

# FLORIDA NATIONAL COLLEGE

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*, Financial Aid Assistant*  
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*Hilda Sampedro, Payroll/Accounts Payable*  
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*Marlén Girón, A.S., Assistant Controller's Support Staff*  
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*Eloide Rodriguez, College Head of Maintenance*  
*Frank Benitez, A.S., Accounts Payable*

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*Grace Solozarno, Receptionist (H)*  
*Zenia Luna, Receptionist (S)*  
*Natasha Irasuegui, Receptionist (S)*  
*Arelio Pérez, Maintenance Assistant (TC)*  
*Eloide Rodríguez, Maintenance Assistant (H)*  
*Raul Maytin, Maintenance Assistant (H)*  
*Antonio Echeverría, Maintenance Assistant (S)*

## **COLLEGE CONSULTANTS**

*Financial Aid Management for Education, Inc. (FAME)*  
*McKenzie Financial Services, Inc.*

## **CERTIFIED PUBLIC ACCOUNTANTS**

*Knutte & Associates, P.C., CPA*

## ***General Information***

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Florida National College is a two-year, proprietary, urban commuter junior college offering associate degrees, diploma, and certificate programs in the following fields: accounting, business, computer technology, criminal justice, dental technology, education, English as a Second Language, medical technology, paralegal, radiology, travel/tourism, and ultrasound.

### ***STATEMENT OF PURPOSE OF THE COLLEGE***

The purpose of Florida National College is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The college realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The College strives to prepare the students for entry-level positions in their chosen career or for upper-level studies through the acquisition of a system of technical and professional knowledge and skills, enriched with a liberal arts curriculum.

Florida National College strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality college education according to the student's personal goals and in congruence with the advancement of modern technology.

Furthermore, Florida National College provides educational and cultural programs intended to enrich the community it serves.

### ***PHILOSOPHY OF EDUCATION OF THE COLLEGE***

Florida National College devotes itself to the cause of education, aware that: (1) preparing individuals for personal and professional success is laying the basis for stable and prosperous societies; (2) there is much to gain from the impetus, creativity, and sheer desire to belong found in the many who are a part of the rapid growth of Southern Florida. Florida National College would like to be a part in this process of incorporation of so many diverse elements into the many occupational and professional opportunities this prosperous nation has to offer, and thus, help maintain this nation's unique position as champion of human enterprise, human power, and human solidarity.

### ***HISTORY OF THE COLLEGE***

Florida National College opened its first class on January 4th, 1988, in the city of Hialeah, Florida, as Florida International Institute under the administration of Mr. José Regueiro, Mrs. María C. Regueiro and Mr. Omar Sánchez. It offered business, computer, dental, electronics (now discontinued), medical, paralegal, and travel programs. The institution soon became Florida International College and finally in September 1989, Florida National College. A second campus was initiated in Miami (Flagler Campus) on March 3, 1989; a third campus was opened in Miami (Bird Road Campus) on March 5, 1990. At the present time, FNC offers three Associate of Arts Degree programs, fourteen Associate of Science Degree programs, twenty career diploma programs, and five certificate programs.

### ***PHYSICAL FACILITIES***

Florida National College, Hialeah Campus, is located in the northwest area of Miami-Dade County. The campus occupies approximately 56,000 sq. ft. It includes a media center; dental, medical, language, X-ray, and computer labs; reception area; cafeteria; child care facility, and administrative offices. There is adequate lighted parking, and the building is equipped with elevators—two of the three campuses are located on second floors of shopping centers—and wide aisles for accessibility by physically challenged persons. The main campus occupies its own 4 story building. FNC student records are housed at this campus.

Florida National College, South Campus, is located in the west area of Miami-Dade County. The campus occupies approximately 24,900 sq. ft. and it includes a media resource room, medical and computer labs, student lounge, reception area, and administrative offices. The campus is situated in a large shopping mall with ample lighted parking and surrounding services. There is an elevator and wide aisles for accessibility by physically challenged persons.

Florida National College, Training Center, is located in the northwest area of Miami-Dade County. The campus occupies approximately 5,600 sq. ft. and it includes computer and medical labs, an Authorized Prometric Testing Center (APTC), reception area, and an administrative office. There is lighted parking and the building is equipped with elevators and wide aisles for accessibility by physically challenged persons. The training center is a Corporate Member of Computing Technology Industry Association (CompTia) and Microsoft IT Academy (ID #700056333).

### ***LIBRARY/MEDIA CENTER***

The Florida National College Library exists chiefly to support the curricula offered by FNC. Its responsibilities include assisting faculty and students in locating research materials, as well as instructing them in the effective use of library resources, which include multimedia resources and Internet access, full text online periodicals, and access to full text online books.

The 21,000 item library collection is housed at the Hialeah Campus Library and at the South Campus Resource Room. Internet access passwords to the full text online periodicals databases and online books are given out at orientations and Library research training seminars. The library website is available at [www.fnc.edu](http://www.fnc.edu) (Click on Library) and includes access to the online catalog, a library research tutorial, links to local libraries, and the research databases. Library hours are scheduled to service day and evening students. A librarian or an assistant librarian is always available to assist students, faculty and staff in the use of the Hialeah Campus Library and South Campus Resource Room during scheduled hours.

### ***COLLEGE COMMUNITY SERVICE***

FNC offers several services free of charge to the community as a contribution to the development of each community where the campus is located. Campus-based community services may include, but are not limited to literacy programs, GED classes, library services, health fairs, an Upward Bound program, and other seminars.



# ***Admission Policies and Procedures***

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Florida National College has an open door admissions policy and welcomes all qualified applicants without regard to ethnic background, sex, religion, national origin, age, or physical handicap.

## ***ADMISSION PROCEDURES***

Applications for admission are processed under a policy of continuous admissions. They are initiated at the Admissions Office. An admissions representative, the registrar, and the financial aid officer interview the applicant to discuss student career goals, program schedules, costs, required documents, placement or diagnostic tests as applicable, and eligibility for financial assistance. These interviews conclude with the signing of the Enrollment Agreement, a contract that covers all obligations between FNC and the student.

## ***OFFICIAL TRANSCRIPTS***

Applicants must request official academic transcripts from their high school, and these transcripts are to be mailed directly to the Registrar's Office. Each applicant is responsible for initiating the request(s) for transcripts, and for verifying that they are received at the Registrar's Office within the student's first semester. (International students, refer to page 8). Students with a Certificate of Completion and Standard Diplomas for Students with Exceptionalities will have to take the TABE exam and score at least a 6th grade performance level in order to be accepted. Students with diplomas from alternative schools and/or correspondence schools will also have to take the TABE and score at least a 6th grade level.

Applicants holding a high school diploma or GED diploma must bring the original documents to the Registrar's Office. They will be copied and returned to the applicant.

## ***TYPES OF INSTITUTIONAL EXAMS***

### **1. Diagnostic Examination**

Students with an SAT score of 835 or above, or an ACT score of 16 or above are exempt from this exam to the degree program. Students who are unable to present this information shall take a diagnostic exam, the Test of Adult Basic Education (TABE). If a student has taken the TABE at another institution and passed it, he/she will need to request an official copy of the passing scores to present at the time of the enrollment process. Students scoring below the 10th grade level will be required to take Basic Skills courses to improve their readiness for successful college work in a degree program. The language section of the TABE test will also be given to students enrolling in a career education diploma program that will include ENG 101. Students will be informed in writing of their scores by the Registrar's Office. Basic Skills courses do not earn college credit.

### **2. Ability to Benefit Exam**

Florida National College has chosen the Wonderlic Basic Skills Test (WBST) for proof of ability to benefit from college certificate or diploma programs. Please see the description for each career certificate program and diploma program for score variations. Students with their high school diploma are exempt from the exam.

### **3. ESL Placement Test**

Students enrolling for the English as a Second Language (ESL) program shall take an ESL placement test in order to join the program at the proper level.

### **4. Psychological Services Bureau-Health Occupational Aptitude Exam**

Students interested in enrolling in the Radiology Technology or Ultrasound programs shall take an assessment test and must successfully pass it in order to join the program.

### **5. Myers-Briggs Type Indicator Exam (MBTI)**

Students enrolling in the Education program shall take the MBTI exam which is used to guide individuals in their choice of career.

## ***DUAL ENROLLMENT***

The Dual Enrollment Admission Program is designed to provide the exceptional high school student a chance to accelerate his/her collegiate studies. Students who are recommended by their high school counselor for outstanding achievement may be considered for admission upon the completion of the tenth grade, but may not be admitted to college courses before completing the tenth grade. Dual enrollment students are not eligible for financial aid.

DUAL ENROLLMENT ADMISSION REQUIREMENTS ARE:

1. The student must hold a cumulative grade point average of at least 3.0 for the first two years of high school.
2. The student must complete an interview with the campus dean.
3. The student must present a letter of parental approval for enrollment.
4. The student must present a letter of recommendation from the student's high school counselor or teacher.
5. The student must submit an early admission application with a non-refundable application fee of \$50.00

OTHER CONSIDERATIONS ARE:

- o The maximum number of courses to be taken is two per academic year.
- o The cost per credit is \$75.00.
- o Dual enrollment students will be assigned an academic advisor who must approve all course selection.
- o Dual enrollment students are subject to all rules and regulations applying to a student of Florida National College.
- o Dual enrollment students enjoy all the rights and privileges applying to all students of Florida National College.

## ***ADVANCED PLACEMENT POLICY***

Florida National College participates in the Advanced Placement Program agreement administered by high schools through the College Board. After applying for admission to FNC, applicants who have taken the AP examination should request that the Educational Testing Service send the examination grade report directly to the Registrar's Office. Examination scores of 5, 4, and 3 are acceptable for credit. A maximum of 15 general education credits will be transferred.

## ***ADMISSION OF INTERNATIONAL STUDENTS***

Florida National College is authorized under United States Federal Law, Immigration and Naturalization Act, Sections (101) (a) (15) (F) (I), and (101) (a) (15) (M) (I) to enroll non-immigrant alien students. Registration of students on an I-20 Visa must be for at least a period of four (4) months the equal of one semester or 12 credits; this applies equally to the associate of science and associate of arts degree programs, the career education diploma program, or the certificate program. In order to process an I-20 Visa the applicants are required to fulfill the following admissions procedures:

1. Application for admission, including all admissions credentials, must be received at least 30 days prior to the semester in which the applicant plans to enroll.
2. High school academic transcript(s) must be official.
3. Transcript(s) in languages other than English must include an official certified English translation.
4. Foreign schools attended must have proper accreditation by the Ministry of Education of their country or a USA accrediting commission.
5. Documented evidence of means of financial support must be provided to FNC for admission purposes and for issuance of the Certificate of Eligibility (I-20-M-N) form. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States.
6. International students must have funds available for paying fees when they register for their classes each semester. Financial aid in the form of grants or loans from federal or state sources is not available to international students.
7. Students must arrive in the USA a week prior to the start date.
8. Students must complete a semester of college work at FNC before they can transfer to another institution.

NOTE: International Students applying for admission without a copy of their high school diploma or certificate of completion, but they have transcripts from a foreign university, can be admitted as long as the foreign documentation provided is original and valid. Students that are exiles from Cuba or any other country under political repression, in most instances are not allowed to obtain copies of their educational credentials as the government prohibits such a practice of releasing records much less sending them to another country. If students come with documentation from a foreign university, the above guidelines apply to them since that indicates that they have had to complete high school prior to entering their programs of study.

In the case that a student cannot provide a high school diploma, and he/she states that it was completed in his/her country, we recommend that an equivalency test be taken.

## ***FINANCIAL REQUIREMENTS OF AN I-20 VISA***

All international students must have sufficient personal resources to pay full FNC registration and tuition fees, textbooks, living expenses, transportation expenses, and other incidental expenses while attending college in the United States. Documented evidence of means of financial support must be provided to Florida National College for admission purposes and issuance of the Certificate of Eligibility (I-20-M-N) form. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States.

Non-Florida residents, upon their registration at FNC, will be required to submit the registration fee of one hundred and fifty dollars (\$150.00) and pay the semester fees in advance.

## **SATISFACTORY PROGRESS REQUIREMENT FOR I-20 STUDENTS**

All FNC students must be able to maintain a level of satisfactory progress (an average of "C" or 2.0) throughout their time at the institution. Florida National College is required by law to report to immigration students who:

1. Do not report to FNC at the scheduled time;
2. Do not attend classes to the minimum extent required;
3. Terminate their attendance at FNC.

## **TRANSFERABILITY TO FNC / RESIDENCY REQUIREMENT**

Students may transfer up to 50% of the total number of credits required for completion of a program. That is:

- ◆ A maximum of 40 credits towards a 80-credit program.
- ◆ A maximum of 37 credits towards a 75-credit program.
- ◆ A maximum of 30 credits towards a 60-credit program.
- ◆ A maximum of 22 credits towards a 45-credit program.
- ◆ A maximum of 15 credits towards a 30-credit program.

The procedure for transferability of credits to FNC is as follows:

1. The applicant submits a transcript of his/her courses from the previous institution along with the catalog for that institution;
2. The original institutions must have accreditation by a USA accrediting board or the Ministry of Education of the country of origin, as the case may be.
3. The campus dean, the registrar, and the appropriate department head will render an evaluation of submitted transcripts.
4. This evaluation is recorded in a document that is filled out by the Campus Dean's Office, and a copy of this evaluation is sent to the campus registrar, financial aid officer, and bursar. A copy of it is kept in the student file, and a copy is given to the student.

Grades and grade point averages are not transferred; courses transferred will appear on the Student Progress Report as "TC" credits, with the name of the institution from which they have been accepted.

## **RE-ENROLLMENT**

Typically, re-enrollment occurs when an FNC **graduate** desires to continue his/her education and requests enrollment in another program. This re-enrollment can be from a certificate program to a diploma program; from a diploma program to a diploma program; from a diploma program to an associate of science or associate of arts degree program, or from an associate of science or associate of arts degree program to another associate of science or associate of arts degree program.

Credits earned can be considered for the next program as either elective or required courses as they may apply; the College Registrar will make this evaluation. This evaluation will be reflected in the student's ledger, in the student's Progress Report, and in the Summary Sheet in the student's file.

Students enrolling for an associate of Arts or Science degree program will, otherwise, meet the requirements for enrollment in an associate of Arts or Science degree program.

## **READMISSION**

A student who **withdrew** and desires to return to the same program within five years will satisfy readmission procedures as follows:

- v The student who withdrew with a GPA of 2.0 or better and a clear balance will resume his/her studies following regular procedures and with no loss of status.
- v The student who was terminated because of academic probation (his/her inability to sustain a GPA of 2.0), will have to be his/her own source of funds until the GPA rises to 2.0.
- v The student who was terminated because of inability to fulfill costs will have to pay the complete balance before classes start on the adjustment made by the Financial Aid Office, the Registrar's Office, and the Controller's Office.
- v The student who was terminated because of serious violations of FNC rules may not reapply at FNC for admission.

Florida National College reserves the right to reject the application request of any student who comes from any other institution where the student has lost "In Good Standing" status.



# Academic Divisions

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Florida National College offers three associate of arts degree programs, seventeen associate of science degree programs, twenty diploma programs, and six certificate programs in various fields. These programs are grouped under five Divisions: **the Allied Health Sciences Division, the Business and Economics Division, the Computer Science Division, the English as a Second Language Division, and the Humanities/Fine Arts Division.** Each Division is composed of a number of departments. Each department has a department head.

## *Division Programs and Organization*

### **I. Allied Health Sciences Division Head: Dr. Olema Ferret, M.D.**

**Medical/X-Ray Dept. Head:** To be announced

Associate of Science Degree Programs: Diagnostic Medical Sonographer; Medical Assisting Technology; Radiologic Technology; Respiratory Therapy Technician

Career Education Diploma Programs: Basic X-Ray Technician; Diagnostic Medical Sonographer; Medical Assistant; Medical Secretary; Obstetric-Gynecology Medical Sonographer

Certificate Program: Nursing Assistant/Home Health Aide; Patient Care Technician Certificate.

**Dental Dept. Head:** Mauricio Restrepo, A.S., CDT

Associate of Science Degree Programs: Dental Technology.

Career Education Diploma Programs: Dental Laboratory Technician; Dental Laboratory Technician; Full and Partial Dentures; Dental Laboratory Technician: Crown and Bridge and Porcelain.

Certificate Program: Dental Assistant

### **II. Business and Economics Division Head: Manuel A. Mares, M.A., C.S.S.**

**Business Dept. Head:** Manuel A. Mares, M.A., C.S.S.

Associate of Arts Degree Programs: Business Administration; Criminal Justice.

Associate of Science Degree Programs: Accounting, Administrative Assistant; Business Administration

Career Education Diploma Programs: Executive Secretary/Information Systems; Office Specialist.

**Legal/Paralegal Dept. Head:** Manuel A. Mares, M.A., C.S.S.

Associate of Science Degree Programs: Legal Assistant/Paralegal.

Career Education Diploma Program: Legal Secretary.

