

# FLORIDA SOUTHWESTERN STATE COLLEGE

SCHOOL OF BUSINESS AND TECHNOLOGY

*In the Business of Workforce Education*

SCHOOL OF BUSINESS AND TECHNOLOGY  
DEGREES AND CERTIFICATES IN THE FOLLOWING AREAS:

Architecture and Construction

Business

Information Technology

Law and Public Safety

PLUS  
Corporate  
Training





## Welcome From The Dean

Thank you for your interest in the School of Business and Technology at FSW! I am myself a product of workforce education and know firsthand the value that it can add for a lifetime. That's why I'm excited that you are interested in pursuing a workforce credential at FSW. I believe that Workforce Education has never been more significant and appropriate than it is today, and my commitment to you is to ensure that our programs are always rigorous, applicable, practical, and professional. I am proud that our faculty are not only all highly academically qualified, most are also current or past practitioners in their respective industries. In addition to bringing real-world relevance into the classroom, our professors are also actively engaged in educational projects, service to the college, and service to the community. We all passionately look forward to continuing to work with you, and every other stakeholder in the region, to continue to offer the programs that business and industry demands.

## Workforce Education

Workforce Education focuses on the development and maintenance of skills necessary to be effective in a broad range of occupations. It integrates with a variety of educational levels from middle school through college and credit can typically be earned or captured at every level.

Though the term "workforce education" technically isn't applied for educational attainment beyond the Associate in Science level, most would agree that accountants, architects, attorneys, and physicians – all of whom have earned advanced degrees – hold credentials that helped prepare them for the workforce. It is in that spirit that FSW's BAS degrees in Public Safety Administration and Supervision and Management also prepare graduates for both advancement in their chosen professions and potential advancement to a master's degree program, if they so choose.

## Workforce Information

Across Florida, College Credit Certificate holders earn a mean wage of over \$30,000 while AS and BAS degree holders earn a mean wage of over \$40,000.\*

Find specific information on the career of your choice at O\*NET OnLine\*\* or the Bureau of Labor Statistics Occupational Outlook Handbook\*\*\*

\*[beyondeducation.org](http://beyondeducation.org)

\*\* [onetonline.org/](http://onetonline.org/)

\*\*\* [bls.gov](http://bls.gov)

## Why Choose SoBT?

The School of Business and Technology houses some of the most diverse Workforce Education and academic program offerings at the college. Disciplines include Accounting, Architectural Design/Construction, Business, Civil Engineering, Criminal Justice, Crime Scene, Information Technology, Paralegal, and Public Safety Administration. Our programs help students train for fields in areas found on the Regional Demand Occupations List and many of these are also in the High Skill, High Wage (HSHW) category.

# Career Ladder

Education and career advancement are closely linked. The Career Ladder graphic utilized throughout this guide identifies the educational level of a program and what the next educational step is to help guide your career advancement.

## **Bachelor of Applied Science degree (BAS)**

## **Associate in Science degree (AS)**

## **College Credit Certificate (CCC)**

## **Post-Secondary Adult Vocational Certificate (PSAV)**

The most common first steps are in high school career academies, technical college

career programs, and/or attainment of industry certifications which commonly are part of a PSAV program.

The CCC is a subset of the AS degree, does not require general education coursework, and is a rapidly-earned workforce credential.

The AS degree is a 2-year workforce degree that helps prepare you for your chosen occupational path.

The BAS degree is a full-fledged bachelor's degree and is the highest credential awarded in the School of Business and Technology.

See the Glossary on page 19 for more information.

BAS

AS

CCC

PSAV

## Legend

The symbols below help you quickly reference which attributes belong to each program. See the Glossary on page 19 for more information.



2+2



Alternative Ways to Earn Credit



Flexible and Accelerated



Fully Available Online



Industry Certification

There are alternative ways to earn college credit. For example, completion of a PSAV program may qualify for some number of "articulated credits" in a related degree program. Having completed a specified career academy program in high school may also qualify.

Industry certifications may qualify you to receive college credit for courses in a related degree program.

Check with the School of Business and Technology for the most up-to-date and specific information on alternative ways to earn credit and how you might benefit.

# AS, Architectural Design and Construction Technology

BAS

This AS degree helps prepare you for entry-level architectural drafting and construction design positions in a variety of organizations.

- Residential and Light Commercial Design
- Drafting
- Job Cost Estimating

Perform manual and computer-aided design (CAD) drawings using industry standard software such as REVIT© and AutoCAD©.

