - Deborah Clark
• Director, Institute of Public Safety - Harvey A. Blalock
• Director, Information Technology Education - Eugene Jones
• Chairperson, Creative Arts and Humanities - Leslie Lambert
• Associate Chair, Creative Arts and Humanities - Edward T. Bonahue
• Chairperson, English - William C. Stephenson
• Chairperson, Natural Sciences - Sture Edvardsson
• Interim Chairperson, Mathematics - Bruce F. Teague
• Chairperson, Social Sciences and History - Michael Reiner
• Associate Chair - Social Sciences and History - Barbara J. Oberlander
• Director, Academic Resources - John McKnight
• Director, Educational Media - P. Harley Smith
• Director, Library - Joanne M. Laipply

OFFICE OF THE VICE PRESIDENT FOR COLLEGE AND COMMUNITY SERVICES
• Vice President for College and Community Services - Portia L. Taylor
• Associate Vice President for News and Public Information - Lawrence D. Keen
• Director, Andrews Center - Paul C. Hutchins, Jr.
• Director, Charles L. Blount Downtown Center - Portia L. Taylor
• Director, Continuing and Community Education - Kristin T. Williams

OFFICE FOR DEVELOPMENT
• Vice President for Development - W. Harvey Sharron, Jr.
• Assistant Vice President for Development, Grants and Projects - Joan M. Suchorski
Course Descriptions

Course Descriptions are now included in each semester's printed class schedule. It is also available on the college website. Please refer to the College Catalog at www.santafe.cc.fl.us for the most up-to-date information.

Faculty and Professional Staff

Faculty and Professional Staff are now included in each semester's printed class schedule. It is also available on the college website. Please refer to the College Catalog at www.santafe.cc.fl.us for the most up-to-date information.
# Index

## A

- Academic Advisement ........................................... 28
- Academic Affairs ................................................. 61
- Academic Calendar ............................................... 14
- Academic Dismissal .............................................. 64
- Academic Dual Enrollment ..................................... 35
- Academic Honors List .......................................... 73
- Academic Objectives and Attendance .......................... 62
- Academic Resources .............................................. 46
- Academic Skills Test, College Level (CLAST) ............... 75
- Academic Standards of Progress ............................... 62
- Academic Warning, Probation, Suspension .................... 63
- Academic Withdrawal ........................................... 64
- Accreditation by Southern Association of Colleges and Schools ........................................... 1
- Accreditation Statement ......................................... 1
- Accreditation Status ........................................... 18
- Activities, Center for Student Leadership and Additional College Credit Course Fee ........... 56
- Additional College Preparatory Course Fee .................. 44
- Addresses, Campus .............................................. 10
- Adjustment and Refund of Fees ................................ 43
- Administrative Staff of the College ......................... 168
- Admission, Programs With Special Requirements/Procedures ........................................... 28
- Admission to Community Education Program ............ 24
- Admission to Honors Program ................................ 73
- Admissions ......................................................... 27
- Admissions, Criteria, A.A./A.S./A.A.S. admissions, Deadlines and Transcripts .................. 28
- Admissions Placement and Orientation ....................... 32
  - Entry Assessment Policy ..................................... 32
- Adult Education Programs ....................................... 94
- Adult Basic Education (ABE) .................................... 94
- Adult Vocational Programs, Postsecondary .................. 95
- English for Speakers of Other Languages .................. 65
- General Education Development (GED) ..................... 94
- Advanced Placement, College Entrance Examination Board ........................................... 77
- Academic Advisement - Associate of Arts Degree ........ 28
- Advisement Technology and Applied Sciences ............ 30
- Agribusiness and Natural Resources ......................... 92
- Aid, Financial ................................................... 42
- Air Force ROTC ................................................ 74
- Alachua/Bradford One-Stop Career Centers ................. 96
- Animal Technology, see Zoo .................................... 166
- Andrews Center, Starke ......................................... 23
- Application Fee .................................................. 44
  - also see Student Fees ........................................ 185
- Applied Welding Technology Courses ........................ 150
- Army ROTC .................................................... 74