**Travel and Tourism Dept. Chairperson:** Manuel A. Mares, M.A., C.S.S.

Associate of Science Degree Programs: Travel and Tourism.

Career Education Diploma Program: Travel and Tourism Secretarial

**III. Computer Science Division Head: Mario Gomez, MS.**

Associate of Science Degree Programs: Computer Information Technology;  
Computer Programming; Networking  
System Administrator; Web Page Developer

Career Education Diploma Programs: Computer Network Administrator;  
Computer Office Specialist; Computer  
System Specialist; Database Administrator;  
Graphics and Desktop Design; Internet and  
E-Commerce; MCSD Preparation Course;  
Microsoft Office User Specialist

Certificate Programs: Microsoft Certified System Administrator

**IV. ESL Division Head: Lidia Morales, B.A.**

**ESL Dept. Heads:** Juan Diaz, B.A. (H); Juan Prado, B.A. (S);  
Certificate Program: English as a Second Language Proficiency Pro  
gram:  
-Basic  
-Intermediate

**V. Humanities and Fine Arts Division Head: Barbara J. Rodriguez, M.S.**

**Education Dept. Head:** Barbara J. Rodriguez, M.S.  
Associate of Arts Degree Program: Education  
**Liberal Arts Dept. Head:** Barbara J. Rodriguez, M.S.  
**English Dept. Head:** Barbara J. Rodriguez, M.S.  
**Mathematics Dept. Head:** Luis R. Martin, Ph.D.  
**Hispanic Studies Dept. Head:** Elena Valdes Wilenchik, Ed.D.



## ***DIVISIONAL EXIT COMPETENCIES***

These competencies are designed to give the student a solid base for entry-level success in his field and a basis for further development of skills and knowledge.

### ***Allied Health Division***

All of the graduates in the Allied Health Division programs should be able to:

- COMPETENCY A: Make reasoned choices and evaluate how to respond to and solve problems critically and effectively.
- COMPETENCY B: Apply, in an appropriate way, the technical knowledge acquired during the program of choice in a medical, x-ray, or dental setting.
- COMPETENCY C: Understand the ethics and legal responsibilities as an allied health worker and maintain a professional attitude according to these principles.
- COMPETENCY D: Be an active promoter of physical and mental health through the education of patients, relatives, and other members of the community.
- COMPETENCY E: Demonstrate an understanding of the English language in speaking, reading, writing, and listening situation through the acquisition of the technical terminology necessary in the allied health field.
- COMPETENCY F: Employ the knowledge and skills necessary for effective use of computers in the medical, X-ray, and dental field.
- COMPETENCY G: Demonstrate capability for an entry level position through an exit competencies exam in their field of study.



### ***Business and Economics Division***

- COMPETENCY A: Students participating in all programs in the Business/Economics Division will understand and possess the necessary skills to be familiar with the types of information and communications regularly received in general business/technical/professional environments.
- COMPETENCY B: Students participating in legal/paralegal studies will understand and possess the necessary skills and knowledge to interpret the terms, concepts and general practices of professional environments in the legal field.
- COMPETENCY C: Students participating in travel/tourism studies will understand and possess the necessary skills and knowledge to interpret the terms, concepts and general practices of various environments in the travel/tourism industry.

COMPETENCY D: Students participating in business studies will understand and possess the necessary skills and knowledge to interpret the terms, concepts and general practices of professional and technical business environments from small operations to multinational and international organizations.

COMPETENCY E: Students participating in studies offered by the Business/Economics Division will possess the required and necessary skills to effectively research and compose any written communications commonly needed or required in the exercise of their professional activities.



COMPETENCY F: Students participating in studies offered by the Business/Economics Division will possess the necessary skills and knowledge of the language to orally communicate the terms, concepts and general practices of the technical/professional or general business environments of their chosen career path.

COMPETENCY G: Students participating in studies offered by the Business/Economics Division will develop the necessary character, social consciousness and self respect, standard to their chosen profession. These values are required to continuously participate in small or large organizations, as well as to contribute to the society or profession that they have decided to serve.

### ***Computer Science Division***

All of the graduates in the Computer Science Division programs should be able to do the following:

COMPETENCY A: Interpret the terms, concepts, and general practices of technical and professional environments in the computer industry.

COMPETENCY B: Employ Windows for basic operating system tasks.

COMPETENCY C: Possess the skills and knowledge necessary for effective use of application software .

COMPETENCY D: Possess the necessary skills and knowledge to create basic computer programming using a programming language.

COMPETENCY E: Be able to make reasoned choices, evaluate how to respond to and solve problems critically and effectively, and continue to grow in their field of expertise after graduation.

## *Humanities and Fine Arts Division*

All of the graduates of the Associate of Arts and Science Degree programs exhibit the following competencies:

COMPETENCY A: The graduate will be competent in the use of written American English to the extent required by the graduate's field of study and chosen career and to an extent that can facilitate further learning and improvement of writing ability.



COMPETENCY B: The graduate will be competent in the application of basic mathematical skills in fulfillment of the requirements of the graduate's field and of everyday life and to an extent that may facilitate further study and development of mathematical knowledge.

COMPETENCY C: The graduate will possess some awareness of the wider world of human artistic, philosophic, and scientific endeavor, beyond the limits of popular culture and of the skills and knowledge required by the graduate's professional or vocational studies, to the extent that the graduate can contribute a more complete, inquisitive and individualized intelligence to his or her profession and to society as a whole.

COMPETENCY D: The graduate will possess the library and literacy skills that can facilitate and enhance life-long learning.



## *English as a Second Language Division*

All of the graduates of the English as a Second Language Basic program, should be able to:

- COMPETENCY A: Have the ability to speak English easily, at a level adequate for entry-level employment, and give to respond appropriately to questions.
- COMPETENCY B: Recognize and use accurately basic English grammar structures.
- COMPETENCY C: Reproduce the main ideas, identify words and their meanings or draw inferences or conclusions from a reading selection or library work by answering questions.
- COMPETENCY D: Demonstrate, through appropriate exercises, comprehension of native speech in a recording.
- COMPETENCY E: Write a paragraph (50-60 words) in the English language using structures, vocabulary and punctuation with an acceptable degree of correctness.

All of the graduates of the English as a Second Language Intermediate program, should be able to:

- COMPETENCY A: Recognize and use accurately advanced grammar structures.
- COMPETENCY B: Demonstrate advanced real world listening skills.
- COMPETENCY C: Have the ability to use the proper approach in public speaking and achieve audience comprehension.
- COMPETENCY D: Write personal letters, thank you notes, and essays with high appropriate standard language patterns.



# Admission Requirements

## **ADMISSION REQUIREMENTS FOR THE ASSOCIATE OF ARTS AND SCIENCE DEGREE PROGRAMS**

The Associate of Arts and Science Degree programs are collegiate degrees, which include components of a minimum of 30 credits in the Associate of Arts degree programs and 15 credits in the Associate of Science degree programs in general education/liberal arts courses in addition to specific professionally oriented curriculums. The Associate of Arts and Science Degree are designed to lead the graduates directly into an entry-level position in a specific field, continue to an upper level institution, as well as to aid in the education of a more well-rounded individual.

### **THE REQUIREMENTS FOR ADMISSION ARE:**

1. High school diploma, GED, or equivalent.
2. Complete an interview with an FNC admissions representative.
3. Submit a completed and signed Enrollment Agreement.
4. Make a commitment to abide by the directives and regulations as established by the College Board of Governors.
5. International students on an I-20 Visa will demonstrate fluency in an English Entrance Exam. Otherwise, the student will have to acquire an adequate level of proficiency.
6. Take a diagnostic test (see page 6).
7. Specific programs such as Education, Ultrasound, and Radiology Technology programs have specific other requirements that must be met before admission to the program.  
Education - Must complete steps 1- 6, take the Myers-Briggs Type Indicator exam, and complete a career aptitude interview.  
RT and Ultrasound - Must complete steps 1-6, take the Revised Psychological Services Bureau-Health Occupations Aptitude Examination, and complete a career aptitude interview.



## **ADMISSION REQUIREMENTS FOR CAREER EDUCATION DIPLOMA PROGRAMS AND CERTIFICATE PROGRAMS**

These programs are vocational and technical programs and they do not require a High School/ GED diploma. However, FNC requires completion of high school or the GED diploma for admission to the Basic X-Ray program.

### **THE REQUIREMENTS FOR ADMISSION TO ALL CAREER EDUCATION DIPLOMA PROGRAMS ARE:**

1. Being beyond the age of compulsory education, which is 16 years of age in the State of Florida.
2. Demonstrate the ability to benefit on the Wonderlic Basic Skills Test: 200 Verbal, 210 Quantitative; this exam will be waived in case the applicant holds a high school diploma or the equivalent; or in case the student is not using Title IV Funds.
3. Complete an interview with an FNC admissions representative.
4. Submit a completed and signed Enrollment Agreement.

5. Make a commitment to abide by the directives and regulations as established by the College Board of Governors.
  6. Demonstrate fluency in English on an English Placement Exam. Otherwise, the student will have to acquire an adequate level of proficiency.
  7. Take a diagnostic test when enrolling in a program that includes ENG 101 and/or MAT 102 as a requirement.
- Nos. 1, 3, 4, 5, are admission requirements for certificate programs as well. Please see pp. 96-103 for a complete account of entrance requirements to the college certificate programs (DA; ESL; MCSA; NA; PCT programs).

## *Campus Life*

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### **NEW STUDENT ORIENTATION**

A day for orientation of new students is conducted for each academic start. New students will learn about procedures from FNC officers, receive their program schedules, and parking information; fulfill entrance test requirements; get acquainted with the use of the FNC Library and receive their Library ID Card.

### **PLACEMENT ASSISTANCE**

FNC offers employability training, job referrals, and participation in annual job fairs. This is a lifetime service available to active, withdrawals, and graduate students in good standing. Students are strongly urged to maintain contact with FNC when they obtain employment, change jobs, need further assistance, or relocate to another area. There is a Placement Office at each FNC campus. NOTE: Florida National College cannot guarantee placement following graduation.

### **BOOKSTORE**

Textbooks, workbooks, supplies and materials for all courses are available from the bookstore at each campus during the first ten days of each start. Students are not, however, required to buy their books and supplies at the Florida National College bookstore as this is only a service we provide to the students.

### **LOUNGE AREA**

Soft drinks and snacks are available in vending machines in the lounge area.

### **HOUSING**

FNC does not have residence halls. Assistance with local housing information will be provided on request. The three campuses can be reached using city transportation services.

### **STUDENT IDENTIFICATION CARD**

Students will be issued a picture identification card. This identification card must be worn at all times. The student will not be allowed on the premises without an identification card or a pass. An ID card from the FNC Library/Media Center is issued at no charge for library circulation purposes only.



### **STUDENT GOVERNMENT ASSOCIATION**

Florida National College Student Government Association (FNCSGA) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks to foster professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, fund-raisers, and other.

## **STUDENT GRIEVANCES**

Student grievances will be handled according to the student grievance policies and procedures; these procedures are explained in the *Student Handbook*. The handbook is available on the website.

## **GRADUATION REQUIREMENTS**

Graduation is not automatic. To be awarded an A.A. degree, A.S. degree, diploma or certificate from Florida National College the student must fulfill the following requisites:

1. Successful completion of one of the programs of study as it appears in the *FNC Catalog*.
2. Achievement of a cumulative grade point average (CGPA) of at least 2.0 ("C" average).
3. Complete an Exit Interview with each of the following offices as scheduled by the Campus Registrar. Clearance from each of these offices is required previous to the release of any official document by FNC. These offices and their role in the graduation procedure are shown in *Table 1* below.

**Table 1**

Exit Interviews of the Graduation Candidate with Campus Offices	
Office	Purpose
1. Registrar	<ol style="list-style-type: none"><li>a. To verify that the student is completing the academic requirements of his/her program (number of credits and nature of credits; GPA; honors)</li><li>b. To apply for Graduation status</li><li>c. To submit request of student's copy of transcripts</li><li>d. To order diploma.</li></ol>
2. Financial Aid	To close financial aid folder; to receive information on rights and responsibilities relating to loans and types of repayment plans.
3. Bursar	To fulfill all financial obligations to FNC before graduation.
4. Library	To be sure that there are no outstanding books or fines.
5. Placement	To update all personal information relating to placement and attend workshop
6. Student Services	To receive information on graduation exercises, cap and gown, ring, pictures, guests, practice time; alumni association; to file for commencement exercises.

## **COMMENCEMENT CEREMONY**

At least once a year, Florida National College will hold a commencement ceremony. All students are encouraged to participate. Graduating students must apply in writing for graduation status in order to receive their credentials, whether they participate or not in the commencement exercises.

## **ALUMNI ASSOCIATION**

The Florida National College Alumni Association has been established and all graduates are encouraged to join. Please inquire at the Student Services Office.

## **\*\*\* STUDENT RIGHTS \*\*\***

### **IT IS THE RIGHT OF THE STUDENT TO:**

1. Know what services Florida National College offers to all students.
2. Have access, upon written request directed to the proper FNC officials, to a list of the types of records and student-related reports maintained on him or her by the respective offices and departments at FNC.
3. Know the policies and procedures in regard to financial aid, enrollment, registration, and of any changes in his or her program, classes, and grades.
4. Privacy of all records.
5. Challenge record contents through Florida National College's established appeal processes.
6. Have access to all FNC student service offices and their benefits.
7. Have a safe, healthy and pleasant atmosphere for learning, study, and research.
8. Participate in any student activities.
9. Know the criteria used in the selection of recipients of financial aid and the method used for calculating need.
10. Be fully informed of FNC refund and repayment policies.

## **\*\*\* STUDENT RESPONSIBILITIES \*\*\***

### **IT IS THE RESPONSIBILITY OF EVERY STUDENT TO:**

1. Adopt a professional manner in attire, speech, inquiry, research, and personal values that will contribute to the goal of preparing the student for a successful, professional future.
2. Acquire their own textbooks and other class materials within the first five days of the mini-semester.
3. Study, learn, and fulfill in a timely manner the requirements of the courses of study.
4. Maintain awareness of grades, course completions and grade point averages with an eye toward fulfillment of graduation requirements.
5. Know FNC's transfer of credit policies as delineated in the *FNC Catalog*.
6. Be knowledgeable with respect to the contents of the *FNC Catalog* in general.
7. Perform the timely and proper completion of all financial forms by the established deadlines and guarantee the accuracy of any information provided in the financial aid application.
8. Notify the Financial Aid Office of any scholarship, grant, or other resources made available from non-college sources while the student is receiving financial aid.
9. Fulfill all financial obligations by the established deadlines.



## *Campus Life Policies*

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When a student enrolls at Florida National College, the student seeks training and education that will enable him or her to enter, advance, and grow in the career or professional world that lies ahead. FNC encourages each student to show good judgment and base all human interaction on a code of natural ethics, in the belief that choosing the finest ways of communicating and dealing with others is as much a part of an individual's success in the professional world as knowledge and skills are.

The following campus rules are meant to help make this ideal a reality and make our facilities healthy, safe, and pleasant learning environments.

### **\*\*\* CODE OF BEHAVIOR \*\*\***

- ◆ Students will come to class on time, wearing their student ID card, and must remain in their classroom for the entire class session.
- ◆ All students will bring textbooks and other materials to class everyday.
- ◆ Breaks will be kept within the designated time frame of twenty minutes.
- ◆ The student should follow all safety rules. All female and male students with long hair must wear hair bands in the dental lab.
- ◆ Students are expected to be generally in proper attire while they are on FNC grounds; tank tops, shorts or halters are not acceptable attire.
- ◆ Guests and visitors, generally, will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- ◆ Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only.
- ◆ No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
- ◆ Allied Health students are required to wear medical uniforms at all times.
- ◆ Serious disturbances of order on campus will lead to suspension or possible expulsion.
- ◆ Respect for personal and FNC property is expected of all students at all times. Serious violations will be presented to the College Honor Court for adjudication.
- ◆ All students, whether residents or citizens of the United States or not, are subject to applicable city, county, state or federal laws.

### **CONTROLLED SUBSTANCES**

FNC has established a drug-and-alcohol-free awareness program. Possession, use, or being under the influence of a controlled substance while on campus property is strictly forbidden and is illegal by State and Federal Law. Violation of this policy will be met with disciplinary action up to and including termination.

## ***Financial Information***

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### ***TUITION AND FEES***

Tuition is subject to change without prior notification. Tuition charges do not include other fees such as textbooks and supplies, registration fee, laboratory fee, etc. Please see page 45 for details.

### ***REGISTRATION FEE***

For registration fees please refer to page 45. All registration charges must be paid prior to the signing of the Enrollment Agreement, The registration fee will be reimbursed in accord with refund policy stipulations.