**Produce objects using 3-D printing technology.**

Continue your education with the BAS in Supervision and Management degree at FSW or in a construction related field at a university.

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)

AS



# AS, Civil Engineering Technology

CCC

This AS degree helps prepare you for entry-level engineering and surveying positions in public, private, and governmental organizations.

- Entry-level Residential and Light Commercial Surveying
- Mapping
- General boundary layout in public and private organizations

Perform manual and computer-aided surveying using advanced, industry specific hardware and software, including GIS.

Continue your education with the BAS in Supervision and Management degree at FSW or in an engineering related field at a university.

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)



PSAV



# BAS, Supervision and Management

This bachelor's degree program provides a solid career and educational pathway for students who have earned Associate in Science degrees in professional and technical disciplines and for those with Associate in Arts degrees who have an interest in acquiring leadership, business, management, and supervisory skills.

**Can you name an organization that doesn't require managers? Probably not, because management is the most universal skill needed. Now can you name an organization that is not well managed? Probably so, because management is a learned skill. The best managers hone their craft in programs like this!**

Coursework is flexible and accelerated, with most classes available in a mini-term format and online.

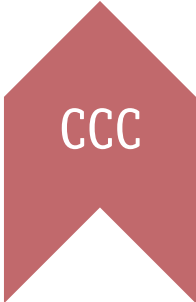
Graduates have a path to several master's degree programs.

- Concentrations available in:
- Accounting
  - Entrepreneurship
  - Health Services Administration
  - Retail Management and Marketing

Find out much more about related management careers and wage data at [www.bls.gov](http://www.bls.gov) and [www.onetonline.org](http://www.onetonline.org)



**SIGMA BETA DELTA**  
*International Honor Society for Business, Management and Administration*





# AS, Accounting Technology

## CCC, Accounting Technology Management

BAS

This AS degree helps prepare you for entry-level accounting and tax positions in public and private accounting.

Career and Occupational Opportunities include:

- Accounts Receivable Clerk
- Payroll Assistant
- Bookkeeper
- Income Tax Preparer
- Tax Clerk

AS

Continue your education with the BAS in Supervision and Management degree at FSW or in a business related field at a university.

CCC

### Accounting Technology Management CCC

- Consists of pure accounting and business, courses, from the Accounting Technology degree program.

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)



PSAV



# AS, Business Administration and Management

## CCC, Small Business Management

## CCC, Business Development and Entrepreneurship

This AS degree helps prepare you for entry-level administration and management positions in public and private organizations and/or to start or run a small business.

Career and Occupational Opportunities include entry-level management positions in:

- Retail
- Service
- Government
- Manufacturing Operations
- Small Business

**According to CNN Money, Florida is the 10th most entrepreneurial state in the nation, with an incredible 75% of its GDP made up by small business!\***

\* [cnn.money.com](http://cnn.money.com)

Continue your education with the BAS in Supervision and Management degree at FSW or in a business related field at a university.

### Small Business Management CCC

- Consists of pure accounting, business, and small business management courses from the Business Administration and Management degree program.

### Business Development and Entrepreneurship CCC

- Coursework focuses on risk assessment and business startup.



BAS

AS

CCC

PSAV

# AS, Computer Programming and Analysis

BAS

CCC, Information Technology Support Specialist

CCC, Computer Programming Specialist

CCC, Computer Programmer

AS

This AS degree helps prepare you for entry-level computer programming positions.

Learn Visual Basic, C++, C#, HTML, Java, data systems management, and database management.

- Prepare to earn relevant, recognized industry certifications such as those offered by Microsoft® and CompTIA®.
- Earn one or more certificates as part of your degree coursework!

Career and Occupational Opportunities include:

- Entry-level Programming and Networking
- Tech Support
- Database Administration
- Positions outside of the IT industry where solid technical knowledge, skills, and abilities are required

Continue your education with the BAS in Supervision and Management degree at FSW or in an IT related field at a university.