---

**Note:** The above index listing is for demonstration purposes and is not a direct representation of the content of the document.
Course Descriptions ....................................................... 170
Course Equivalencies .................................................. 70
Authority for Acceptance .............................................. 70
Exceptions to General Rule .......................................... 71
General Rule .............................................................. 71
Course Loads, Student .................................................. 39
Course Numbering System, Florida's Statewide .............. 70
Course Offerings for State Licensure ............................. 93
Course Offerings, Internet, see Open Campus ............... 24
Creative Arts and Humanities ........................................ 82
Requirements for the Associate of Arts Degree ............. 81
Credit by Examination ................................................. 75
Procedure for ............................................................ 75
Department Credit by Examination .............................. 75
Credit While Suspended, Earning ................................. 64
Criminal Justice Training Program ............................... 159
Criminal Justice Technology .......................................... 159
Advisor, Director, Faculty ............................................ 159
Criteria, Admissions ................................................... 33
Cultural Programs, see Festivals, SFCC ......................... 21
Custodians of Educational Records ............................... 33

D

Deadlines and Transcripts, Admissions .......................... 34
Dean's List, see Academic Honors List ......................... 73
Deficit Grade Points .................................................... 62
Transferring to Santa Fe With Deficit Grade Points ........ 64
Degrees and Graduation ................................................ 68
Dental Programs .......................................................... 120
Faculty ..................................................................... 120
Dental Assisting Postsecondary Adult Program ............. 123
Dental Hygiene Bridge Program ................................... 120
Dental Hygiene ........................................................... 121
Department Credit by Examination ............................. 75
Procedure for Credit by Examination .......................... 75
Descriptions, Course .................................................... 170
Development, see Endowment Corporation ................... 18
Development, Student .................................................. 45
Directory Information, Student, see Family and Student Educational Rights .......... 34
Disabled, Parking for the ............................................... 54
Disabilities Resource Center ........................................ 51
Dismissal, Academic ................................................... 64
Displaced Homemaker Program ................................... 49
District Board of Trustees ............................................. 9
Diversity, Ethnic, and Outreach Programs ..................... 50
Diversity Studies ........................................................ 83
Division of Arts and Sciences ....................................... 80
Mission, Purpose, Philosophy ...................................... 80
Associate of Arts Degree ............................................. 80

www.santafe.cc.fl.us
Requirements ......................................................... 81
Creative Arts and Humanities ...................................... 82
Diversity Studies ....................................................... 83
English .................................................................. 83
Mathematics ............................................................ 84
Natural Sciences ....................................................... 85
Physical Sciences ...................................................... 86
Social Sciences and History ......................................... 87
Foreign Language .................................................... 88
General Education ................................................ 81
Gordon Rule ........................................................... 87
Requirements for the Associate of Arts Degree ............... 81
Division of Technology and Applied Sciences ............... 86
Advisor, Program Directors ....................................... 89
General Information ............................................... 89
Program Requirements ............................................. 90
Associate Applied Science & Associate of Science Degree Programs .............................................................. 90
Business Programs ................................................ 97
Child Development Programs ..................................... 109
Computer and Information Science ......................... 152
Graphic Design Technology ...................................... 157
Health Sciences Programs ....................................... 115
Institute of Public Safety Programs ............................. 159
Technology and Applied Sciences Dual Enrollment ....... 96
Construction and Technical Programs ....................... 138
Postsecondary Adult Vocational Programs ................. 94
Technology and Applied Sciences Certificate Programs ... 93
Donors, Major Endowment ...................................... 19
Downtown Center, Charles L Blount ......................... 23
Drop Day, Final ....................................................... 43
Dropping Classes, see Withdrawals ......................... 42
Dual Enrollment, High School .................................. 35

E

Early Admission High School Dual Enrollment Program ................................................................. 36
Early Childhood Education ........................................ 114
Earning Credit While Suspended ................................ 64
Educational Media (Media Services) .......................... 46
Educational Records, Custodians of ......................... 33
Educational Talent Search ...................................... 50
Educational Rights, Family and Student .................. 34
Electrical Apprenticeship ........................................ 148
Course Requirements ............................................ 148
Emergency Medical Services Programs ................. 162
Associate of Applied Science Degree ....................... 163
Certificate Programs ............................................ 163
Paramedic ............................................................. 164
Employment, see Career and Job Placement and Career Exploration Center ................................. 47
Endowment Corporation, SFCC ................................ 18
Foreign Language, Requirement for University Transfer ........................................ 88
Forgiveness Policy, see Grades and Reports ...................................................... 72
Funds, Scholarships and Major Donors ............................................................... 19