### ***PAYMENT OF INSTITUTIONAL CHARGES***

Tuition payment is due upon admission to Florida National College. The student who qualifies for financial aid assistance might meet a maximum of 90% of his/her obligations through the checks issued by one of the Title IV fund sources. The remaining 10% (minimum) not covered by financial aid assistance will be equally distributed throughout the length of his/her career and is due during the first five days of each month extended to ten (10) days without penalty. The first monthly payment is due upon enrollment. A late fee of 5% will be added to each monthly tuition payment from the eleventh (11) day of the month. Failing to meet any one-month payment may result in an administrative termination. Any pending balance must be paid off before graduation from any program. It is the student's responsibility to provide all required documentation on time and to verify that his financial account is being correctly processed. An advanced payment for the first semester will be required from international students who enroll with an I-20 visa.

A student who is delinquent in meeting her or his financial obligations will not be issued an academic transcript, degree, diploma or certificate.

### ***REFUND POLICY***

Should a student be terminated or cancel for an reason, all refunds will be made according to the following refund schedule:

- ◆ 1. All monies paid by the applicant will be refunded if the cancellation takes place within three (3) business days after signing an Enrollment Agreement and making an initial payment. See item 9.
- ◆ 2. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the registration fee.
- ◆ 3. Cancellation of the contract by the student must be made by certified mail or in person and in writing.

The college will refund:

4. 100% of tuition charges if the student withdraws on or before the first week of class (Add-Drop period).
5. There is no refund due if the student withdraws on or after the Add-Drop period.
6. If the college does not accept the enrollment, all monies paid by the student to the college shall be refunded and the student and college shall be released from further obligation.
7. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.
8. The date for refund computation purposes is the Mid-Point of the mini-semester.
9. Refunds will be made within 30 days of termination or receipt of cancellation notice.

Any refund due to the Federal Pell Grant, Federal Perkins Loan, or FSEOG programs will be made within 30 days of the date the school determines the student is no longer in attendance. Any other refunds including the Federal Family Education/Direct Loan Programs will be made within 30 days of the date the school determines the student is no longer in attendance.

In the event a student fails to return from a Leave of Absence, all refunds due will be made within 30 days of the date the student failed to return from the leave of absence.

### ***REFUND POLICY FOR VA STUDENTS***

The refund of the unused portion of tuition, fees and other charges, with the exception of the registration fee if cancellation takes place after the third (3<sup>rd</sup>) business day after signing an enrollment agreement, for veterans students who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of weeks completed by the student to the total number of weeks to the mini-semester.

### ***PROCESSING REFUNDS***

Refunds will be distributed as follows:

1. Federal Family Education Loan.
2. Federal Direct Loan.
3. Federal Perkins Loan.
4. Federal Pell Grant.
5. Federal Supplemental Educational Opportunity Grant.
6. Other Title IV Student Assistance.
7. ITA (Individual Training Account)
8. Student

### ***FINANCIAL ASSISTANCE***

Florida National College is committed to assisting its students in meeting college expenses through federal aid, if the student qualifies, and/or other methods such as loans or deferred payment plans.

Florida National College assists its qualified students in obtaining funds in the form of grants, loans, and work-study opportunities. FNC participates in six student financial aid programs supported by the United States Department of Education and Florida Department of Education.

## ***APPLICATION REQUIREMENTS FOR FINANCIAL ASSISTANCE***

1. Submit financial aid applications.
2. Present appropriate tax return (student or parent) for previous year.
3. Present proof of citizenship or eligible non-citizen status.

### ***FINANCIAL AID ELIGIBILITY***

THE STUDENT MUST:

1. Have a high school diploma, GED diploma, or must pass an independently administered test.
2. Be enrolled at least half time (3 credit hours) as a regular student in an eligible program of study.
3. Be a U.S. citizen or eligible non-citizen. Eligible non-citizens are permanent residents who have an I-151 or I-551 (Alien Registration Receipt Card) or students with a Departure Record (I-94) with one of the following designations: Refugee, Asylum Granted, Indefinite Parole, Humanitarian Parole, Cuban-Haitian Entrant Status, and Conditional Entrant (issued before April 1, 1980). Students are also eligible if they have a suspension of deportation case pending before Congress 212(c).
4. Make satisfactory academic progress toward completion of the program (maintain a minimum 2.0 GPA)
5. Not to be in default or owe a refund to any Title IV program.
6. Have the applicable financial aid forms filled and signed.
7. Demonstrate financial need.

### ***FINANCIAL AID PROGRAMS***

These programs can be from federal, state or private sources. They are called loans, grants, and scholarships. Grants and scholarships are gift aid that does not require repayment. Loans must be repaid.

### ***LOANS, GRANTS AND SCHOLARSHIPS***

#### **FEDERAL DIRECT LOAN PROGRAM**

This program, established by the Student Federal Loan reform Act of 1993, provides a new way for students to borrow money for their college education. As a participant in the Direct Loan program, FNC will receive loan funds directly from the United States Department of Education and disburse them to eligible student borrowers. There are three kinds of direct loans: **The Federal Direct Loan**, the **Federal Direct Unsubsidized Loan**, and the **Federal Direct PLUS Loan**.

The student must complete the Free Application for Federal Student Aid (FAFSA). (PLUS-only applicants do not need to complete the FAFSA).

The **Federal Direct Loan** is a need-based loan; income and asset information may be requested from the applicant's family.

The **Federal Direct Unsubsidized Loan** provides eligibility to students who demonstrate little or no financial need.

The student is responsible for payment of the interest from the date the loan is disbursed. The student must be enrolled for a minimum of six credit hours per semester to be covered by the loan and be making satisfactory academic progress as defined by FNC.

Undergraduate students may borrow up to \$2,625 per year for the first year, \$3,500 for the second year and \$5,500 for the third and succeeding undergraduate years, up to an aggregate maximum of \$23,000.

Repayment provisions for a Direct Loan are contained in the promissory note. The note should be read carefully since provisions may differ.

First-time borrowers pay a variable rate of the 91-day Treasury bill rate plus 3.1 percentage points, with a cap of 8.25 percent adjusted annually. Repayment begins six months after date of graduation or date when the student ceases to be enrolled at least halftime.

**Federal Direct PLUS Loan:** Parents of dependent students may borrow any amount up to the full cost of education less any other financial aid. Repayment begins within 60 days after disbursement of the loan proceeds.

Federal Direct Subsidized Loans and Federal Direct Unsubsidized Loans							
	Status	Treasury Instrument	Add-on			Interest Rate for 7/1/2003 to 6/30/2004	Maximum Interest Rate
Loans with first disbursement date between 7/1/1994 and 6/30/1995	Any status	91-day T-bill	+	3.1	=	4.22	8.25
		1.12					
Loans with first disbursement date between 7/1/1995 and 6/30/1998	Repayment or forbearance	91-day T-bill	+	3.1	=	4.22	8.25
		1.12					
	In school, grace, or deferment	91-day T-bill	+	2.5	=	3.62	8.25
		1.12					
Loans with first disbursement date on or after 7/1/1998	Repayment or forbearance	91-day T-bill	+	2.3	=	3.42	8.25
		1.12					
	In school, grace, or deferment	91-day T-bill	+	1.7	=	2.82	8.25
		1.12					



**Federal Direct Subsidized Consolidation Loans and Federal Direct Unsubsidized Consolidation Loans**

	Status	Treasury Instrument	Add-on			Interest Rate for 7/1/2003 to 6/30/2004	Maximum Interest Rate
Loans with first disbursement date between 7/1/1994 and 6/30/1995	Any status	91-day T-bill	+	3.1	=	4.22	8.25
		1.12					
Loans with first disbursement date between 7/1/1995 and 6/30/1998	Repayment or forbearance	91-day T-bill	+	3.1	=	4.22	8.25
		1.12					
Loans with first disbursement date between 7/1/1998 and 9/30/1998 and loans with first disbursement date on or after 10/1/1998 for which the application was received before 10/1/1998	In school, grace, or deferment	91-day T-bill	+	2.5	=	3.62	8.25
		1.12					
Loans for which the application was received between 10/01/1998 and 1/31/1999	Any status	91-day T-bill	+	2.3	=	3.42	8.25
		1.12					
Loans for which the application was received on or after 2/01/1999	Any status	The lesser of 8.25 percent or the weighted average of the loans consolidated, rounded to the next higher 1/8 of one percent					8.25

**Federal Direct PLUS Loans**

	Status	Treasury Instrument	Add-on			Interest Rate for 7/1/2003 to 6/30/2004	Maximum Interest Rate
Loans with first disbursement date on or after 7/1/1998	Any status	91-day T-bill	+	3.1	=	4.22	9.00
		1.12					

**Federal Direct PLUS Consolidation Loans**

	Status	Treasury Instrument	Add-on			Interest Rate for 7/1/2003 to 6/30/2004	Maximum Interest Rate
Loans with first disbursement date between 7/1/1998 and 9/30/1998 and loans with first disbursement date on or after 10/1/1998 for which the application was received before 10/1/1998	Any status	91-day T-bill	+	3.1	=	4.22	9.00
		1.12					
Loans for which the application was received between 10/01/1998 and 01/31/1999	Any status	91-day T-bill	+	2.3	=	3.42	8.25
		1.12					
Loans for which the application was received on or after 2/01/1999	Any status	The lesser of 8.25 percent or the weighted average of the loans consolidated, rounded to the next higher 1/8 of one percent.					8.25

Note: If the treasury instrument plus the add-on equals or exceeds the maximum interest rate, then the interest rate is the maximum interest rate.

## **BORROWER COUNSELING**

First-time borrowers are required to participate in entrance counseling prior to receiving the first disbursement of their loan. The purpose of this counseling is to emphasize the student's rights and responsibilities as a first-time borrower.

Prior to leaving FNC (either by graduation or withdrawal) borrowers are required to participate in exit counseling to receive important information about repayment, consolidation, deferment, and other matters and to have the opportunity to ask questions about their specific situation. Examples of typical beginning payments for direct loan repayment plans are as on *Table 2* below.

**Table 2**

<b>4.75% Interest Rate in Repayment</b>						
	<b>12-Year</b>		<b>15-Year</b>		<b>25-Year</b>	
<b>Amount Owed</b>	<b>Monthly Payment</b>	<b>Total Interest</b>	<b>Monthly Payment</b>	<b>Total Interest</b>	<b>Monthly Payment</b>	<b>Total Interest</b>
\$5,250	\$50	\$1,549	\$50	\$1,549	\$50	\$1,549
\$6,000	\$55	\$1,883	\$50	\$2,155	\$50	\$2,155
\$6,500	\$59	\$2,040	\$51	\$2,600	\$50	\$2,647
\$7,500	\$68	\$2,353	\$58	\$3,000	\$50	\$3,899
\$9,000	\$82	\$2,824	\$70	\$3,600	\$51	\$6,392
\$10,000	\$91	\$3,138	\$78	\$4,000	\$57	\$7,102
\$12,500	\$114	\$3,922	\$97	\$5,000	\$71	8,877

## **FEDERAL STAFFORD LOANS**

The Federal Stafford Loan Program is a loan to help the student pay for postsecondary education. There are three types of FFESP loans: **Stafford Subsidized Loan**, **Stafford Unsubsidized Loan**, and **Parent Loan for Undergraduate Students (PLUS)**.

**The Subsidized Federal Stafford Loan** is based on financial need using a federal formula. Repayment begins six months after graduation or when enrollment drops below half time. Repayment may run up to 10 years.

**The Unsubsidized Federal Stafford Loan** is not based on need and is available to students regardless of family income. However, because the government does not subsidize the loan, the student is responsible for all interest, which accrues during in-school, grace and deferment periods.

The interest rate on the Subsidized and Unsubsidized Federal Stafford Loans varies annually and is based on the 91-day T-Bill rate plus 2.5% capped at 8.25%. There is an origination fee of 3% and an insurance fee of 1%. For dependent students the annual loan limits for combined subsidized and unsubsidized loans are \$2,625.00 for freshmen and \$3,500.00 for sophomores. For independent undergraduate students, those amounts may be exceeded by an additional \$4,000.00 for freshmen and sophomores.

**Federal Parent Loan for Undergraduate Students (PLUS).** Parents of dependent students may borrow up to the difference between the costs of education minus other financial aid. The borrower must have a good credit history. The interest rate is variable, tied to the 52-week T-Bill plus 3.10%, capped at 9%. There is an origination fee of 3% and an insurance fee of 1%. Repayment begins immediately following disbursement. Parents have up to 10 years to repay. See *Table 3* below.

**Table 3**

	<b>Interest Rate of 4.86%</b>	<b>48 Month Interest Only Repayment Options at 4.86% Interest Rate</b>		<b>Maximum Interest Rate of 9.00%</b>
<b>Loan Balance at Repayment</b>	<b>Estimated Monthly Payment</b>	<b>Estimated Monthly Payment</b>		<b>Estimated Monthly Payment</b>
		<b>Interest Only Monthly Payment Amount for 48 Months</b>	<b>Monthly Payment Amount for Remainder of Term</b>	
\$2,625	\$50.00	\$50.00	\$50.00	\$50.00
\$3,500	\$50.00	\$50.00	\$50.00	\$50.00
\$5,500	\$57.96	\$50.00	\$55.87	\$69.67
\$6,625	\$69.82	\$50.00	\$88.43	\$83.92
\$7,500	\$79.04	\$50.00	\$105.19	\$95.01
\$8,500	\$89.58	\$50.00	\$124.35	\$107.67
\$10,000	\$105.38	\$50.00	\$153.09	\$126.68
\$15,000	\$158.07	\$60.00	\$240.60	\$190.01
\$18,500	\$194.96	\$74.93	\$296.93	\$234.35
\$22,625	\$238.43	\$91.63	\$362.91	\$286.60

### **FEDERAL PERKINS LOAN PROGRAM**

A Federal Perkins Loan is a low-interest (5 percent) loan to help students pay for their education after high school. Federal Perkins loan funds are awarded only to A.S. students with exceptional needs who also receive Federal Pell Grants and have good credit. The amount of the loan for which a student may qualify depends on the student's needs and the availability of Federal Perkins loan funds.

Loan amounts cannot exceed \$4,000 for the first two years of study and \$20,000 for all years of undergraduate study. (The loan amount cannot exceed \$6,000 per year of graduate work). Florida National College will credit the student's account and give the student a receipt. The loan disbursement will be received in at least two payments per college year.

Repayment of the Federal Perkins loan will begin nine months after the student graduates, leaves FNC, or drops below half-time (6 credit) status.

The Perkins loan can be paid in up to 10 years. The amount of payment depends upon the size of the debt, but usually, students must pay at least \$40 per month or may extend the repayment period.

In the event that the student fails to repay the loan, Florida National College can require immediate repayment of the full amount, including all interest and penalty charges. FNC also reserves the right to file a lawsuit against the student in order to collect that amount, and it can ask the Federal Government for help in collecting the amount due. The College or the federal government can also notify credit bureaus of the payment default, and this will affect the student's future credit rating.

### ***FLORIDA NATIONAL EDUCATIONAL LOAN***

The FNEL is for students who cannot afford to pay tuition in full and/or do not qualify either for Financial Assistance or the deferred payment plan. Contact the Financial Aid Department for more information.

### ***FEDERAL PELL GRANT PROGRAM***

A Pell Grant is an entitlement program designed to assist undergraduates in paying for their education.

1. The U.S. Department of Education evaluates applications.
2. The Department of Education uses a standard formula in their evaluation, which guarantees equal treatment for all applicants, but it also means that, except for a few specific cases, there are no exceptions made for unique financial circumstances of students or their families. The formula used to determine the Estimated Family Contribution (EFC) is too long to be included in this catalog. However, a pamphlet that describes the formula in detail can be obtained by writing to Federal Student Aid, P.O. Box 84, Washington, DC, 20044.
3. Demonstrate financial need. The Department of Education mails an Institutional Student Information Record (ISIR) directly to the student, which the student submits to FNC, even if there is no award.
4. Be a high school graduate or hold a GED diploma. The amount of the award is determined by the Estimated Family Contribution (EFC), which is reported in the ISIR.

### ***FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)***

Federal Supplemental Education Opportunity Grants are awarded to undergraduate students with exceptional financial need who will also receive Federal Pell Grants during the award year. FSEOG funds are limited and students should apply at the time of admission to FNC for these funds.

In order to serve the best interests of our students, FNC allocates a percentage of these funds for each starting class. First priority for receiving an FSEOG award will be an applicant with the lowest expected family contribution (EFC) who is also Pell eligible.

If all Pell eligible students receive an FSEOG award, the next priority would be students with the lowest expected family contribution (EFC) who are not Pell eligible.

### ***FLORIDA STUDENT ASSISTANCE GRANT (FSAG)***

The Florida Student Assistance Grant is a State of Florida grant awarded on the basis of student financial need and availability of funds. The awards may vary in amount from \$200 to \$1500 per academic year. The FSAG is available for associate of arts or science degree program students only.

## **REQUIREMENTS FOR THE FSAG:**

1. Be a Florida resident for at least two consecutive years.
2. Be a citizen or permanent resident of the United States.
3. Demonstrate financial need.
4. Be a high school graduate or equivalent (GED).
5. Be enrolled in an A.A. or A.S. program.