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)

**Information Technology Support Specialist CCC**

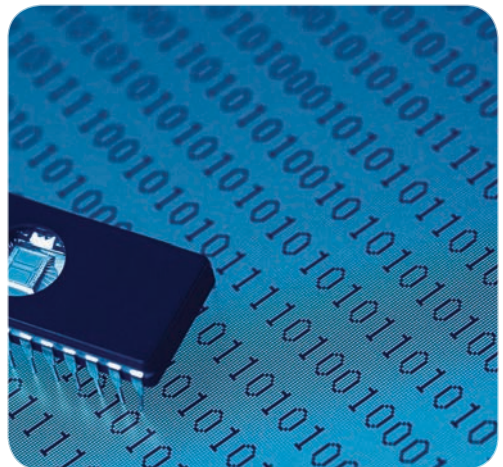
- Consists of basic information technology coursework.

**Computer Programming Specialist CCC**

- Consists of the basic information technology courses from the Computer Programming and Analysis degree program.

**Computer Programmer CCC**

- Consists of the pure information technology courses from the Computer Programming and Analysis degree program.



CCC

PSAV





# AS, Network Systems Technology

CCC, Information Technology Support Specialist

CCC, Network Security

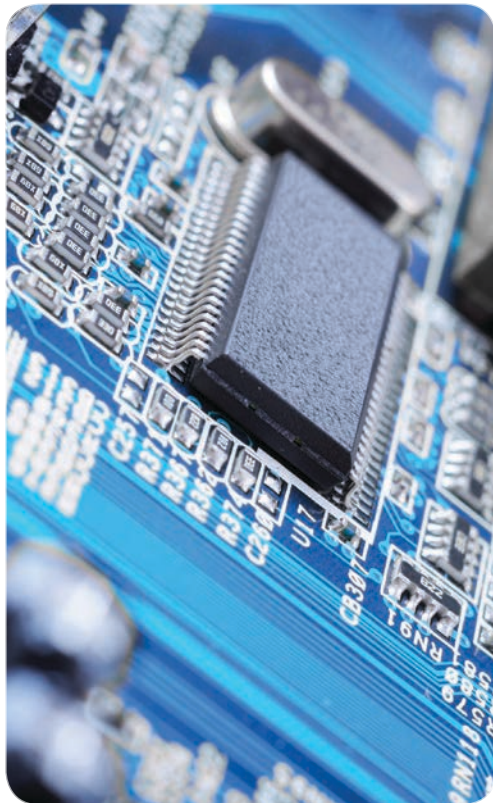
CCC, Network Enterprise Administration

CCC, Digital Forensics

This AS degree helps prepare you for entry-level network administration and information technology positions.

Training utilizing industry standards, business platforms, and operating systems stresses importance of developing skills in written and oral communication, management, and business operations.

- Earn a certificate as part of your degree coursework!



Continue your education with the BAS in Supervision and Management degree at FSW or in an IT related field at a university.

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)

## Information Technology Support Specialist CCC

- Consists of basic information technology coursework.

## Network Security CCC

- Consists of coursework from the Network Systems Technology program with a focus on forensics and security.

## Network Enterprise Administration CCC

- Help prepares students for employment opportunities as Microsoft Enterprise Administrators and to earn various industry-recognized certifications.

## Digital Forensics CCC

- Curriculum utilizes leading-edge, industry standard technology and focuses on best practices in cybersecurity and computer forensics.



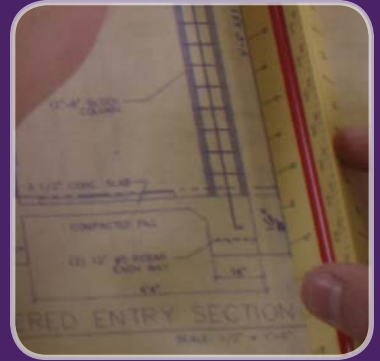
BAS

AS

CCC

PSAV

# We are the School of Business and Technology



**FLORIDA**  
**SOUTHWESTERN**  
STATE COLLEGE

SCHOOL OF BUSINESS AND TECHNOLOGY

**Corporate Training  
and Professional  
Services**



# Providing non-credit professional and workforce development solutions:

## *Unlock your organization's potential today!*

FSW's Corporate Training and Professional Services department tailors business solutions that promote efficiency and enhance productivity for our regional business and industry partners. With corporate training and professional services from FSW, you can readily develop your talent from within. From basic computer classes to root cause analysis training, we execute workforce development at every level of your organization. We can perform an individualized analysis (at no cost to you) to determine your organization's needs, provide customized training to meet those needs, and build a program that perfectly fits the continued development of your employees.

*Why should your organization seek customized training from FSW's Corporate Training and Professional Services department?*

FSW provides customized training designed to address your organization's specific needs. These tailored training programs — using proven adult learning methods and highly qualified business trainers — help develop necessary skills for success in your workplace.