G

(GED) General Education Development, see SFCC Adult Education Programs .......... 94
General Education ............................................................................................... 181
Core Courses Required for Associate of Arts Degree ........................................ 82
General Information ........................................................................................... 7
General Rule for Course Equivalencies ............................................................. 70
Gordon Rule ......................................................................................................... 87
Government Association, Student, see Student Government Association .......... 56
Grades and Reports ............................................................................................ 72
Forgiveness Policy .............................................................................................. 72
Graduation and Degrees - .................................................................................... 68
Graphic Design Technology .................................................................................. 157

H

Handicap, see Disabilities Resource Center .......................................................... 51
Health, Exercise and Sports .................................................................................. 51
  Athletics ............................................................................................................. 51
  Intramurals ......................................................................................................... 51
Health Sciences Programs .................................................................................... 115
  Advisors, Counseling Director, Management Team ........................................ 115
  Sciences for Health Programs ......................................................................... 116
  Chairperson, Faculty ......................................................................................... 116
  Biotechnology (BTN) A.A.S. Degree ................................................................. 117
  Course Requirements ........................................................................................ 117
  Summary ........................................................................................................... 117
  Cardiopulmonary Technology A.A.S. Degree .................................................. 118
  Director, Faculty ................................................................................................. 118
  Course Requirements ........................................................................................ 119
  Summary ........................................................................................................... 118
  Dental Programs ................................................................................................ 120
  Director, Faculty ................................................................................................. 120
  Adult Program .................................................................................................... 123
  Dental Hygiene Bridge ....................................................................................... 121
  Nursing Programs ............................................................................................... 124
  Academic Cognates ........................................................................................... 124
  Director, Faculty ................................................................................................. 124
  Associate Degree Nursing (RN) ......................................................................... 124
  Associate Degree Nursing Bridge (RN) ............................................................ 126
  Practical Nursing (PN) ....................................................................................... 127
  Nursing Assistant (CNA) ................................................................................. 128
  Home Health Aide (HHA) .................................................................................. 129
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Care Assistant (PCA)</td>
<td>129</td>
</tr>
<tr>
<td>Radiologic Programs</td>
<td>130</td>
</tr>
<tr>
<td>Coordinator, Faculty</td>
<td>130</td>
</tr>
<tr>
<td>Nuclear Medicine Technology</td>
<td>120</td>
</tr>
<tr>
<td>Summary</td>
<td>130</td>
</tr>
<tr>
<td>Radiography</td>
<td>131</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>134</td>
</tr>
<tr>
<td>Coordinator, Faculty</td>
<td>134</td>
</tr>
<tr>
<td>Summary</td>
<td>134</td>
</tr>
<tr>
<td>Sonography</td>
<td>133</td>
</tr>
<tr>
<td>Co-directors, Faculty</td>
<td>133</td>
</tr>
<tr>
<td>Surgical Technology Program</td>
<td>136</td>
</tr>
<tr>
<td>Heating and Air Conditioning Technology</td>
<td>144</td>
</tr>
<tr>
<td>Helpful Phone Numbers</td>
<td>16</td>
</tr>
<tr>
<td>High School Dual Enrollment Program</td>
<td>35</td>
</tr>
<tr>
<td>Academic Dual Enrollment</td>
<td>35</td>
</tr>
<tr>
<td>Early Admission</td>
<td>36</td>
</tr>
<tr>
<td>Fine Arts Dual Enrollment</td>
<td>36</td>
</tr>
<tr>
<td>Technology and Applied Sciences Dual Enrollment</td>
<td>35</td>
</tr>
<tr>
<td>History of the College</td>
<td>21</td>
</tr>
<tr>
<td>Holidays, College, see College Calendar</td>
<td>15</td>
</tr>
<tr>
<td>Homemaker Program, Displaced</td>
<td>49</td>
</tr>
<tr>
<td>Honor Roll, see Academic Honors List</td>
<td>73</td>
</tr>
<tr>
<td>Honor Society, see Phi Theta Kappa</td>
<td>52</td>
</tr>
<tr>
<td>Honors List, Academic</td>
<td>73</td>
</tr>
<tr>
<td>Honors Program</td>
<td>73</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>73</td>
</tr>
<tr>
<td>Humanities, see Creative Arts and Humanities</td>
<td>82</td>
</tr>
<tr>
<td>Individual Study</td>
<td>73</td>
</tr>
<tr>
<td>Information, College</td>
<td>17</td>
</tr>
<tr>
<td>Helpful</td>
<td>16</td>
</tr>
<tr>
<td>Information Technology Education (I.T.E.) Programs</td>
<td>152</td>
</tr>
<tr>
<td>Advisors, Director, Faculty</td>
<td>152</td>
</tr>
<tr>
<td>Summary</td>
<td>152</td>
</tr>
<tr>
<td>Computer Programming and Applications</td>
<td>153</td>
</tr>
<tr>
<td>Computer Information Systems Analysis</td>
<td>153</td>
</tr>
<tr>
<td>Networking Service Technology</td>
<td>156</td>
</tr>
<tr>
<td>Graphic Design Technology</td>
<td>157</td>
</tr>
<tr>
<td>In-line Skating Regulations</td>
<td>55</td>
</tr>
<tr>
<td>Institute of Public Safety, see Kirkpatrick Criminal Justice Training Center</td>
<td>159</td>
</tr>
<tr>
<td>International Baccalaureate Program, Articulation</td>
<td></td>
</tr>
<tr>
<td>Agreement for International Students</td>
<td>77</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>65</td>
</tr>
<tr>
<td>Internet Courses, see Open Campus</td>
<td>24</td>
</tr>
<tr>
<td>Interning, see Cooperative Education</td>
<td>68</td>
</tr>
<tr>
<td>Intramurals</td>
<td>51</td>
</tr>
</tbody>
</table>
J
Job and Career Placement Services ................................................................. 47