## **FEDERAL WORK-STUDY PROGRAM**

Under Title I-C of the Economic Opportunity Act of 1964, Florida National College participates in the Federal Work - Study Program, which creates part-time job opportunities for students from low-income families. These jobs range from five to twenty-five hours per week.

STUDENTS QUALIFY FOR PARTICIPATION IN THE FEDERAL WORK STUDY PROGRAM IF THEY ARE:

- In need of financial aid as shown by the "Financial Aid Form" or the "Family Financial Statement".
- Capable of good academic work in college.
- Able to meet job qualifications
- Accepted for admission as full time students (12 credits) in good standing.

Students with required skills and experiences may qualify for jobs in the following fields: clerical assistant, library assistant, typist, instructional assistant, and several off-campus positions.

## **JOSÉ REGUEIRO SCHOLARSHIP**

The José Regueiro Scholarship, in honor of the President of the institution, is a Florida National College scholarship. The scholarship is to be awarded every year to the winner of an essay contest, open to high school candidates, on the subject of **"The Importance of a College Degree."**

**Deadline:** June 1

**Basis for Selection:** The content of the essay and the writing skills exhibited in the essay.

**Source:** College revenue.

**Sum Awarded:** The complete tuition cost of the program of his/her choice from the Associate of Arts or Science Degree programs offered by FNC.

## **APPLICATION PROCEDURE FOR THE J. REGUEIRO SCHOLARSHIP**

The applicant must:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Submit an essay on "The Importance of a College Degree."
5. Demonstrate financial need.
6. Submit official high school transcript with the application.

## ***DIAZ-BALART SCHOLARSHIP***

The Díaz-Balart Scholarship has been established by Florida National College to honor the Díaz-Balart family. Political immigrants from Cuba, the Díaz-Balart family has continued in the United States its long history of public service, which began many years ago in their homeland. The scholarship is awarded to a student who is an immigrant to the United States of America.

The scholarship is to be awarded every year to the winner of an essay contest, written by high school candidates on the subject of **“Educational Opportunities Within the American Democracy”**.

**Deadline:** June 1

**Basis for Selection:** Must be an immigrant to the United States of America. The content of the essay and the writing skills exhibited in the essay.

**Source of the Díaz-Balart Scholarship:** College revenue.

**Sum Awarded:** The complete tuition cost of the program of his/her choice from the Associate of Arts or Science Degree programs offered by FNC.

## **APPLICATION PROCEDURE FOR THE DIAZ-BALART SCHOLARSHIP**

THE APPLICANT MUST:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Demonstrate financial need.
5. Submit official high school transcript with the application.



## ***FINANCIAL AID VERIFICATION***

Florida National College has developed the following Policies and Procedures regarding verification of information provided by applicants for Federal Aid under the Title IV Program

1. Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
2. No Pell or Campus Based Funds will be disbursed prior to the completion of verification.
3. The institution prior to the completion of verification will certify a Federal Family Education Student Loan application. However, the student has but 45 days from the time the check arrives to the institution to provide the necessary documentation. If not completed by that time the check will be returned to the lender.
4. For the Federal Pell Grant the student will have until 120 days after his/her last day of attendance or the end of the academic year, whichever is earlier, to complete verification. However, in the interim the student must have made arrangements with FNC for payment of all tuition and fees. After the passage of the aforementioned period, all Financial Aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they have been selected for verification, and the supporting documentation that is required. The institution will use as its reference, the most recent verification guide supplied by the Department of Education. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the result of verification and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate.
6. If the student supplies inaccurate information on any application and refuses to correct it, after being counseled by the institution, FNC must refer this case to the Department of Education for resolution. Unless required by the Department of Education, no financial aid will be disbursed to the student.

## ***TRANSFERRING FINANCIAL AID***

Financial Aid does not transfer automatically when a student transfers from one college to another. To continue receiving aid at the new college, the student must check with a Financial Aid officer at the new college to find out what programs are available and what steps are necessary. Students who decide to transfer must have the former college send a financial aid transcript to the new college. If the new college does not receive this transcript, the student will have difficulty receiving financial aid.

Transfer students who have a Federal Perkins Loan or a Federal Supplemental Educational Opportunity Grant should check with the Financial Aid Office at the new school to find out if funds from these programs are available.

## ***NOTIFICATION OF FINANCIAL AID AWARDS***

The student is notified of his or her awards in an award letter. If the student feels the awards do not cover his or her needs, the student should consult with FNC's Financial Aid Officer.

## ***REESTABLISHING ELIGIBILITY FOR FINANCIAL AID***

Students who have been terminated for lack of satisfactory academic progress (2.0) and seek to reestablish their eligibility for financial aid must first successfully complete courses without benefit of financial aid in order to reestablish good academic standing.

## ***DISBURSEMENT PROCEDURES***

Awards will be made in accordance with the award letters issued by the Office of Financial Aid. Federal Family Education Loan (FFEL) payments shall be made to each student by check. Students must endorse these checks upon notification by the office of Financial Aid.

Federal Pell Grant or campus base checks will be made payable directly to FNC in a separate check for each student's account. Students will be notified of any disbursements made to the outstanding balance on their account.

## ***FINANCIAL AID TRANSCRIPTS***

All students who have attended any postsecondary institution must submit a financial aid transcript for each institution attended, whether or not aid was received

## ***WORKFORCE INVESTMENT ACT (WIA)***

The WIA program provides tuition assistance for students who meet the eligibility requirements of the programs. To determine if you are eligible, you should apply directly to the WIA office. The WIA coordinator for FNC has an office at the Hialeah Campus.



# Academic Policies and Procedures

## ACADEMIC YEAR

The FNC academic year is defined as two semesters. The length of an academic semester is four months. Each semester has two terms of two months each. The FNC rolling admission schedule makes it possible to have six different start dates and six different completion dates in one calendar year. There is a two-week break in August, and a two-week break at the Christmas/New Year season.

## ACADEMIC ADVISEMENT

Upon entering FNC, each freshman is assigned a faculty advisor. In addition, each of the offices listed below provides advisement in its field of responsibility to all students as appropriate. These offices are:

The Admissions Office  
The Campus Dean  
The Registrar's Office  
The Financial Aid Officer  
The Director of Student Services

## CLASS SCHEDULES

Most courses are scheduled as either three or four-hour sessions, Monday through Thursday, 8:30am - 10:00pm. Friday and weekend courses are offered from time to time. FNC offers distance-learning courses on the Web. Please visit the FNC Web Page at <http://www.fnc.edu>.

## CLASSIFICATION OF STUDENTS OR STATUS

STUDENTS ARE CLASSIFIED IN VARIOUS WAYS:

### A. By class load:

1. Full time (6 credit hours minimum per mini-semester)\*
2. Three Quarter time (4.5 credit hours minimum per mini-semester)
3. Half time (3 credit hours minimum per mini-semester)
4. Less than halftime

### B. By credits earned:

1. Freshman (1 to 30 credits)
2. Sophomore (31 and above)

### C. By program of study:

1. Associate of Arts and Science Degree students
2. Diploma students
3. Certificate students
4. Early Admission
5. Transient students (courses for transference to other institutions)
6. Non-degree seeking students

### D. By legal status:

1. Florida residents
2. Non-Florida residents
3. International students

### E. By sponsorship

1. Personal resources
2. Grant
3. Loan
4. Scholarship
5. VA
6. Waiver
7. Church related
8. WIA
9. HRS

\* Students receiving full financial aid cannot carry less than six credit hours per mini-semester. Students carrying less than the required minimum number of credits may receive financial aid proportionally.

## **TRANSIENT AND NON-DEGREE-SEEKING STUDENT ADMISSION**

A student who is in good standing at another college or university may be admitted to Florida National College as a transient student. Transient students should consult the appropriate Dean or Registrar at the college to which they wish their credits transferred to determine the acceptability of outside credits at their home institution.

Applicants who are taking a course, but without enrolling in a program, are classified as non-degree-seeking students. At Florida National College these students are limited to thirty credits in this classification, and they are not eligible for financial aid.

## **CLASS LOAD, CREDIT HOUR AND CLOCK HOUR EQUIVALENCY**

Class load refers to the number of credits a student carries in a mini-semester. For degree and career programs a student may carry a load of 8 credit hours maximum per mini-semester. One credit hour equals 15 hours of lecture, 30 hours of lab, or 45 hours of externship. One clock hour is equivalent to 50 minutes of lecture and a 10 - minute break.

Certificate Programs: Since courses within a certificate program are not acceptable for credit toward a degree program within the institution, the conversion formula for certificate programs is as follows: one credit hour equals 30 clock hours of lecture, 30 clock hours of lab, or 30 clock hours of externship.

## **GRADE POINT AVERAGE AND SATISFACTORY ACADEMIC PROGRESS**

A student must meet certain minimum standards for satisfactory progress while enrolled at Florida National College.

The satisfactory progress is computed on the basis of the quality points earned by the grades received in a mini-semester (**grade point average** or GPA). The GPA is calculated as follows: the number of the course credit hours multiplies the quality point value for each grade earned. The sum of these points divided by the number of credit hours attempted (hours from courses with grades A through F) equals the GPA.

The **cumulative grade point average**, or CGPA ratio, is obtained by calculating the GPA for all courses attempted at Florida National College. Course grades of S, U, I, W, AU, and TC do not count in the overall GPA since they carry no quality points, but count as credits attempted. See the Grading System section for more information (page 38).

**Satisfactory Academic Progress** is a requirement for graduation; it is also necessary in order to maintain eligibility for Title IV financial assistance. Florida National College evaluates Satisfactory Academic Progress **every mini-semester**. Satisfactory progress requires meeting the following criteria:

1. Any student whose cumulative grade point average falls below 2.0 **for two consecutive mini-semesters (four months)** will be placed on academic probation for the next two mini-semesters. While on academic probation, the student remains eligible for financial aid funds. Any student on academic probation who brings his/her cumulative grade point average to 2.0 at the end of a mini-semester will be removed from academic probation.

Any student who falls below the 2.0 CGPA at the end of the probation period will be **ineligible** for financial aid from federal and state funds. Students will re-establish eligibility for financial aid when the cumulative grade point average rises to 2.00 CGPA and they are within the maximum time frame.

**A student will be considered for academic termination when he/she fails to maintain the required academic standing of 2.0 CGPA at the end of the probation period.**

2. Satisfactory completion of the program in a period no greater than 1.5 times the normal time frame for completion. Therefore, a student must pass 67% of the credit hours attempted in each academic year. The college defines its academic year as 32 weeks / 24 semester credits. A semester consists of two mini-semesters of 8 weeks.

3. A Cumulative Grade Point Average of 2.0 ("C") or above at graduation.

A student who has been suspended may reapply to Florida National College after being out of school for two mini-semesters. At the time, the student's academic records will be evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum time frame of 1.5 time of the normal time frame for completion. If it is not possible for the student to meet both standards, the student will no longer be eligible for Title IV funds. Therefore, should funding still be required, alternative financing must be arranged for re-enrollment.

Florida National College may use its discretion in waiving its Satisfactory Academic Progress Policy in cases where students have mitigating circumstances. These circumstances include serious illness or injury of the student or serious illness, injury, or death of the student's immediate family. A student requesting an appeal must submit a written request, with appropriate documentation, to the Vice President of Academic Affairs and Vice President/Director of Financial Aid. If the appeal is approved, the student will be allowed two additional mini-semesters to meet the required standards and will be eligible for Title IV funds.

## ***ATTENDANCE POLICY***

The policy on attendance for college classes will be the responsibility of the professor, and the professor will fully inform students of such policy at the beginning of the mini-semester.

The faculty and staff at Florida National College want you to succeed. Since studies indicate a positive relationship between good attendance and better grades, you are strongly encouraged to attend all classes and arrive on time.

\* Individual instructors establish their own class attendance policies. Each instructor's policy is included in the course syllabus and distributed at the beginning of each mini-semester.

- \* It is your responsibility to understand and follow these policies and, if possible, to notify instructors in advance when it is necessary to miss a class.
- \* Any anticipated prolonged absences should be reported to instructors as soon as possible.
- \* If you stop attending class(es) for any reason, you must consult with your instructor(s) and registrar about possible withdrawal from the class(es).

## ***ATTENDANCE POLICY FOR VA STUDENTS***

Instructors will submit VA students' daily attendance records to the Veterans Affairs Coordinator at least once a month. VA students are required to attend all classes. Excused absences will be granted only for extenuating circumstances, which must be substantiated by entries in the student's file. Early departures, tardiness, etc., for any portion of an hour will be counted as a full hour of absence.

Educational benefits of VA students who accumulate three days of unexcused absences in any calendar month will be terminated for unsatisfactory attendance.

## ***LEAVE OF ABSENCE***

Any student requesting a leave of absence from the institution must submit a written request to the registrar's office. The request must be signed and dated by the student and must contain the dates student expects to return to school. The campus registrar must approve all leave of absence requests.

Federal regulations allow an approved leave of absence (LOA) of no more than 180 days. There are no exceptions. Multiple leave of absences can be granted not exceeding 180 days.

A student on leave of absence will incur no additional charges by the school. However monthly payments must continue during this period. If the student does not report back to FNC by the add/drop period of the following semester, the student is considered to have withdrawn from school as of the first day of the new mini-semester. The College has thirty days after the last day of an approved leave of absence to process financial assistance refunds to grantors.

By official regulation, international students may use a leave of absence (LOA) after completion of one academic year (8 months).

## ACADEMIC GRADING SYSTEM AND TRANSCRIPT CODE KEY

Official grades and their quality points equivalency at FNC are as shown on the next page. The final grade of a course shall be based on various criteria; however, the individual instructor establishes the weight of each assignment for determining the final grade and this information is given in the course syllabus of which every student shall receive a copy.

### GRADING SYSTEM

	Letter Grade	Numerical Value	Quality Points	
Superior Achievement	A	(90-100)	4.00	
Very Good	B+	(85-89)	3.50	
Good	B	(80-84)	3.00	
Above Average	C+	(75-79)	2.50	
Average	C	(70-74)	2.00	
Passing	D	(60-69)	1.00	Passing but not transferable.
Failure	F	(0-59)	0.00	For failure or withdrawal after Mid-Term.
Satisfactory	S	---	0.00	Given only for preparatory courses.
Unsatisfactory	U	---	0.00	Given only for preparatory courses.
Incomplete	I	Student did not complete the required class work for reasons accepted by the instructor.		
Withdrawal	W	Withdraws from course during the drop-add period or takes leave of absence.		
Withdrawal with Penalty	WP	Withdrawal after the drop-add period.		
Audit	AU	No grades, no points.		
Transferred Credit	TC	Credit is granted for equivalent course; external or internal transferability		
<b>Transcript Codes</b>				
Credit by Examination	CE	(Subject to Registrar's authorization.)		
Guided Studies	GS	(Subject to Registrar's authorization.)		
Placement by Testing	PT	(For the ESL Program.)		

### FAILURE (F)

An "F" is a grade; it counts for the GPA. It alters the completion date of the program; it also increases the student's financial burden. An "F" may not be erased, but the course can be repeated to improve the GPA. The latest grade for the course prevails. A student may continue to receive federal financial aid for any course failed as long as the student is otherwise eligible.

### INCOMPLETE (I)

Use of this grade is very restricted and only on the basis of extenuating circumstances in the judgment of the instructor. When a student is not able to complete the course requirements within the length of the course for reasons acceptable to the instructor, the instructor may assign an "Incomplete" on terms specified by the instructor. After discussing these terms with the student, the instructor will fill out duplicates of the "Incomplete Form" —one copy for the student, one copy for the Registrar. An "I" is valid for only one mini-semester; after this it becomes an "F." During the waiting period, an "I" is listed as credit hours attempted, but not completed.

The instructor will prepare a modified final exam or an appropriate assignment and leave it in a sealed envelope with the department head or division head. The department head or division head will proctor and score the exam in accordance with FNC policy. The same will apply to term papers waiting to be graded as part of a final grade.

If the student leaves without having contacted his instructor or campus registrar by the day of course completion, the instructor may calculate the course average by using "0" for each of the components of the final grade that has not been satisfied. (The course syllabus will list the components of the final grade for that course, or the instructor will otherwise stipulate these.)

### **WITHDRAWALS (W, WP)**

Students desiring to withdraw formally from a class may do so within the add-drop period without penalty. A reduction in course load may keep the student from meeting minimum standards for satisfactory progress (see page 35). Course withdrawals may also jeopardize the student's financial aid eligibility, VA benefits, and program completion date.

- ◆ **Add-Drop Period:** Students have until the end of the first week of classes to change courses. Withdrawals within this period will receive a "W" on the transcript.
- ◆ **Late Withdrawal:** Any withdrawal after the first week of classes incurs full financial obligation. Academically, the student will receive a "WP". Any withdrawal after the Mid-Term will receive an "F".

### **AUDIT (AU)**

The student who audits attends a course without expecting credit or formal recognition. The campus dean and the instructor must grant permission and regular tuition must be paid.