- Improve individual and corporate performance
- Prepare employees for new projects, methods, or lines of business
- Reduce anxiety and improve morale within your organization
- Develop team building and motivational skills

- Improve communication among multi-generational and multi-cultural work groups
- Improve oral presentation and writing skills
- Promote stronger professional relationships and reduce turnover costs
- Help you achieve competitive advantage in your business environment

Our process is straightforward: we work with you and your staff to determine your specific needs. Then we develop a highly-customized, non-credit training program that delivers the desired outcomes and is designed to maximize return on your training investment. Provided at your place of business, online, or on our campuses, the customized training program is led by adult learning experts with extensive professional industry experience.

We are also experts in all of the current state initiatives to provide grant funding that may be available to help offset some or all of the training costs for new or existing employees. If your organization qualifies to apply for funding, we can work with you to help you navigate the process.

*In fact, over the last few years, FSW has served as the fiscal agent for over \$6,000,000 in state training dollars that have flowed to business and industry in SWFL to provide customized training for more than 3500 new hires.*



Some examples of onsite, online, and/or classroom training include the following:

### **MANAGEMENT:**

- Essential Skills for the First Time Supervisor
- Managerial Skills Development
- Train the Trainer
- Planning and Goal Setting Skills
- Customer Relationship Management
- Business Process Mapping/ Management
- Professional Business Writing
- Understanding Project Management
- Certified Associate in Project Management

### **MARKETING:**

- Marketing via Social Media
- Effective Business Communication
- Internet Marketing and e-Commerce Strategies
- Excellent Customer Service
- Sales Effectiveness
- Telephone Calls for Excellence

### **OPERATIONS AND MANUFACTURING:**

- Lean Process Workshops
- Time Management
- Root Cause Analysis
- Six Sigma Quality Management
- Manufacturing Safety Seminar
- Total Quality Management (TQM)

### **INTERPERSONAL & TEAM BUILDING SKILLS:**

- Everything DiSC
- Problem Solving
- Decision Making as a Team
- Motivation
- Building Effective Teams
- Coaching Skills Development
- Interpersonal Communication Skills
- Conflict Resolution Skills
- Improving Critical Thinking
- Foreign Language Acquisition

### **COMPUTER HARDWARE AND SOFTWARE SKILLS:**

- Basic Computer Skills
- MS Office – Outlook, SharePoint, Excel, Word, PowerPoint, Publisher, OneNote and Project
- Adobe Indesign
- Adobe Illustrator
- Adobe Photoshop
- Quickbooks
- AutoCAD
- Revit



To unlock your organization's full potential, call us at 239-433-6963, email us at [corporatetraining@fsw.edu](mailto:corporatetraining@fsw.edu), or go online at [www.fsw.edu/sobt/corporatetraining](http://www.fsw.edu/sobt/corporatetraining).



# Frequently Asked Questions

**We're a small company of 10 people. Can you still provide a customized program?**

Absolutely! Classes can be almost any size. In fact, we prefer smaller class sizes to promote interaction and to help maximize return on your investment.

**We have some very specialized business processes. Will you still be able to help us?**

We work with all kinds of companies – manufacturing, research and development, and service companies, for example. We can customize a training program to fit your specific needs.

**I want to provide my people with training, but I simply can't afford to shut my operation down. How long will the training take?**

Our programs are flexible and allow you to determine the time for each class and the number of employees in training at any one time. We can train during lunch hours, before or after normal business hours, or in increments during the day.

**Most college level programs take years to complete and are expensive and we just don't have that kind of time. What can you do for us?**

While FSW provides a variety of for-credit degree and certificate programs, the Corporate Training and Professional Services arm of the School of Business and Technology specializes in accelerated, customized, non-credit based training. That makes us flexible enough to meet all of your training needs. We can even develop an online training program just for you. In many cases, federal or state training funding may be available for qualified organizations.

Call 239-433-6963 or email us at [corporatetraining@fsw.edu](mailto:corporatetraining@fsw.edu) today for more information.



Florida SouthWestern State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Florida SouthWestern State College.

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, [equity@fsw.edu](mailto:equity@fsw.edu), 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.