K
Kirkpatrick Criminal Justice Training Center, Institute of Public Safety ......................... 159
  Advisor, Director, Faculty ................................................................. 159
  Associate of Applied Science Degree Programs ..................................... 159
  Criminal Justice Technology ................................................................. 159
  Administration of Criminal Justice ....................................................... 160
  A.S. Fire Science degree program ......................................................... 162
  Emergency Medical Services ................................................................. 162

L
League for Innovation ................................................................................ 23
Learning Labs for Technology and Applied Sciences ........................................... 46
  CLAST, ESL, Mathematics, Reading, Writing Labs .................................. 46
Learning Resources ..................................................................................... 46
  Academic Resources ............................................................................... 46
  Educational Media .................................................................................. 46
  Learning Labs ......................................................................................... 46
Legal Assistant A.A.S. Degree ........................................................................ 102
  Course Requirements ............................................................................. 102
Library .......................................................................................................... 53
Licensure, State, Course Offerings for ............................................................ 91
Little School ................................................................................................. 53

M
Management, Health Information, A.A.S. Degree ............................................. 101
Management, Business, Certificate .................................................................. 106
Maps, Campus .............................................................................................. 10
Mathematics .................................................................................................. 84
  Requirements for the Associate of Arts Degree ........................................ 84
Media Services, see Educational Media .......................................................... 46
Medical Office Assistant Certificate .............................................................. 104
Military Science, Air Force ROTC ................................................................. 74
Military Science, Army ROTC ....................................................................... 74
Minority Affairs, see Ethnic Diversity and Outreach Programs ......................... 50
Mission Statement ....................................................................................... 18
Multicultural Programs .................................................................................. 56
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Sciences</td>
<td>85</td>
</tr>
<tr>
<td>Requirements for the Associate of Arts Degree</td>
<td>85</td>
</tr>
<tr>
<td>Non-credit Courses (Community Education)</td>
<td>25</td>
</tr>
<tr>
<td>Northwest Campus Building Directory</td>
<td>11</td>
</tr>
<tr>
<td>Nuclear Medicine Technology Program</td>
<td>130</td>
</tr>
<tr>
<td>Nursing Programs</td>
<td>124</td>
</tr>
<tr>