### **TRANSFERRED CREDIT (TC)**

Credit for external or internal transferability is granted for grades of "C" or better. College courses completed more than five years prior to the date of enrollment at FNC will require validation by examination. A student who wishes to change from one program to another should consult with (a) the registrar, (b) the financial aid officer, (c) the campus dean, and (d) the departmental faculties involved in order to become fully aware of the best possible use of credits earned, of allocated monies, of necessary changes in the contract, and of any other possible implication. All courses that can be transferred to the new program, as either part of the required block or as electives, will be reflected in the student's ledger, in the Student Progress Report, and in the Summary Sheet in the Academic File.

Transferring credits from another institution will be recorded as "credits earned" toward graduation, but not as "credits attempted" since they are not earned on the basis of regular attendance or regular tuition cost.

All transfer of credit must be effected within the first six months of enrollment in any program.

### **CREDIT BY EXAMINATION (CE)**

Students may receive credit by examination. The Campus Dean will evaluate each case, and the appropriate academic department will proctor and score the exams. The student will be graded "S" if scoring 70% or better, otherwise "U". The result of this exam cannot be challenged again. Application forms are available from the Registrar.

Institutional credit by examination will become a part of the student's permanent record at the conclusion of the mini-semester in which it is awarded; grades will count toward graduation requirements and they will be entered with a CE on the student progress report.

A fee per credit hour will be charged for each examination administered (see page 45). The maximum number of credits earned by examination will be nine (9). Please be advised that the Federal Pell Grant does not cover credit by examination, just credits earned on the basis of regular class attendance. This process will be documented in the Academic Summary Sheet inside the student's academic file.

Credit by examination may not be used to eliminate an "F" or "I" grade.

### ***GUIDED STUDIES (GS)***

Degree-seeking students are allowed to take a maximum of six credits in guided studies, supported by a cumulative grade point average of 3.0 GPA. Please be advised that the Federal Pell Grant only covers credits earned on the basis of regular class attendance. The campus Dean will give approval for such studies. After this, GS students are under the supervision of the Department Head. The student will maintain weekly contact with this person from whom the student will receive guidelines, instruction, scoring and correction of assignments, and the final grade.

Students may register for no more than one guided study course each semester. Regular tuition charges are applied to guided studies.

### ***ESL PLACEMENT BY TESTING***

Upon enrollment, the ESL program uses a placement test for new students, and they are placed in the corresponding level according to their performance (score) on this test. There is no fee for the placement test.

### ***REPEATING COURSES***

Students may repeat courses taken at Florida National College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative grade point average will be computed on the basis of the last attempt only. In the case of repeating a course to improve the GPA, tuition fees will be entirely the student's responsibility.

In the evaluation of satisfactory progress, in addition to the minimum credits earned and grade point average each time they are taken, repeated courses will be counted as credits attempted. When successfully completed, they will count as credits earned.

A student failing a course (see page 38, "Failure") may still be eligible for financial aid upon repeating it. The student will seek advice at the Financial Aid office.

### ***CHANGING A MAJOR OR PROGRAM***

A student who wishes to change from one program to another will be thoroughly advised by (a) the registrar (b) the financial aid officer (c) the campus dean, and (d) the departmental faculties involved for the purpose of making the student fully aware of the best possible use of credits earned, of allocated monies, of necessary changes in the contract, and any other possible implication. All courses taken that can be transferred to the new program, as either required courses or as electives, will be reflected in the student's ledger, in the Student Progress Report, and in the Summary Sheet in the student's academic file.

## **OFF-CAMPUS ENROLLMENT AND TRANSFER OF CREDITS**

Florida National College students who wish to take courses at another college for the purpose of transferring the credits to FNC must obtain prior written approval from the campus dean. Students who have attained a sophomore status (31 credit hours and up) may not transfer credits from a junior college.

Once a student is enrolled as a degree-seeking student at FNC, no more than six credits may be transferred.

## **GRADE REPORTS**

Grade reports are issued at the end of each course. Students are urged to retain their copy of the Course Completion Form as signed proof of having received a grade for a particular course. The student copy of the Grade Report may be withheld by Florida National College for reasons such as: unpaid fees, overdue books, incomplete admission records, disciplinary action, or academic probation.

VA students will be provided a written progress/grade report at the end of each mini-semester. A copy of the report will be placed in the students' permanent files with FNC.

## **STANDARDS OF PROGRESS FOR VA STUDENTS**

Each student receiving VA educational benefits is expected to complete his program within the number of training hours (semester credit hours) approved by the Bureau of State Approving for Veterans Training, Florida Department of Veterans Affairs. The student also must attain and maintain a minimum grade point average (GPA) of not less than a 2.0 ("C", 70-79%) each semester.

In addition, the student must meet any skill or technical requirements of his/her particular program. If at any point in time it is determined that a VA student cannot successfully complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who has not attained and maintained satisfactory progress (2.0 GPA or better) at the end of any mini-semester will be placed on academic probation for the next semester. If the student does not attain and maintain satisfactory progress by the end of the probationary semester, the student's VA educational benefits will be terminated for unsatisfactory progress.

The VA student may petition FNC to be re-certified for VA educational benefits after one mini-semester has elapsed since termination. FNC then may re-certify the student only if there is a reasonable likelihood the student will be able to attain and maintain satisfactory progress for the remainder of the program.

## **SYLLABUS**

Instructors will write their own syllabi, modeled after the institutional syllabi. The syllabus will present information on class schedule, number of sessions, holidays, course description (quoted from the FNC *Catalog*), textbook, course requirements, objectives, course outline, required assignments, class policies, grading system, and exit competencies. Instructors are encouraged to bring in guest lecturers, arrange for field trips, and promote library skills by means of library assignments. The instructor will distribute and discuss the syllabus on the first day of class. Students should make sure they understand all policies and provisions on the course syllabus.

## **ACADEMIC HONORS AND AWARDS**

**1. DEAN'S LIST— FOR ALL HONOR STUDENTS:** Students from all programs (associate degree, career diploma, and certificate programs) with a GPA of 3.50 to 4.00 in a mini-semester are eligible for the Dean's List at the end of the semester. A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student's transcript. The Dean's List will be posted upon completion of each mini-semester, and a certificate of achievement will be presented to the students at each campus.

**2. PRESIDENT'S LIST— FOR HONOR STUDENTS IN CAREER DIPLOMA AND CERTIFICATE PROGRAMS:** Students who achieve a maximum GPA of 4.0 in all semesters in a Diploma or Certificate Program are eligible for the President's List. A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student's transcript. The President's List will be read at the commencement ceremony.

**3. GRADUATING WITH HONORS—FOR HONOR STUDENTS IN THE A.A. or A.S. DEGREE PROGRAM:** Graduating with Honors applies to degree students with outstanding academic achievement. The honors are based on a minimum of 60 credits at Florida National College and a GPA of no less than 3.50.

Students receiving honors will be acknowledged during the commencement ceremony. There will be a corresponding notation in their transcripts. These honors are as follows:

<i>HONOR</i>	<i>REQUIRED CGPA</i>
Summa Cum Laude	3.90 – 4.00
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.50 – 3.69

**4. PERFECT ATTENDANCE AWARD:** Students who have perfect attendance throughout the entire program will be honored at the commencement ceremony with a Perfect Attendance Award.

## **TRANSCRIPT**

FNC maintains academic records permanently. A certified copy of the complete academic history of the student is available upon written request by the student at the Office of the Registrar. The registrar's office will furnish the transcript within fifteen days (15) after receipt of the written request. There will be no charge for the first request; any request thereafter will carry a charge of \$6.00 per request. The student may request a transcript on an expedited basis, prepared within three (3) working days, at a total fee of \$15.00 per transcript.

The transcripts of the ESL students will show evidence of placement-by-examination by stating, "Entrance placement exam score supports placement into level \_\_\_\_."

## **TRANSFERABILITY OF FNC CREDITS**

Florida National College is accredited by the Southern Association of Colleges and Schools / Commission on Colleges to grant the Associate of Arts and Science degrees. However, students entering Florida National College and intending to continue their studies at a senior college or university shall note that the accepting institution has full discretion as to which credits it will accept for transfer.

FNC cannot assure full transferability of credits, nor anticipate which courses other institutions of higher learning will accept. Please discuss your plans with your advisor.

## ***ARTICULATION AGREEMENTS***

Florida National College has articulation agreements with several colleges and universities. Please direct your questions to the Campus Dean.

## ***ACADEMIC COMPLAINTS AND APPEALS***

Students who have academic complaints are to follow the procedures as established by Florida National College, which are:

1. Students should first address complaints to the faculty member concerned.
2. If no agreement can be reached, the student should meet with the Campus Dean or Division Head.
3. A final appeal may be made to the President of FNC

## ***THE HONOR COURT***

In cases of flagrant violation of FNC rules, the campus deans may refer the matter to the Honor Court. The Honor Court will be made up of three members of the student government of the Campus involved and two faculty members, one chosen by the student. The decision of the Court will be by majority of the panel members. The decision of the Court may be appealed to the Campus Dean. The campus dean's decision is final.

## ***STUDENT CODE OF ETHICS***

**CHEATING** - Copying another student's work (computer program, term paper, test paper, research paper, or any other material) or in any other way attempting to present someone else's labor as one's own, is considered cheating at Florida National College.

**PLAGIARISM** - Papers or presentations in which others ideas or words are used without explicitly stating that they are not the student's own is plagiarism. Both cheating and plagiarism can be considered justification for expulsion from the College. This is true whether it is done with or without the other party's permission. Students accused of one or both of the above may seek recourse from the Campus Dean.

**THEFT** - Copying computer programs owned, leased, or rented by the College for use by the student in his course of studies is considered theft and will be dealt with according to the laws covering such actions and to the College norms for disciplinary actions.

In cases like these, the Campus Dean will convene a Hearing Committee which will hear, investigate and render a report to the Campus Dean. This Committee will be composed of three members from the faculty or staff. According to the findings, the Campus Dean has the choice to make a decision. If this decision is not acceptable to those involved, a petition to the Dean to appoint an Honor Court must be signed by at least three people. The Honor Court procedure is explained in the Student Handbook.

## **ALCOHOL BEVERAGE AND DRUG POLICY**

Florida National College, in accordance with state laws, has adopted the following policy on alcohol consumption. Possession, use, or distribution of alcohol or drugs of any kind while on College premises are strictly prohibited. Any student caught under the influence of any such substance will be subject to severe penalties up to and including dismissal from the College.

## **ANTI-HAZING POLICY**

Florida National College strictly prohibits hazing of any kind.

According to Florida Statute 240.36 hazing is defined as:

1. Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or in affiliation with , or as a condition for continued membership in any organization operating under the sanction of the College.
2. Such actions include but are not limited to: any physical brutality such as paddling, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, or any other substance; creation of excessive fatigue; psychological stress; engaging in public stunts; morally degrading or humiliating games or activities; and any other activity that is not consistent with the College's rules and regulations.

Hazing is illegal and dangerous. Students who engage in hazing activities are subject to penalties up to dismissal from the College. Organizations that authorize hazing activities are subject to penalties that may include recession of permission to operate at Florida National College.

## **DANGEROUS ITEMS POLICY (FIREARMS, FIREWORKS, BOMBS AND WEAPONS)**

Firearms, fireworks, bombs of any kind, and other weapons are illegal and prohibited on College premises. Weapons include any item defined as a weapon under city, state, or federal law and include but are not limited to: guns of any kind, slingshots, bows and arrows, spears, switchblades, knives, martial arts weapons, brass knuckles, or any instrument that ejects projectiles. The College reserves the right to determine whether an item could be classified as dangerous and confiscate said item.

## **EMERGENCY PROCEDURES AND EQUIPMENT POLICY**

Students will have readily available information regarding fire safety and prevention, emergency procedures, and evacuation procedures outlined in the Safety Manual.

Designated fire equipment including fire doors, extinguishers, and fire alarms are to be used only in emergencies. Blocking, tampering, or any misuse of equipment is strictly prohibited and may result in criminal prosecution and/or disciplinary action by the College.

## **IDENTIFICATION CARDS POLICY**

All persons entering the College premises must display an identification card issued by Florida National College. The identification card is needed for the use of College facilities and services and for voting in Student Government elections. College ID may be worn only by the person whose name appears on the ID. Intentional misuse or alteration of the ID is prohibited

## **SEXUAL HARASSMENT POLICY**

Florida National College is committed to providing an environment that is free of sexual harassment. Such behavior is illegal under both state and federal law and will not be tolerated. Sexual harassment includes but is not limited to written, verbal, or physical abuse including commentaries of sexual nature, degrading remarks used to describe an individual's body, unwelcome propositions, or any physical contact of a sexual nature. Sexual harassment also includes the threat that sexual compliance or lack thereof will be used as a basis for educational or employment decisions. Sexual harassment of or by any faculty member, administrator, employee, or student is expressly prohibited. Any person found to violate this policy shall be subject to appropriate disciplinary action up to suspension or discharge from the College.

This policy provides the following procedure for reporting complaints of sexual harassment. Any person that feels that they have been sexually harassed shall be directed to the Director of Student Services or any member of Administration in writing and in person. All complaints will be handled as confidentially as possible. Every harassment complaint will be promptly investigated and resolved and a recommendation made as to the appropriate sanctions to be imposed against violators.

## **ACCESSIBILITY TO STUDENT RECORDS AND THE PRIVACY ACT**

Florida National College does not release student record information, except as permitted under the Family Educational Rights and Privacy Act of 1974. The students' educational records are confidential.

A student who is eighteen years old or any student enrolled in a post-secondary program must provide one of the following: (a) written consent to release information to his/her parents, or (b) parental evidence that said student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code, 1954. The parents no longer have any rights under the Code unless these requirements are met. Other parties will not be able to receive information without the written consent of the student.

The student has a right to be informed of any request for information concerning his/her files, according to Statute 20, United States Code, section 123g and regulations adopted pursuant thereto (and thereafter referred to as Code). A copy of the entire Code can be obtained in the Office of the Director of Student Services or at any Campus Dean's office.

Under the Code, FNC has established a classification of student information referred to as "directory information." This "directory information" will be made available to persons on request based on availability of access. Florida National FNC has established the following data as "directory information":

1. Student's full name
2. Sex
3. Career major
4. Participation in student organizations
5. Dates of attendance (start and withdrawal dates)
6. Degree and awards received

Other information will only be available to the student and certain staff members of FNC who need it for completing their work in regards to the student, and otherwise only to parents or guardian. Such data includes:

1. Health and medical records
2. Disciplinary records
3. Personal counseling records
4. Student or family financial income
5. Student placement records
6. Other personal, identifiable information

The Records Custodian of Florida National College may release information from these records only upon authorization in writing from the student or in case of subpoena by the court or when needed by the President of FNC in completing his official responsibilities within the limits of the law when mandated by state board regulations, or board policies. The student has the right, upon informing the Office of the Registrar in writing, to withhold personal directory information from publication or release.