# *In the Business of Workforce Education*



**Our mission is to provide low-cost, high quality, innovative, applicable, and inspirational educational programs that provide a diverse population of students the academic and career skills necessary to compete in the local workforce and the global economy.**

# BAS, Public Safety Administration

BAS

This bachelor's degree program provides a solid career and educational pathway primarily (but not only) for students who have earned an Associate in Science degree in legal studies, law enforcement, corrections, fire science, or emergency medical services.

Program graduates are prepared for career promotions and advancement in the public safety industry including law enforcement, fire services, corrections, emergency medical services, emergency administration management, and industrial security in both government and private sector agencies.

**Pursue advancement in your public safety agency!**

Coursework is flexible and accelerated, with most classes available in a mini-term format and online.

Graduates have a path to several master's degree programs, including an online degree at FSU.

Find out much more about related management careers and wage data at [www.bls.gov](http://www.bls.gov) and [www.onetonline.org](http://www.onetonline.org)

AS



CCC



PSAV



**SIGMA BETA DELTA**

*International Honor Society for Business, Management and Administration*





# AS, Crime Scene Technology

## CCC, Crime Scene Technician

This AS degree helps prepare you for entry-level positions in fields including crime scene investigation, accident investigations, insurance investigations, and private investigation.

Use the most advanced technologies including computerized fingerprint databases, 3D crime scene imaging technology, high-resolution photography, and advanced laboratory analysis techniques.

Career and Occupational Opportunities include:

- Law Enforcement
- Investigations
- Corrections
- Security
- Many law enforcement agencies use the degree attainment to help determine eligibility for promotion.

Continue your education with the BAS in Public Safety Administration or the BAS in Supervision and Management degree at FSW or in a forensics related field at a university.

### Crime Scene Technician CCC

- Consists of core crime scene technology courses from the Crime Scene Technology degree program.

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)



BAS

AS

CCC

PSAV

# AS, Criminal Justice Technology

This AS degree helps prepare you for advancement in local law enforcement and/or corrections positions.

Are you an FDLE certified Law Enforcement Officer or Correctional Officer? Do you plan to become one? This program is designed especially for students who are, though it is open to all.

**Those who are FDLE certified LEOs or COs are eligible to receive up to 6 core courses (18 credit hours) toward the requirements for this degree!**

Career and Occupational Opportunities include:

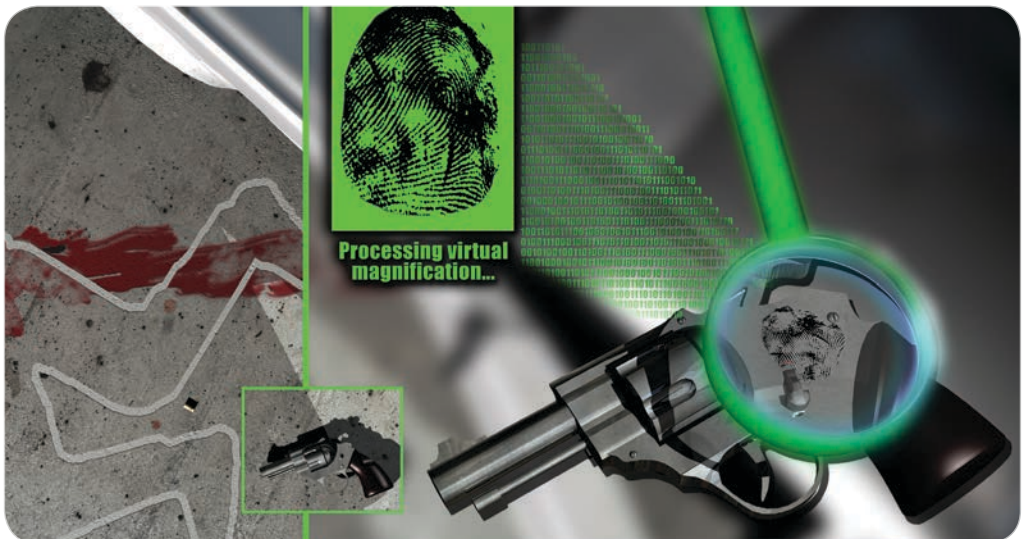
- Law Enforcement
- Investigations
- Corrections
- Security

Continue your education with the BAS in Public Safety Administration or the BAS in Supervision and Management degree at FSW or in a public safety related field at a university.