<td>Associate of Science Degree Nursing Program</td>
<td>124</td>
</tr>
<tr>
<td>Director, Faculty</td>
<td>124</td>
</tr>
<tr>
<td>Guidelines for Students/Graduates With Arrest Records</td>
<td>124</td>
</tr>
<tr>
<td>Nursing (ASN) RN</td>
<td>125</td>
</tr>
<tr>
<td>Nursing ASN Program (Bridge)</td>
<td>126</td>
</tr>
<tr>
<td>Nursing Postsecondary Adult Programs</td>
<td>127</td>
</tr>
<tr>
<td>Certified Nursing Assistant</td>
<td>128</td>
</tr>
<tr>
<td>Home Health Aide</td>
<td>129</td>
</tr>
<tr>
<td>Patient Care Assistant</td>
<td>129</td>
</tr>
<tr>
<td>Practical Nursing Program</td>
<td>127</td>
</tr>
<tr>
<td>Obligations, Student Financial</td>
<td>43</td>
</tr>
<tr>
<td>Objectives and Attendance, Academic</td>
<td>62</td>
</tr>
<tr>
<td>Office for Campus Volunteers, Florida's (FOCV)</td>
<td>51</td>
</tr>
<tr>
<td>Office Systems Specialist Certificate Programs</td>
<td>103</td>
</tr>
<tr>
<td>Business Management</td>
<td>106</td>
</tr>
<tr>
<td>General Office</td>
<td>106</td>
</tr>
<tr>
<td>Insurance Processing</td>
<td>107</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>107</td>
</tr>
<tr>
<td>Transcriptionist</td>
<td>108</td>
</tr>
<tr>
<td>Office Systems Technology AAS Degree Program</td>
<td>103</td>
</tr>
<tr>
<td>Course Requirements</td>
<td>103</td>
</tr>
<tr>
<td>Officers of the College, see Officers of the College</td>
<td>168</td>
</tr>
<tr>
<td>Official Withdrawal</td>
<td>42</td>
</tr>
<tr>
<td>Ombudsperson</td>
<td>65</td>
</tr>
<tr>
<td>One-Stop Career Centers, Alachua/Bradford</td>
<td>96</td>
</tr>
<tr>
<td>Open Campus</td>
<td>24</td>
</tr>
<tr>
<td>Organizations, Student, see Center for Student Leadership and Activities</td>
<td>55</td>
</tr>
<tr>
<td>Orientation, Admissions Placement and</td>
<td>28</td>
</tr>
<tr>
<td>Outreach Centers and Programs</td>
<td>28</td>
</tr>
<tr>
<td>Andrews Center, Starke</td>
<td>23</td>
</tr>
<tr>
<td>Blount Downtown Center, Gainesville</td>
<td>23</td>
</tr>
<tr>
<td>Community Education Program (Non Credit)</td>
<td>25</td>
</tr>
<tr>
<td>Continuing Education Program</td>
<td>24</td>
</tr>
<tr>
<td>Continuing Education Units (CEUs)</td>
<td>24</td>
</tr>
<tr>
<td>Center for Business &amp; Professional Development</td>
<td>26</td>
</tr>
<tr>
<td>Open Campus</td>
<td>24</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Paramedic Program</td>
<td>164</td>
</tr>
<tr>
<td>Parking and Traffic Regulations</td>
<td>54</td>
</tr>
<tr>
<td>Bicycle, Skateboard, Scooter, Roller and In-line Skate Regulations</td>
<td>55</td>
</tr>
<tr>
<td>Citations</td>
<td>54</td>
</tr>
<tr>
<td>Parking for the Disabled</td>
<td>54</td>
</tr>
<tr>
<td>Reserved Parking</td>
<td>54</td>
</tr>
<tr>
<td>Tow-away Zones</td>
<td>54</td>
</tr>
<tr>
<td>Patient Care Assistant</td>
<td>129</td>
</tr>
<tr>
<td>Perkins Initiatives</td>
<td>95</td>
</tr>
<tr>
<td>Petitions Committee</td>
<td>55</td>
</tr>
<tr>
<td>Philosophy, College</td>
<td>18</td>
</tr>
<tr>
<td>Phi Theta Kappa International Honor Society</td>
<td>52</td>
</tr>
<tr>
<td>Physical Education, see Health, Exercise and Sports</td>
<td>51</td>
</tr>
<tr>
<td>Placement, Advanced</td>
<td>77</td>
</tr>
<tr>
<td>Placement and Orientation, Admissions</td>
<td>28</td>
</tr>
<tr>
<td>Police Department, see Parking and Traffic Regulations</td>
<td>54</td>
</tr>
<tr>
<td>Postsecondary Adult Programs</td>
<td>94</td>
</tr>
<tr>
<td>Postsecondary Adult Vocational Programs</td>
<td>95</td>
</tr>
<tr>
<td>Basic Skills Requirement</td>
<td>94</td>
</tr>
<tr>
<td>Admissions Requirements/Procedures</td>
<td>94</td>
</tr>
<tr>
<td>Practical Nursing Program</td>
<td>127</td>
</tr>
<tr>
<td>President’s Message</td>