## Tuition, Fees and Costs

<b>REGISTRATION FEE - ALL PROGRAMS</b>	\$ 100.00
Registration Fee Non Florida Residents	\$ 150.00
ESL	\$ 50.00
ESL Non Florida Residents	\$ 150.00
Dual Enrollment	\$ 75.00

<b>TUITION (per credit)</b>	\$ 290.00
(Cost Per Lect. Hour \$19.33; Lab. Hour \$9.66)	
English as a Second Language	\$ 172.23
E.S.L. (International Student)	\$ 183.34
Certificates Program	\$ 225.00
MCSA Certificate	\$ 176.55
Basic Skills Courses	\$ 110.00
Dual Enrollment	\$ 75.00
Credit by Examination	\$ 45.00

<b>OTHER FEES</b>	
Lab Fee (per term)	\$ 7.50
Dental Lab Fee (per term)	\$ 11.25
Technology Fee (per term)	\$ 22.50
Graduation Fee	\$ 126.00
Diploma Fee	\$ 15.00
ID Card Fee	\$ 5.00
Activities Fee (per term)	\$ 6.00
Uniforms	\$ 100.00

<b>TRANSCRIPTS</b>	
First copy	Free
Second copy	\$ 6.00
Rush copy	\$ 15.00

<b>ASSOCIATE DEGREE PROGRAMS:</b>	<b>BOOK COSTS</b>	<b>COLLEGE</b>	<b>CREDITS</b>
	<b>ESTIMATED</b>	<b>TUITION</b>	<b>MONTHS**</b>
Accounting, A.S.	\$ 750.00	\$ 17,400.00	60/16
Administrative Assistant, A.S.	\$ 750.00	\$ 17,400.00	60/16
Business Administration A.A.	\$ 750.00	\$ 17,400.00	60/16
Business Administration, A.S.	\$ 750.00	\$ 17,400.00	60/16
Computer Information Technology A.S.	\$ 750.00	\$ 17,400.00	60/16
Computer Programming, A.S.	\$ 750.00	\$ 17,400.00	60/16
Criminal Justice, A.A.	\$ 750.00	\$ 17,690.00	61/16
Dental Technology, A.S.	\$ 900.00	\$ 22,910.00	79/24
Diagnostic Medical Sonographer Technology A.S.	\$ 750.00	\$ 23,200.00	80/24
Education, A.A.	\$ 750.00	\$ 17,400.00	60/16
Legal Assistant / Paralegal, A.S.	\$ 750.00	\$ 17,400.00	60/16
Medical Assisting Technology, A.S.	\$ 900.00	\$ 21,750.00	75/24
Networking System Administrator AS	\$ 750.00	\$ 17,400.00	60/16
Radiologic Technology, A.S.	\$ 900.00	\$ 23,200.00	80/24
Respiratory Therapy Technician AS	\$ 750.00	\$ 21,750.00	75/24
Travel and Tourism, A.S.	\$ 750.00	\$ 17,400.00	60/16
Web Page Developer, A.S.	\$ 950.00	\$ 17,400.00	60/16
<b>CAREER EDUCATION DIPLOMA PROGRAMS:</b>			
Basic X-Ray Technician	\$ 450.00	\$ 13,050.00	45/12
Computer Network Administrator	\$ 450.00	\$ 8,990.00	31/08
Computer Office Specialist	\$ 450.00	\$ 8,990.00	31/08
Computer Systems Specialist	\$ 450.00	\$ 8,990.00	31/08
Database Administrator	\$ 450.00	\$ 8,990.00	31/08
Dental Laboratory Technician	\$ 750.00	\$ 17,400.00	60/15
DLT / Full and Partial Dentures	\$ 350.00	\$ 8,700.00	30/08
DLT / Crown and Bridge and Porcelain	\$ 350.00	\$ 8,700.00	30/08
Executive Secretary / Information Systems	\$ 450.00	\$ 13,050.00	45/12
Graphics and Desktop Design	\$ 450.00	\$ 9,280.00	32/10
Internet and E-Commerce	\$ 450.00	\$ 8,700.00	30/10
Legal Secretary	\$ 450.00	\$ 13,050.00	45/12
MCSD Preparation Course	\$ 450.00	\$ 8,700.00	30/08
Medical Assistant	\$ 450.00	\$ 13,050.00	45/12
Medical Secretary	\$ 450.00	\$ 13,050.00	45/12
Medical Sonographer Technology	\$ 500.00	\$ 10,150.00	35/10
Microsoft Office User Specialist	\$ 450.00	\$ 9,860.00	34/08
Obstetric – Gynecology Medical Sonographer	\$ 500.00	\$ 11,600.00	40/10
Office Specialist	\$ 350.00	\$ 8,700.00	30/08
Travel and Tourism Secretarial	\$ 350.00	\$ 8,700.00	30/08
<b>CERTIFICATE PROGRAMS</b>			
Dental Assistant	\$ 150.00	\$ 4,050.00	18/08
English As A Second Language-Basic	\$ 100.00	\$ 3,100.00	18/08
English As A Second Language-Intermediate	\$ 100.00	\$ 3,100.00	18/08
MCSA Preparation Course	\$ 450.00	\$ 5,120.00	29/10
Nursing Assistant / Home Health Aid	\$ 350.00	\$ 3,375.00	15/04
Patient Care Technician	\$ 350.00	\$ 4,500.00	20/08

\* All Tuition and fees are subject to change

+ Effective January 1<sup>st</sup>, 2004

\*\* Minimum length of program

# ***ACADEMIC PROGRAMS***

**ASSOCIATE OF ARTS DEGREE PROGRAMS**

**ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

**CAREER EDUCATION DIPLOMA PROGRAMS**

**CERTIFICATE PROGRAMS**



Xavier Caballero, Open Doors to the Future, 1989, Flagler Campus

- § *For admission requirements please see page 17-18. All programs may require attending courses at more than one campus.*
  
- § *Florida National College reserves the right to make any changes that are considered in the best interest of the college and the students in light of changing trends in business, industry and related professions. Such changes will be effective as of the date of their implementation. The campus dean and registrar can advise the student of any updates in the curriculum.*

# ***ASSOCIATE OF ARTS DEGREE PROGRAMS***

**(BA) Business Administration, A.A.**

**(CJ) Criminal Justice, A.A.**

**(EA) Education, A.A.**



An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

***Business Administration (BA),  
Associate of Arts Degree Program***

This program is designed for students planning to pursue a higher-level degree in business administration. It offers key introductory courses within the field of business management. The program includes a forty-two credit-hour component of general education/liberal arts courses. FNC awards an Associate of Arts Degree in Business Administration upon graduation.

**GRADUATION REQUIREMENTS (A MINIMUM OF 62 CREDITS)**

**REQUIRED COURSES**

**General Education Requirements (42 credits)**

**GENERAL EDUCATION REQUIREMENTS**

**COMMUNICATIONS ( 9 CREDITS)**

Course No.	Course Name	Credit	Hours
ENG 101	English Composition I	3	
ENG 102	English Composition II **	3	
ENG 105	Oral English Skills	3	

**HUMANITIES ( 6 CREDITS) 6**

Student must take 6 credits from Humanities.

**BEHAVIORAL/ SOCIAL SCIENCE ( 6 CREDITS)**

Student must take 3 credits from Group A and 3 credits from group B

**GROUP A**

Course No.	Course Name	Credit	Hours
PSY 201	General Psychology	3	
PSY 202	Applied Psychology	3	

**GROUP B**

Course No.	Course Name	Credit	Hours
HIS 201	American History to 1865	3	
HIS 202	American History from 1865	3	

BUSINESS ADMINISTRATION (CON'T.)

**NATURAL SCIENCE (7 CREDITS)**

Course No.	Course Name	Credit Hours
BIO 101	Human Biology	3
BIO 101-L	Human Biology LAB	1
PHY 100	General Physics	3

**MATHEMATICS (10 CREDITS)**

Course No.	Course Name	Credit Hours
MAT 103	College Algebra I	3
MAT 104	College Algebra II	3
MAT 230	Introduction to Statistics	4

**COMPUTERS (4 CREDITS)**

CIS 102	Introduction to Information Technology	4
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**Business Administration Core Courses Requirements (20 credits)**

BUS 201	Principles of Business Management	3
ECO 203	Principles of Microeconomics	3
ECO 204	Principles of Macroeconomics	3
BUS 221	Business Law	4
ACC 201	Principles of Accounting I	4
MAR 201	Principles of Marketing	3

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

## ***Criminal Justice (CJ), Associate of Arts Degree Program***

This program has been designed for those students seeking an education in the field of Law and Law Enforcement among other careers of great demand. It will offer students a broad background in the Criminal Justice System, and includes courses in communication, humanities, behavioral science, mathematics, natural science, and computers. Florida National College will award an Associate of Arts in Criminal Justice upon graduation to those students who complete the necessary requirements. These students may continue their education at the bachelor's level to other accredited universities, or begin careers in the field including law enforcement\*, court system, and private industry.

\*Note: Employment with certain law enforcement agencies may require separate certification in basic police training (academy).

### **GRADUATION REQUIREMENTS (A MINIMUM OF 62 CREDITS)**

#### **REQUIRED COURSES**

#### **General Education Requirements (38 credits)**

##### **GENERAL EDUCATION REQUIREMENTS**

#### **COMMUNICATIONS (9 CREDITS)**

Course No.	Course Name	Credit Hours
ENG 101	English Composition I	3
ENG 102	English Composition II **	3
ENG 105	Oral English Skills	3

#### **HUMANITIES/FINE ARTS (6 CREDITS)**

#### **BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)**

Course No.	Course Name	Credit Hours
PSY 201	General Psychology	3
PSY 210	Psychology Applied to Law ***	3

*CRIMINAL JUSTICE (Con't.)*

**NATURAL SCIENCE (6 CREDITS)**

Course No.	Course Name	Credit Hours
BIO 101	Human Biology	3
PHY 100	General Physics I	3

**MATHEMATICS (7 CREDITS)**

Course No.	Course Name	Credit Hours
MAT 103	College Algebra I**	3
MAT 230	Statistics	4

**COMPUTERS (4 CREDITS)**

CIS 102	Introduction to Information Technology	4
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**Criminal Justice Core Courses Requirements (24 credits)**

CCJ 101	Introduction to Criminal Justice	3
CCJ 102	Introduction to Security and Law Enforc.	3
CCJ 103	Introduction to the Court Sys. and Corr.	3
CCJ 201	Criminology	3
CCJ 202	Criminal Law	3
CCJ 203	Criminal Investigation	3
CCJ 204	Juvenile Delinquency	3
CCJ 210	Psychology Applied to Law**	3

**Mandatory Seminar (0 Credits)**

CJG 101	A Career in Criminal Justice: A Guide to an Exciting World	
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\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

## Education (EAA), Associate of Arts Degree Program

This program is designed for students planning to pursue a four-year bachelor's degree in education. A component of 37 credit hours in general education requirements is required. The program provides a general background in the field of education and expands the student's theoretical knowledge using practical, hands-on teaching experiences. FNC awards an Associate of Arts degree upon graduation.

### GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

#### REQUIRED COURSES

#### General Education Requirements (37 Credits)

##### GENERAL EDUCATION REQUIREMENTS

##### COMMUNICATIONS (9 CREDITS)

Course No.	Course Name	Credit Hours
ENG 101	English Composition I **	3
ENG 102	English Composition II **	3
ENG 105	Oral English Skills	3

##### HUMANITIES (6 CREDITS)

Student must take 6 credits from Humanities

Course No.	Course Name	Credit Hours
ENG 150	Survey of American Literature	3
PHI 101	Introduction to Philosophy	3
PHI 120	Ethics	3
ENG 215	Children's Literature	3
HUM		3

##### BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)

Course No.	Course Name	Credit Hours
PSY 201	General Psychology	3
PSY 202	Applied Psychology	3
HIS 201	American History to 1865	3
HIS 202	American History from 1865	3

##### NATURAL SCIENCE (7 CREDITS)

Course No.	Course Name	Credit Hours
BIO 101	Human Biology	3
BIO 101-L	Human Biology LAB	1
PHY 100	General Physics	3

##### MATHEMATICS (9 CREDITS)

Course No.	Course Name	Credit Hours
MAT 103	College Algebra I **	3
MAT 104	College Algebra II**	3
MAT 200	Geometry	3

##### COMPUTERS (4 CREDITS)

Course No.	Course Name	Credit Hours
CIS 102	Introduction to Information Technology	4

## Education (Con't.)

### DIVERSITY (6 CREDITS)

Course No.	Course Name	Credit Hours
ECO 204	Principles of Macroeconomics	3
ISS 220	Multicultural Relationship	3
ENG 154	Hispanic American Literature	3

### Education Core Courses Requirements (9 credits)

Course No.	Course Name	Credit Hours
EDU 100	Introduction to Education ***	3
EDU 102	Teaching Diverse Populations ***	3
EDU 103	Technology in Education **	3

**Note:** EDU 100 requires 15 hours of field experience;  
EDU 102 requires 15 hours of field experience.

### Education Electives (4 credits)

EDU 104	Classroom Management ***	3
EDU 124	Educational Psychology **	3
EDU 125	Philosophy of Education	3

**Note:** A total of 30 hours of field experience is required for graduation.

Four your institutions might require the student to pass all the components of the CLAST in order to be admitted into their upper level courses.

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

# ***ASSOCIATE OF SCIENCE DEGREE PROGRAMS***

(AC) Accounting, A.S.

(AA) Administrative Assistant, A.S.

(BA) Business Administration, A.S.

(CIT) Computer Information Technology, A.S.

(CP) Computer Programming, A.S.

(DT) Dental Technology, A.S.

(DMST) Diagnostic Medical Sonographer Technology, A.S.

(LA) Legal Assistant/Paralegal, A.S.

(MAT) Medical Assisting Technology, A.S.

(NSA) Networking System Administrator, A.S.

(RT) Radiologic Technology, A.S.

(TT) Travel and Tourism, A.S.

(WD) Web Page Developer, A. S.

## **Accounting (AC), Associate of Science Degree**

The objective of this program is to prepare the student for employment as an entry-level accountant, bookkeeper or general accounting clerk. The program is designed to provide the student with an intensive background in general accounting procedures and principles, business principles and automated accounting procedures. The program includes a fifteen credit hour component of general education/liberal arts courses. FNC awards an Associate of Science Degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Freshman</b>		
CIS 102	Introduction to Information Technology	4
BUS 201	Principles of Business Management	3
ECO 203	Principles of Microeconomics	3
ENG 105	Oral English Skills	3*
ACC 201	Principles of Accounting I	4
<b>Natural Sciences / Mathematics</b>		
MAT 103	College Algebra I**	3*
<b>Humanities / Fine Arts</b>		
<b>Suggested Electives</b>		7
<b>TOTAL</b>		<b>30</b>
<b>Sophomore</b>		
ACC 210	Payroll Accounting	4
ACC 202	Principles of Accounting II**	4
ENG 101	English Composition I**	3*
CAP 106	Spreadsheet Applications**	3
MAT 230	Introduction to Statistics	4
<b>Social / Behavioral Sciences</b>		
<b>Suggested Electives</b>		9
<b>TOTAL</b>		<b>30</b>

#### **SUGGESTED ELECTIVES**

Selection may also be from General Education/Liberal Arts Courses\*

ACC 220	Income Tax Accounting	4
ACC 270	Accounting Practicum I**	4
BUS 200	Introduction to International Business	3
TYP 101	Beginning Typing/Keyboarding	3
CAP 107	Word Processing**	3
MAR 201	Principles of Marketing	3
ENG 102	English Composition II**	3
BUS 292	Business Ethics or PHI 120 Ethics	3
ENG 116	Business Letters for Personal Use	1
ENG 210	Business Communications	3
BUS 221	Business Law	4

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

## ***Administrative Assistant (AA), Associate of Science Degree***

The purpose of this program is to prepare the student for employment as an administrative assistant in an office setting. Focus is on the development of written and oral communication skills and knowledge of office procedures, accounting principles and computer skills. The program includes a fifteen-credit-hour component of general education/liberal arts courses. FNC awards the Associate of Science Degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Freshman</b>		
TYP 101	Beginning Typing/Keyboarding	3
OFT 101	Office Procedures	3
ACC 201	Principles of Accounting I	4
CIS 102	Introduction to Information Technology	4
CAP 107	Word Processing**	3
	<b>Humanities / Fine Arts</b>	<b>3*</b>
ENG 101	English Composition I **	3*
ENG 105	Oral English Skills	3*
	<b>Natural Science / Mathematics</b>	
MAT 103	College Algebra I **	3*
	<b>TOTAL</b>	<b>29</b>
<b>Sophomore</b>		
BUS 221	Business Law	4
CIS 260	Database Management Systems**	4
CAP 106	Spreadsheet Applications**	3
BUS 292	Business Ethics	3
	<b>Social/Behavioral Science</b>	<b>3*</b>
	<b>Suggested Elective</b>	<b>14</b>
	<b>TOTAL</b>	<b>31</b>
<b>SUGGESTED ELECTIVES</b>		
Selection may also be from General Education/Liberal Arts Courses		
TYP 201	Intermediate Typing / Keyboarding**	3
TYP 205	Advanced Typing / Keyboarding**	3
CAP 205	Advanced Word Processing**	4
ENG 116	Business Letters for Personal Use	1

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

## ***Business Administration (BA), Associate of Science Degree***

This program is designed to prepare the student for entry-level employment as a business executive. The program offers an introduction to the fields of management, finance, economics, accounting, communications, business law and ethics. Training and practical instructions are provided to meet the challenges of this rewarding position. The program includes a fifteen-credit-hour component of general education/liberal arts courses. FNC awards an Associate of Science Degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Freshman</b>		
CIS 102	Introduction to Information Technology	4
BUS 201	Principles of Business Management	3
ECO 203	Principles of Microeconomics	3
ENG 105	Oral English Skills	3*
<b>Natural Sciences / Mathematics</b>		
MAT 103	College Algebra I **	3*
<b>Humanities/Fine Arts</b>		
<b>Suggested Electives</b>		11
<b>Sub-total</b>		<b>30</b>
<b>Sophomore</b>		
ENG 101	English Composition I **	3*
ECO 204	Principles of Macroeconomics	3
BUS 221	Business Law	4
Social/Behavioral Sciences		3*
<b>Suggested Electives</b>		17
<b>Sub-total</b>		<b>30</b>
<b>TOTAL</b>		<b>60</b>

#### **Suggested Electives**

Selection may also be from General Education/Liberal Arts Courses

CAP 107	Word Processing**	4
ACC 201	Principles of Accounting I	4
MAR 201	Principles of Marketing	3
BUS 200	Introduction to International Business	3
MAR 202	Introduction to International Marketing	3
MAR 205	Consumer Behavior	3
MAR 206	Salesmanship	3

*continued*

*Business Administration, cont.*

**SUGGESTED ELECTIVES**

TYP	101	Beginning Typing/ Keyboarding	3
CAP	109	Desktop Publishing**	3
ACC	202	Principles of Accounting II**	4
ENG	102	English Composition II**	3
BUS	292	Business Ethics or PHI 120 Ethics	3
CAP	150	Spreadsheet Applications	4
ENG	210	Business Communications	3
ENG	116	Business Letters for Personal Use	1
SPA	105	Introductory Spanish I	3
BUS	208	Introduction to International Distribution and Logistics	3
MAT	230	Introduction to Statistics	4
ACC	205	Computerized Accounting I	4
ACC	206	Computerized Accounting II	4

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.