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)

**3-course, 9-credit emphases in the following:**

- Crime Scene Technology (CCC also available)
- Homeland Security
- Legal Environment
- General



BAS

AS

CCC

PSAV



# AS, Paralegal Studies

This AS degree helps prepare you for entry-level positions or advancement in local law offices, governmental offices, real estate offices, or related fields.

Students are required to perform an internship in a law office, public defender's office, prosecutor's office, state attorney's office, title office, or similar setting.

- Students who successfully complete the program are qualified to sit for the National Association of Legal Assistants (NALA Certified Legal Assistant/Certified Paralegal exam (CLA/CP).

Career and Occupational Opportunities include:

- Entry-level Paralegal
- Legal Assistant
- Title Researcher
- Real Estate Closing Agent
- Judicial Assistant

**FSW's Paralegal Studies program is approved by the American Bar Association.**

[americanbar.org](http://americanbar.org)

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)

*Graduation from the FSW Associate in Science degree program in Paralegal Studies does not qualify students to practice law, sit for a state bar examination, or allow them to represent themselves as lawyers. Paralegal and legal assistants should acknowledge the American Bar Association's definition of a paralegal or legal assistant as "a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."*



(a prescribed 10 credits must be completed on campus)



BAS

AS

CCC

PSAV

# Additional Certificates Available

## CCC, Engineering Technology Support Specialist

Helps prepare you for initial employment and/or further education in the various areas of manufacturing.

Coursework includes academic rigor combined with hands-on training with classes in electronics, computer-aided design, materials properties, safety, precision measurement, and quality assurance.

Career and Occupational Opportunities include entry level positions in:

- Manufacturing
- Industrial Production
- Mechatronics

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)

## CCC, Intermodal Freight Transportation

Helps prepare you for initial employment and/or further education in the Transportation, Distribution, and Logistics fields.

Coursework includes academic rigor combined with hands-on training with classes in Air Cargo Operations, Rail Freight Operations, Trucking Operations, Sea Port Operations, Transportation and Logistics, and Intermodal Transportation Operations.

Career and Occupational Opportunities include entry level positions in:

- Warehousing
- Distribution
- Cargo and Freight Agencies
- Freight Forwarders
- Airfreight
- Trucking Companies
- Logistics

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)

## CCC, Financial Services Management

Helps prepare you for initial employment and/or further education in retail and commercial financial services industry.

Coursework includes courses in banking, accounting, law, business ethics, marketing, management, and customer service.

Career and Occupational Opportunities include entry level positions in:

- Banks
- Credit Unions
- Loan and Mortgage Brokers
- Financial services arms of for-profit enterprises

Find out much more about related careers and wage data at [www.onetonline.org](http://www.onetonline.org)

## What makes the School of Business and Technology different?

The School of Business and Technology offers a wide range of support to our students. It starts with our people.

We have dedicated Coordinators of Retention and Student Success who are available to help you choose the right degree and/or CCC programs to fit your career aspirations. They are also available to work with you to ensure that you can take advantage of all alternative ways to earn credit, schedule your classes efficiently, and even help you arrange an internship experience.

We offer dedicated academic support via a lab staffed with instructional assistants trained to help you with your Information Technology and Accounting/Finance class questions.

We offer you the option of testing for a variety of industry certification exams on-site!

We offer you access to cutting edge technology in fields of study such as Crime Scene, Civil Engineering, Architectural Design and Construction, and our full range of information technology degree and certificate programs.

Mostly what you'll notice, is the high level of personalized service you'll receive when you contact us.

We have a comprehensive website – [www.fsw.edu/sobt](http://www.fsw.edu/sobt) - that lists the academic programs, complete with program planning worksheets specific to your exact program and exact catalog year.



# Community Involvement

FSW's School of Business and Technology helps ensure that its workforce education programs provide training in the skills employers demand by regularly engaging the business and industry community in both formal settings such as advisory committees, and informal settings, such as local and regional Economic Development Office initiatives. We also conduct research into the regional employment market through Workforce Now.

The School of Business and Technology is actively involved in our local, regional, and state-wide communities.

- We are Future Makers  
[floridacommunity.com](http://floridacommunity.com)



- We are founding members and researchers in Workforce Now  
[www.fsw.edu/sobt](http://www.fsw.edu/sobt)



- We are founding partners in LEARN  
[www.leecountybusiness.com](http://www.leecountybusiness.com)



- We are state leaders in assisting businesses earn and manage Florida Flex training grants [careersourceflorida.com](http://careersourceflorida.com)



- We are state leaders in assisting businesses earn and manage FL VETS training grants [www.veteransflorida.org](http://www.veteransflorida.org)



Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, [equity@fsw.edu](mailto:equity@fsw.edu), 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.