<td>8</td>
</tr>
<tr>
<td>Privacy, Student, see Family and Student Educational Rights</td>
<td>34</td>
</tr>
<tr>
<td>Pro Rata Refund Policy, see Fees</td>
<td>43</td>
</tr>
<tr>
<td>Probation, Academic</td>
<td>62</td>
</tr>
<tr>
<td>Procedure for Credit by Examination</td>
<td>75</td>
</tr>
<tr>
<td>Professional Development, Center for Business and</td>
<td>26</td>
</tr>
<tr>
<td>Professional Staff and Faculty Listing</td>
<td>170</td>
</tr>
<tr>
<td>Programs of Study</td>
<td>79</td>
</tr>
<tr>
<td>Division of Arts and Sciences</td>
<td>80</td>
</tr>
<tr>
<td>Division of Technology and Applied Sciences</td>
<td>89</td>
</tr>
<tr>
<td>Programs With Special Admission Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Progress, Academic Standards of</td>
<td>62</td>
</tr>
<tr>
<td>Radiologic (X-ray) Programs</td>
<td>130</td>
</tr>
<tr>
<td>Coordinator, Faculty, Courses</td>
<td>130</td>
</tr>
<tr>
<td>Nuclear Medicine Technology</td>
<td>130</td>
</tr>
<tr>
<td>Radiography</td>
<td>131</td>
</tr>
<tr>
<td>Reading Lab</td>
<td>46</td>
</tr>
<tr>
<td>Records, Custodians of Educational</td>
<td>33</td>
</tr>
<tr>
<td>Refund and Adjustment of Fees</td>
<td>43</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Course Equivalencies</td>
<td>70</td>
</tr>
<tr>
<td>Equivalency Exceptions</td>
<td>71</td>
</tr>
<tr>
<td>Student</td>
<td>000</td>
</tr>
<tr>
<td>Development and Family Educational Rights</td>
<td>34</td>
</tr>
<tr>
<td>Fees</td>
<td>44</td>
</tr>
<tr>
<td>Financial Obligations</td>
<td>43</td>
</tr>
<tr>
<td>Government Association (SG)</td>
<td>56</td>
</tr>
<tr>
<td>Organizations and Clubs, see Center for Student Leadership and Activities</td>
<td>55</td>
</tr>
<tr>
<td>Services</td>
<td>55</td>
</tr>
<tr>
<td>Support Services</td>
<td>49</td>
</tr>
<tr>
<td>International</td>
<td>52</td>
</tr>
<tr>
<td>Success Services</td>
<td>49</td>
</tr>
<tr>
<td>Student Conduct Code</td>
<td>55</td>
</tr>
<tr>
<td>Student Leadership and Activities, Center for</td>
<td>55</td>
</tr>
<tr>
<td>Surgical Technology Program</td>
<td>136</td>
</tr>
<tr>
<td>Suspension, Academic</td>
<td>62</td>
</tr>
<tr>
<td>Earning Credit While Suspended</td>
<td>64</td>
</tr>
<tr>
<td>Academic Warning, Probation and Suspension</td>
<td>63</td>
</tr>
<tr>
<td>Department Credit by Examination</td>
<td>75</td>
</tr>
<tr>
<td>College Level Academic Skills Test (CLAST)</td>
<td>75</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP)</td>
<td>76</td>
</tr>
<tr>
<td>Credit by Examination Procedure for</td>
<td>75</td>
</tr>
<tr>
<td>Department Credit by Examination</td>
<td>75</td>
</tr>
<tr>
<td>Textbooks, see Bookstore</td>
<td>46</td>
</tr>
<tr>
<td>Tickets, Parking, see Parking Citations</td>
<td>54</td>
</tr>
<tr>
<td>TOEFL, see Test of English as a Foreign Language</td>
<td>67</td>
</tr>
<tr>
<td>Tow-away Zones</td>
<td>54</td>
</tr>
<tr>
<td>Traffic and Parking Regulations</td>
<td>54</td>
</tr>
<tr>
<td>Training Offerings, Special</td>
<td>151</td>
</tr>
<tr>
<td>Training Center, see Center for Business and Professional Development</td>
<td>26</td>
</tr>
<tr>
<td>Transcripts and Deadlines, Admissions</td>
<td>34</td>
</tr>
<tr>
<td>Transferring Courses, see Authority forAcceptance of Equivalent Courses</td>
<td>51</td>
</tr>
<tr>
<td>Transferring to Santa Fe With Deficit Grade Points</td>
<td>64</td>
</tr>
<tr>
<td>Transferring to a University, see Degrees and Graduation</td>
<td>68</td>
</tr>
<tr>
<td>(Associate of Arts Program)</td>
<td></td>
</tr>
<tr>
<td>Transient Status</td>
<td>64</td>
</tr>
<tr>
<td>Trustees, District Board of</td>
<td>9</td>
</tr>
</tbody>
</table>