## ***Computer Information Technology (CIT), Associate of Science Degree***

This program offers to the students a technical training and a basic foundation in the most demanded computer software applications as well as a general background in many computer concepts and techniques. Our graduates are ready to get positions as entry-level in application system specialist, user support specialist, and computer information managers. The program also includes a fifteen-credit-hour component of General Education/Liberal Arts courses. FNC awards an Associate of Science Degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

<b>Course</b>	<b>Course Name</b>	<b>Credits Hours</b>
<b>General Education</b>		
CIS 102	Introduction to Information Technology	4
ENG 101	English Composition I **	3
ENG 105	Oral English Skills	3
<b>Natural Sciences / Mathematics</b>		
MAT 103	College Algebra **	3
<b>Social / Behavior Science</b>		
<b>Humanities / Fine Arts</b>		
<b>Sub total</b>		<b>19</b>
<b>Required Courses</b>		
CAP 107	Word Processing**	3
CAP 106	Spreadsheet Application **	3
CAP 109	Desktop Publishing **	3
CIS 288	Computer for Business **	4
CIS 260	Database Management System **	4
CIS 270	Networking Essentials **	3
CIS 275	Operating Systems	4
CIS 276	Computer Repair (I) **	4
COP 260	Visual Basic Programming (I) **	4
<b>Suggested Electives</b>		
<b>Sub total</b>		<b>41</b>
<b>Total</b>		<b>60</b>
<b>Suggested Electives</b>		
COP 265	Visual Basic Programming (II) **	4
COP 274	C++ Programming (I) **	4
COP 275	C++ Programming (II) **	4
CWD 107	Animation for www **	3
CWD 121	Graphic Design for www (I) **	3
CWD 122	Graphic Design for www (II) **	3
CWD 123	Web Programming (I) **	3
CWD 205	Web Page Authoring Software **	3
TYP 101	Typing Keyboarding **	3

All College Credit Courses from within the Computer Science Division and other divisions can be used as suggested electives.

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

## ***Computer Programming (CP), Associate of Science Degree***

This program offers technical training beginning at the fundamental levels of data processing and progressing to advanced programming techniques. It is designed to provide the student with a highly integrated background in computer programming. This program prepares the students as entry-level computer programmers, programming specialists, application programmers, and database managers. The program also includes a fifteen-credit-hour component of General Education/Liberal Arts courses. FNC awards an Associate of Science Degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>General Education</b>		
CIS 102	Introduction to Information Technology	4
ENG 101	English Composition I **	3
ENG 105	Oral English Skills	3
<b>Natural Sciences / Mathematics</b>		
MAT 103	College Algebra **	3
<b>Social / Behavior Science</b>		
<b>Humanities / Fine Arts</b>		
<b>Sub total</b>		<b>19</b>
<b>Required Courses</b>		
CAP 106	Spreadsheet Application **	3
CIS 110	SQL Server **	4
CIS 260	Database Management System **	4
CIS 275	Operating Systems	4
COP 260	Visual Basic Programming (I) **	4
COP 265	Visual Basic Programming (II) **	4
COP 274	C++ Programming (I) **	4
COP 275	C++ Programming (II) **	4
<b>Suggested Electives</b>		
<b>Sub total</b>		<b>41</b>
<b>Total</b>		<b>60</b>
<b>Suggested Electives</b>		
CIS 270	Networking Essentials **	3
CWD 201	Java Programming (I) **	3
CWD 202	Java Programming (II) **	3
CWD 123	Web Programming (I) **	3
CWD 124	Web Programming (II) **	3
CWD 107	Animation for www **	3
CWD 205	Web Page Authoring Software **	3
CIS 288	Computer for Business **	4
TYP 101	Beginning Typing / Keyboarding	3

All College Credit Courses from within the Computer Science Division and other divisions can be used as suggested electives.

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

## ***Dental Technology (DT), Associate of Science Degree***

This program offers technical training and theory in the areas of Full and Partial Dentures and Crown & Bridge and Porcelain. The Dental Technologist is a highly skilled craftsman who designs and constructs the attachments and replacements for our natural teeth. The program includes a fifteen-credit-hour component of general education/liberal arts courses. Computer literacy must be demonstrated prior to graduation; otherwise, the student will be required to take a computer course. FNC awards an Associate of Science Degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 79 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Freshman</b>		
<b>Humanities / Fine Arts</b>		<b>3*</b>
ENG 101	English Composition I **	3*
ENG 105	Oral English Skills	3*
<b>Natural Sciences / Mathematics</b>		
MAT 103	College Algebra I **	3*
<b>Social / Behavioral Sciences</b>		<b>3*</b>
DLT 101	Introduction to Prosthodontic Techniques	1
DLT 125	Dental Anatomy I	1
DLT 130	Full Dentures Materials**	1
DLT 111	Introduction to Full Dentures **	1
DLT 112	Full Dentures Clinic **	6
DLT 140	Full Dentures Clinic Second Part**	2
<b>TOTAL</b>		<b>27</b>
<b>Sophomore</b>		
DLT 145	Special Prosthesis**	3
DLT 115	Introduction to Partial Dentures**	1
DLT 117	Partial Dentures Materials**	1
DLT 150	Partial Dentures Design and Survey**	5
DLT 120	Partial Dentures Clinic **	6
DLT 155	Partial Dentures Clinic II**	2
DLT 225	Dental Anatomy II **	1
DLT 230	PKT Waxing and Carving System**	4
DLT 205	Introduction to Crown and Bridge	1
DLT 235	Crown and Bridge Materials**	1
DLT 240	Construction and Design of Working Casts and Dies**	2
DLT 245	Introduction to Marginal Design**	1
DLT 250	Crown and Bridge Clinic**	5
<b>TOTAL</b>		<b>33</b>
<b>Extension of Sophomore Year</b>		
DLT 215	Introduction to Porcelain **	1
DLT 255	Porcelain Crown & Bridge Materials **	2
DLT 217	Vacuum Porcelain Procedures **	1
DLT 218	Full Porcelain Crown and Bridge Clinic **	7
DLT 260	Glazing, Staining and Characterization Techniques	2
DLT 265	Special C/B and Porcelain Prosthesis **	2
CIS 102	Introduction to Information Technology	4
<b>TOTAL</b>		<b>19</b>

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions

This program is not designed for transfer to a senior institution.

Dental Technician students are required to wear a laboratory jacket. Students must furnish their own laboratory jackets and dental supplies.

*Classes are offered simultaneously in English and in Spanish.*

***Diagnostic Medical Sonographer Technology (DMST),  
Associate of Science Degree Program***

This program is designed to prepare the student for performing ultrasound procedures. The student will be trained to develop his (her) skills on the knowledge of interpretation of sonographic images. The student will be able to conduct ultrasound procedures in abdomen, pelvis and small parts. Training will cover organs of abdomen and pelvis, and obstetrical and fetal evaluations. The program prepares the student to pass Physics, Abdomen and OB-GY examinations of the American Board of Medical Sonographers (ARDMS).

**GRADUATION REQUIREMENTS (A MINIMUM OF 80 CREDITS)**

**REQUIRED COURSES**

**FRESHMAN**

**Natural Sciences/Mathematics**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
MAT 103	College Algebra I	3
PHY 100	General Physics	3
BIO 101	Human Biology	3
CIS 102	Introduction to Computers Information Systems	4

**Humanities/Fine Arts**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
ENG 101	English Composition I**	3
ENG 105	Oral English Skills	3
	Humanities / Fine Arts	3

**Medical**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
MED 115	Medical Terminology	3
MED 121	Anatomy and Physiology I	3
MED 125	Anatomy and physiology II	3
MED 138	Medical Care	4

**SOPHOMORE**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
MST 121	Ethics and Law in Diagnostic Imaging**	3
MST 110	Sonography Equipment Operation**	3

### ***Diagnostic Medical Sonographer Technology, Con't.***

MST 120	Axial Anatomy I (Chest, Abdomen, Pelvis)**	3
MST 130	Axial Anatomy II (Neuro, Endocrine, Fetal)**	3
MST 155	Image Production in Ultrasound**	3
MST 150	Physics in Ultrasound**	3
MST 240	Abdominal Ultrasound **	3
MST 245	Abdominal Pathology**	3
MST 180	Artifacts in Abdominal Ultrasound**	1
MST 250	Gynecologic Ultrasound**	3
MST 255	Gynecologic Pathology**	2
MST 271	Small Parts Sonography**	3

### **Extended Sophomore**

MST 260	Obstetric Ultrasound	3
MST 265	Obstetric Pathology	3
MST 280	Externship (180-Lab hrs practice)	0
MST 281	Externship (180-Lab hrs practice)	0
MST 285	Clinical Practicum Journal (350 hospital hrs)	0

Hospital Practice: At least 860 hrs. (500 guided externship plus 360 clinical practicum/journal).

Program duration: approximately 24-26 months.

Admission requirements: High school diploma, passing score on an admissions test, and personal interview.

Medical students are required to wear medical attire at all times.  
Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

## ***Legal Assistant / Paralegal (LA), Associate of Science Degree***

This program is designed for students who wish to seek immediate employment in the legal or criminal justice field as semi-professionals. This program will also assist individuals already employed in the legal profession desiring advancement. Graduates will possess the skills needed for employment as a legal assistant. The program includes a fifteen-credit-hour component of general education/liberal arts courses. FNC awards an Associate of Science degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Freshman</b>		
LEA 100	Ethics and Professional Responsibility	3
LEA 103	Legal Research	4
LEA 104	Civil Procedure	4
	<b>Humanities / Fine Arts</b>	<b>3*</b>
ENG 101	English Composition I **	3*
ENG 105	Oral English Skills	3*
	<b>Natural Sciences / Mathematics</b>	
MAT 103	College Algebra I **	3*
CIS 102	Introduction to Information Technology	4
	<b>TOTAL</b>	<b>27</b>

#### **Sophomore**

LEA 102	Introduction to Legal Writing	4
LEA 202	Introduction to Real Property	4
LEA 203	Wills, Trusts, and Estates	4
LEA 204	Family Law	4
LEA 215	Criminal Procedure	4
LEA 221	Business Law	4
	<b>Social/Behavioral Sciences</b>	<b>3*</b>
	<b>Suggested Electives</b>	<b>6</b>
	<b>TOTAL</b>	<b>33</b>

#### **SUGGESTED ELECTIVES**

Selection may also be from General Education/Liberal Arts Courses\*

TYP 101	Beginning Typing/Keyboarding	3
OFT 101	Office Procedures	3
CAP 107	Word Processing**	3
OFT 105	Business Correspondence	3
CAP 205	Advanced Word Processing**	4
TYP 201	Intermediate Typing/Keyboarding**	3
LEA 209	Torts	4
LEA 216	Creditor/Debtor Law Seminar	3
ENG 116	Business Letters for Personal Use	1

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

## ***Medical Assisting Technology (MAT), Associate of Science Degree***

This program prepares the student for entry level employment as a medical assisting technologist in administrative and clinical settings such as hospitals, clinics, medical labs, diagnostic centers, and medical offices. The program includes a fifteen-credit-hour component of general education/liberal arts courses. The student is prepared for challenging the CMA (Certified Medical Assistant) and the RMA (Registered Medical Assistant) certification examinations, and the National Certification exam of Phlebotomy. FNC awards an Associate of Science Degree upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 75 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Freshman</b>		
MED 116	Allied Health Fundamentals	3
MED 115	Medical Terminology I	3
MED 121	Anatomy and Physiology I	3
MED 125	Anatomy and Physiology II	3
MED 138	Medical Care	4
<b>Natural Sciences/ Mathematics</b>		
MAT 103	College Algebra I**	3*
<b>Humanities / Fine Arts</b>		
ENG 101	English Composition I**	3*
ENG 105	Oral English Skills	3*
<b>TOTAL</b>		<b>28</b>
<b>Sophomore</b>		
<b>AREAS OF CONCENTRATION</b>		
<b>Area of Concentration A: Front Office</b>		
MED 130	Medical Office Management	6
MED 150	Medical Examination Assistance**	3
MED 183	Medical Transcription	4
<b>Suggested Electives</b>		15
<b>TOTAL</b>		<b>28</b>
<b>Area of Concentration B: Back Office</b>		
MED 150	Medical Examination Assistance**	3
MED 155	Medical Office Laboratory**	2
MED 220	Medications**	2
MED 225	Phlebotomy and Injections	3
MED 230	Electrocardiography Clinic	4
<b>Suggested Electives</b>		12
<b>TOTAL</b>		<b>26</b>
MED 280	Externship (90 hours)	3

(continued)

*Medical Assisting Technology, cont.*

**Extension of Sophomore Year**

CIS	102	Introduction to Information Technology	4
CPR	001	CPR Seminar	0
HIV	004	HIV Seminar	0
PDT	005	PDT Seminar	0
		<b>Social/Behavioral Science*</b>	<b>3*</b>
		<b>Suggested Electives</b>	<b>14</b>
		<b>TOTAL</b>	<b>21</b>

**SUGGESTED ELECTIVES**

Selection may also be from General Education/Liberal Arts Courses.

MED	109	Introduction to Electrocardiogram	1
MED	130	Medical Office Management **	6
MED	150	Medical Examination Assistance**	3
MED	155	Medical Office Laboratory**	2
MED	168	Medical Coding and Insurance**	3
MED	175	Medical Billing and Collection	3
MED	183	Medical Transcription**	4
MED	220	Medications**	2
MED	225	Phlebotomy and Injections**	3
CAP	105	Basic Word Processing**	4
ENG	102	English Composition II**	3

To complete the program credit hours, the students may take the courses in one of the areas of concentration. The rest of the credit hours could be taken from the other suggested electives.

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.



## **Networking System Administrator (NSA), Associate of Science Degree**

This program offers to the students a technical training and a basic foundation designing, installing, configuring and supporting a computer network. Our graduates are ready to get positions as entry-level in System Administrator, Network Administrator, LAN Administrator, and Help Desk Support. The College awards an Associate of Science Degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

<b>Course</b>	<b>Course Name</b>	<b>Credits Hours</b>
<b>General Education</b>		
CIS 102	Introduction to Information Technology	4
ENG 101	English Composition I **	3
ENG105	Oral English Skills	3
<b>Natural Sciences / Mathematics</b>		
MAT 103	College Algebra **	3
<b>Social / Behavior Science</b>		
<b>Humanities / Fine Arts</b>		
<b>Sub total</b>		<b>19</b>
<b>Required</b>		
CIS 260	Database Management System	4
CIS 265	Networking Infrastructure	4
CIS 266	Directory Service	4
CIS 268	Network Security	4
CIS 270	Networking Essentials	3
CIS 272	Server Installation, Configuration & Administration	4
CIS 278	Client Operating System	4
<b>Suggested Electives</b>		
<b>Sub total</b>		<b>14</b>
<b>Sub total</b>		<b>41</b>
<b>Total</b>		<b>60</b>
<b>Suggested Electives</b>		
CIS 110	SQL Server **	4
COP 260	Visual Basic Programming (I) **	4
COP 265	Visual Basic Programming (II) **	4
COP 274	C++ Programming (I) **	4
COP 275	C++ Programming (II) **	4
CWD 123	Web Programming (I) **	3
CWD 124	Web Programming (II) **	3
TYP101	Beginning Typing / Keyboarding **	3

All College Credit Courses from within the Computer Science Division and other divisions can be used as suggested electives.

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

## ***Radiologic Technology (RT), Associate of Science Degree***

The field of Radiography is one of the most rapidly expanding specialties in the medical profession. The program prepares the student, upon successful completion of the Certifying Examination, for a position as a member of a health care team in a hospital, clinic or physician's office. The degree can also be used in industry; in the manufacture and supply of medical equipment or management. This program is designed to prepare the student for the National Certifying Examination by the American Registry of Radiologic Technologists, as well as for the State of Florida Dept. of Health and Rehabilitative Service General License Examination. The program also includes a fifteen-credit-hour component of general education/liberal arts courses. FNC awards an Associate of Science Degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 80 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Freshman</b>		
MED 116	Allied Health Fundamentals	3
MED 115	Medical Terminology I	3
MED 121	Anatomy and Physiology I	3
MED 125	Anatomy and Physiology II	3
MED 138	Medical Care	4
<b>Natural Sciences / Mathematics</b>		
MAT 103	College Algebra I**	3*
<b>Humanities / Fine Arts</b>		
ENG 101	English Composition I**	3*
ENG 105	Oral English Skills	3*
<b>Social / Behavioral Sciences Elective *</b>		
<b>TOTAL</b>		<b>31</b>
<b>Sophomore</b>		
XRT 102	Radiation Protection**	6
XRT 104	Equipment Operation	2
XRT 204	Image Production and Evaluation**	7
XRT 205	Radiographic Procedures and Positioning**	7
XRT 208	Radiation Physics and Radiobiology**	2
XRT 210	Radiographic Pathology**	4
XRT 212	Imaging Quality Assurance Laboratory**	1
XRT 217	Image Evaluation **	2
XRT 219	Radiographic Positioning I**	3
<b>TOTAL</b>		<b>34</b>
<b>Extension of Sophomore Year</b>		
XRT 223	Radiographic Positioning II**	3
XRT 230	Radiographic Clinical Practicum I**	4
XRT 235	Radiographic Clinical Practicum II**	4
CIS 102	Introduction to Information Technology	4
CPR 001	CPR Seminar	0
HIV 004	HIV Seminar	0
<b>TOTAL</b>		<b>15</b>

Medical students are required to wear medical attire at all times.