Florida SouthWestern State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Florida SouthWestern State College. Normal inquiries about Florida SouthWestern State College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Florida SouthWestern State College and not to the Commission's office.

# Glossary

**2+2** – a degree path that requires the completion of an AA or AS degree as a condition of applying to the BAS degree program. The AA or AS is the first 2 years and the BAS degree is the second 2 years.

**AA – Associate in Arts Degree** – a two-year college degree designed for the student who wishes to transfer to the State University System. It is comprised of 36 credit hours of general education coursework and 24 credit hours of elective coursework. Elective courses can be used to earn a CCC and the AA degree also meets the admission requirements for the BAS degrees in the School of Business and Technology.

**Alternative Ways to Earn Credit** – ways to earn college credit that don't involve taking a course. Options include credit for learning at the secondary (high school) level; the post-secondary, non-credit level (PSAV); and credit for industry certifications.

**Articulation** – college credit awarded for coursework completed at the non-credit level, such as from a PSAV program or for qualifying industry certifications.

**AS – Associate in Science degree** – a two-year college degree comprised of at least 15 credit hours of general education coursework and the balance comprised of specific workforce preparation courses. It is designed for those desiring to learn skills necessary for employment in a specific field and can also be used to transfer to higher level education.

**BAS – Bachelor of Applied Science** – a baccalaureate degree designed to advance specific occupational skills. It is designed primarily for AS degree completers as a next educational step. Degree graduates have a path to a master's degree.

**Blended Class** – a class meeting on campus for some sessions and online for the others.

**Career Ladder** – the graphic illustration of the various stages and levels of workforce education and their occupational relationships. Typically, one can pause at the various stages and then resume without losing any previously earned credits.

**Concentration** – a 12 credit sequence of upper level (baccalaureate) courses that focus on a given area within a discipline.

**CCC – College Credit Certificate** – a workforce credential comprised solely of specific workforce preparation courses from the related AS degree and typically can be earned in a much shorter time frame. CCCs do not contain general education courses but can be earned using the 24 elective credits available in the AA degree.

**Corporate Training** – non-credit workforce education typically provided to clients in business and industry. It is often highly specialized and delivered at the employer's site.

**Emphasis** – a 9 credit sequence of lower level (AS) courses that focus on a given area within a discipline.

**Flexible and Accelerated** – coursework within a degree program that allows the student to earn credit in a shorter period of time and/or in alternative formats such as mini-terms, blended classes, and online.

**Industry Certification** – a third party credential typically awarded to those who pass industry specific tests of skills. Examples include A+, MOS, Autodesk Certified Professional, and Quickbooks.

**Internship** – a paid or unpaid work experience arrangement whereby the student earns college credit for the work experience. See: [www.fsw.edu](http://www.fsw.edu)

**LEX - Lambda Epsilon Chi** – the national honor society founded by the American Association for Paralegal Education. See: [www.aafpe.org](http://www.aafpe.org)

**Online** – a course offered completely online using Canvas, the learning management system used by FSW. Some academic programs can be earned fully online.

**PSAV – Post-Secondary Adult Vocational** – a non-credit workforce education program typically delivered at a Technical Center or Technical College in Florida.

**Sigma Beta Delta** – the international honor society for baccalaureate and graduate business, management, and administration students. See: [sigmabetadelta.org](http://sigmabetadelta.org)



# FLORIDA SOUTHWESTERN STATE COLLEGE

SCHOOL OF BUSINESS AND TECHNOLOGY

*In the Business of Workforce Education*  
**Serving Southwest Florida**



**For more information, contact:  
SCHOOL OF BUSINESS AND  
TECHNOLOGY**



## **Thomas Edison Campus**

8099 College Parkway, Suite K-207  
Fort Myers, FL 33919

## **Collier Campus**

7505 Grand Lely Drive  
Naples, FL 34113

## **Charlotte Campus**

26300 Airport Rd.  
Punta Gorda, FL 33950

## **Hendry/Glades Center**

1092 East Cowboy Way  
LaBelle, FL 33935

**(239) 489-9270    [www.FSW.edu/sobt](http://www.FSW.edu/sobt)    Email us at [sbt@FSW.edu](mailto:sbt@FSW.edu)**