Students must furnish their own uniforms.

All students must have liability insurance and dosimeters in order to participate in the clinical rotations.

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course description.

This program is not designed for transfer to a senior institution.

## *Travel & Tourism (TT), Associate of Science Degree*

This program is designed to prepare the student for entry-level employment in the travel industry; including air, surface, maritime, tourism and hospitality industries, as well as in wholesale and distribution companies and the travel mart. Graduates of this program are prepared for positions as reservation/ticket agents with commercial airlines, cruise lines, travel agencies and hotel reservations. The program includes also a fifteen-credit-hour component of general education/liberal arts courses. FNC awards an Associate of Science degree upon graduation.

### GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

#### REQUIRED COURSES

Course No.	Course Name	Credit Hours
<b>Freshman</b>		
ENG 101	English Composition I**	3*
TVT 120	Lodging, Tours & Cruises	4
TYP 101	Beginning Typing/Keyboarding	3
<b>Natural Sciences / Mathematics</b>		
MAT 103	College Algebra I**	3*
<b>Humanities / Fine Arts</b>		
<b>Suggested Electives</b>		
<b>Sub-total</b>		<b>14</b>
<b>Sub-total</b>		<b>30</b>
<b>Sophomore</b>		
ENG 105	Oral English Skills	3*
CAP 107	Word Processing**	3
TVT 270	Surface Travel Industries	3
MAR 201	Principles of Marketing	3
Social / Behavioral Sciences Elective		
CIS 102	Introduction to Information Technology	4
<b>Suggested Electives</b>		
<b>Sub-total</b>		<b>11</b>
<b>Sub-total</b>		<b>30</b>
<b>TOTAL</b>		<b>60</b>

#### AREAS OF CONCENTRATION

##### Area of Concentration A: Travel And Tourism

TVT 105	Geography for the Travel Professional	4
TVT 115	Air Fares & Ticketing**	4
TVT 260	Advanced Computerized Reservations System**	4
<b>Sub-total</b>		<b>12</b>

##### Area of Concentration B: Hospitality

HMT 150	Introduction to the Hospitality Industry	3
HMT 175	Hotel/Motel Operation	3
HMT 200	Front Office Operation/Housekeeping	3
HMT 220	Hospitality Food Management	3
<b>Sub-total</b>		<b>12</b>

(continued)

*Travel & Tourism, cont.*

**SUGGESTED ELECTIVES**

Selection may also be from General Education/Liberal Arts Courses.

ENG	102	English Composition II**	3
BUS	200	International Business	3
BUS	201	Business Management	3
ECO	203	Principles of Microeconomics	3
ECO	204	Principles of Macroeconomics	3
BUS	221	Business Law	4
BUS	292	Business Ethics or PHI 120	3
ACC	201	Accounting I	4
ENG	116	Business Letters for Personal Use	1
TVT	101	Official Airline Guides	4
TVT	240	Travel Agency Operations	4
TVT	110	Advertising, Sales, and Promotions	3
TVT	282	The Airline Industry	3
TVT	251	Computerized Reservations	4

This program is not designed for transfer to a senior institution.

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.



## **Web Page Developer (WPD), Associate of Science Degree**

This program is designed to provide the students with a highly integrated background in Web Design and Developer techniques. The students will learn how to create dynamic and interactive web sites using a variety of tools, graphics techniques and will also learn how to register sites to create visually pleasing and fast-loading web pages. Our graduates are ready to get positions as entry-level in web developer studios, internet service providers, web master, and many communications organizations. The College awards an Associate of Science Degree upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits Hours</b>
<b>General Education</b>		
CIS 102	Introduction to Information Technology	4
ENG 101	English Composition I **	3
ENG 105	Oral English Skills	3
<b>Natural Sciences / Mathematics</b>		
MAT 103	College Algebra **	3
<b>Social / Behavior Science</b>		
<b>Humanities</b>		
<b>Sub total</b>		<b>19</b>
<b>Required</b>		
CIS 275	Operating Systems	4
CWD 107	Animation for www **	3
CWD 120	Introduction to Web Page Design **	4
CWD 121	Graphic Design for www (I) **	3
CWD 122	Graphic Design for www (II) **	3
CWD 123	Web Programming (I) **	3
CWD 124	Web Programming (II) **	3
CWD 205	Web Page Authoring Software **	3
<b>Suggested Electives</b>		
<b>Sub total</b>		<b>15</b>
<b>TOTAL</b>		<b>60</b>
<b>Suggested Electives</b>		
CAP 106	Spreadsheet Application **	3
CAP 107	Word Processing **	3
CAP 109	Desktop Publishing **	3
CIS 270	Networking Essentials **	3
COP 260	Visual Basic Programming (I) **	4
COP 274	C++ Programming (I)	4
CWD 201	Java Programming (I) **	3
TYP 101	Beginning Typing / Keyboarding	3

All College Credit Courses from within the Computer Science Division and other divisions can be used as suggested electives.

\*General Education Component (see page 99)

\*\*This course has prerequisites; check course descriptions.

# ***CAREER EDUCATION DIPLOMA PROGRAMS***

- (X-Ray) Basic X-Ray Technician, D
- (CN) Computer Network Administrator, D
- (COS) Computer Office Specialist, D
- (DT) Dental Laboratory Technician, D
- (DT-FPT) Dental Laboratory Technician-Full and Partial Dentures, D
- (DT-CBP) Dental Laboratory Technician-Crown and Bridge and Porcelain, D
- (ES) Executive Secretary / Information Systems, D
- (LS) Legal Secretary, D
- (MCSD) MCSD Preparation Course, D
- (MA) Medical Assistant, D
- (MS) Medical Secretary, D
- (MST) Medical Sonographer Technology, D
- (MOS) Microsoft Office Specialist, D
- (OGS) Obstetric-Gynecology Medical Sonographer, D
- (TT-SEC) Travel and Tourism - Secretarial, D

## ***Basic X-Ray Technician (X-RAY), Diploma***

The purpose of the Basic X-Ray Technician program is to prepare the student for the position of basic X-Ray machine operator. The program offers the knowledge and skills necessary for doing radiologic work on extremities and chest. The student will be trained to a high level of professionalism in communicating, caring, and protecting the patient during the taking of X-rays, and will have good knowledge of medical terms. The program prepares the student for the Basic X-Ray State of Florida Licensure Examination, and includes all the required courses for the first year toward the Radiologic Technology A.S. program at FNC. Entrance requirement: High School Diploma or GED\*. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
MED 116	Allied Health Fundamentals	3
MED 115	Medical Terminology I	3
MED 121	Anatomy and Physiology I	3
MED 125	Anatomy and Physiology II	3
MED 138	Medical Care	4
ENG 101	English Composition I**	3
XRT 102	Radiation Protection**	6
XRT 104	Equipment Operation	2
XRT 204	Image Production and Evaluation**	7
XRT 205	Radiographic Procedures and Positioning**	7
CIS 102	Introduction to Information Technology	4
CPR 001	CPR Seminar	0
HIV 004	HIV Seminar	0
PDT 005	OSHA Seminar	0
<b>TOTAL</b>		<b>45</b>

Medical students are required to wear medical attire at all times.

Students must furnish their own uniforms.

All students must have liability insurance and dosimeters in order to participate in the clinical rotations.

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degrees.

\* In addition, the student has to be currently employed in the medical field and present a letter from the employer justifying the need of the Basic X-ray license in the performance of his/her job; or, alternatively, a letter of agreement assuring employment in field upon graduation. International students (I-20) do not need to satisfy this requirement.

\*\* This course has prerequisites; check course description.

## ***Computer Network Administrator (CN), Diploma***

This program prepares the student to successfully enter and advance in the field of network computing. Graduates are prepared to operate Microsoft Windows network operating systems. Course work includes installation, configuration, designs and implementation in real-world environments which meet the criteria for entry level positions. Minimum ATB Score 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
CIS 102	Introduction to Information Technology	4
ENG 101	English Composition I**	3
<b>Required</b>		
CIS 265	Networking Infrastructure	4
CIS 266	Directory Services	4
CIS 268	Network Security	4
CIS 270	Networking Essentials	3
CIS 272	Server Installation, Configuration & Administration	4
CIS 278	Client Operating System	4
<b>TOTAL</b>		<b>30</b>

All Credit College courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*\* This course has prerequisites; check course description.



## ***Computer Office Specialist (COS), Diploma***

This program offers to the students a technical training in computer software application prepare the student for entry-level position in a variety of office settings. Our graduates will possess the skills necessary for employment as a receptionist, Clerk-typist, filing clerk or bookkeeper and also in any automated office. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)**

<b>Course</b>	<b>Course Name</b>	<b>Credits Hours</b>
<b>General Education</b>		
CIS 102	Introduction to Information Technology	4
ENG 101	English Composition I **	3
<b>Sub total</b>		<b>7</b>
<b>Required</b>		
CAP 106	Spreadsheet Application **	3
CAP 107	Word Processing **	3
CAP 109	Desktop Publishing **	3
CIS 275	Operating Systems **	4
CIS 288	Computer for Business **	4
TYP 101	Typing Keyboarding **	3
<b>Sub total</b>		<b>23</b>
<b>TOTAL</b>		<b>30</b>
<b>Suggested Electives</b>		
CIS 260	Database Management System **	4
CIS 270	Networking Essentials **	3
CIS 276	Computer Repair (I) **	4

All Credit College courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

All College Credit Courses from within the Computer Science Division and other divisions can be used as suggested electives.

\*\*This course has prerequisites; check course descriptions.

## ***Dental Laboratory Technician (DT), Diploma***

The Dental Technician continues to be in demand; he is the highly skilled craftsman who designs and constructs the attachments and replacements for our natural teeth. Highly competent men and women are needed to meet the exacting requirements in all types of dental offices. Upon receiving his/her instructions from the dentist, the Dental Technician with skilled hands, carefully fashions plastic and metal into a precise product. This program offers technical training and theory in the areas of Full and Partial Dentures and Crown & Bridge and Porcelain. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
DLT 101	Introduction to Prosthodontic Techniques	1
DLT 125	Dental Anatomy Part I	1
DLT 130	Full Dental Materials**	1
DLT 111	Introduction to Full Dentures**	1
DLT 112	Full Dentures Clinic**	6
DLT 140	Full Dentures Clinic II **	2
DLT 145	Special Prosthesis**	3
DLT 115	Introduction to Partial Dentures **	1
DLT 117	Partials Dentures Materials**	1
DLT 150	Partial Dentures Design and Survey**	5
DLT 120	Partial Dentures Clinic**	6
DLT 155	Partial Dentures Clinic II**	2
DLT 225	Dental Anatomy II**	1
DLT 230	PKT Waxing and Carving System**	4
DLT 205	Introduction to Crown and Bridge**	1
DLT 235	Crown and Bridge Materials**	1
DLT 240	Construction and Design of Working Cast and Dies**	2
DLT 245	Introduction to Marginal Design**	1
DLT 250	Crown and Bridge Clinic**	5
DLT 215	Introduction to Porcelain**	1
DLT 255	Porcelain Crown & Bridge Materials**	2
DLT 217	Vacuum Porcelain Procedures**	1
DLT 218	Full Porcelain Crown and Bridge Clinic**	7
DLT 260	Glazing, Staining and Characterization Techniques	2
DLT 265	Special C/B and Porcelain Prosthesis**	2
<b>TOTAL</b>		<b>60</b>

#### ***DENTAL CLASSES ARE OFFERED SIMULTANEOUSLY IN ENGLISH AND SPANISH.***

Completing a course or program in a language other than English may reduce employability where English is required.

DENTAL TECHNICIAN STUDENTS ARE REQUIRED TO WEAR A WHITE LABORATORY JACKET.  
STUDENTS MUST FURNISH THEIR OWN LABORATORY JACKETS, AND DENTAL SUPPLIES.

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*\* This course has prerequisites; check course description.

## ***Dental Laboratory Technician (DT-FPD), Diploma Full and Partial Dentures***

This program offers technical training and theory in the areas of Full and Partial Dentures. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
DLT 101	Introduction to Prosthodontic Techniques	1
DLT 125	Dental Anatomy Part I	1
DLT 130	Full Dentures Materials**	1
DLT 111	Introduction to Full Dentures**	1
DLT 112	Full Dentures Clinic**	6
DLT 140	Full Dentures Clinic II**	2
DLT 145	Special Prosthesis**	3
DLT 115	Introduction to Partial Dentures**	1
DLT 117	Partial Dentures Material**	1
DLT 150	Partial Dentures Design and Survey**	5
DLT 120	Partial Dentures Clinic**	6
DLT 155	Partial Dentures Clinic II**	2
<b>TOTAL</b>		<b>30</b>

#### ***DENTAL CLASSES ARE OFFERED SIMULTANEOUSLY IN ENGLISH AND SPANISH.***

Completing a course or program in a language other than English may reduce employability where English is required.

Dental Technician students are required to wear a white laboratory jacket.  
Students must furnish their own laboratory jackets, and dental supplies.

All Credit College courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*\* This course has prerequisites; check course description.



## ***Dental Laboratory Technician (DT-CBP), Diploma Crown and Bridge and Porcelain***

This program offers technical training and theory in the areas of Crown and Bridge, and Porcelain. Prerequisite: to be a graduate of D/T-FPD or have proven empirical or practical knowledge in Full or Partial Dentures Techniques. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
DLT 225	Dental Anatomy II**	1
DLT 230	PKT Waxing and Carving System**	4
DLT 205	Introduction to Crown and Bridge**	1
DLT 235	Crown and Bridge Materials**	1
DLT 240	Construction and Design of Working Casts and Dies**	2
DLT 245	Introduction to Marginal Design**	1
DLT 250	Crown and Bridge Clinic**	5
DLT 215	Introduction to Porcelain**	1
DLT 255	Porcelain Crown & Bridge Materials**	2
DLT 217	Vacuum Porcelain Procedures**	1
DLT 218	Full Porcelain Crown and Bridge Clinic**	7
DLT 260	Glazing, Staining and Characterization Techniques	2
DLT 265	Special C/B and Porcelain Prosthesis**	2
<b>TOTAL</b>		<b>30</b>

#### ***DENTAL CLASSES ARE OFFERED SIMULTANEOUSLY IN ENGLISH AND SPANISH.***

Completing a course or program in a language other than English may reduce employability where English is required.

Dental Technician students are required to wear a white laboratory jacket.  
Students must furnish their own laboratory jackets, and dental supplies.

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*\* This course has prerequisites; check course description.

## ***Executive Secretary/Information Systems (E/S), Diploma***

This program is designed to provide the students with the basic skills and knowledge necessary for the secretarial field. Students are taught English language skills, typing, general office procedures, basic accounting, and word processing. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)**

#### **REQUIRED COURSES**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
OFT 101	Office Procedures	3
TYP 101	Beginning Typing/Keyboarding	3
TYP 201	Intermediate Typing/Keyboarding**	3
TYP 205	Advanced Typing /Keyboarding**	3
ENG 105	English Composition I **	3
CIS 102	Introduction to Information Technology	4
CAP 105	Basic Word Processing**	4
CAP 205	Advanced Word Processing**	4
ACC 201	Principles of Accounting I	4
	Suggested Electives	14
	<b>TOTAL</b>	<b>45</b>

#### **SUGGESTED ELECTIVES**

Selection may also be from **General Education / Liberal Arts Courses\***

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
OFT 115	Records Management	3
ACC 205	Principles of Accounting II**	3
CAP 150	Spreadsheet Applications**	4
OFT 105	Business Correspondence	3
BUS 292	Business Ethics	3
ENG 116	Business Letters for Personal Use	1

All College credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Science degree.

\*\* This course has prerequisites; check course description.

## ***Legal Secretary (LS), Diploma***

This program is designed to provide the students with the basic skills and knowledge necessary in the legal secretarial field. Students are taught legal terminology, legal records, and secretarial skills. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hour</b>
CIS 102	Introduction to Information Technology	4
TYP 101	Beginning Typing/Keyboarding	3
CAP 107	Word Processing**	3
OFT 101	Office Procedures	3
ENG 101	English Composition I**	3
LEA 102	Introduction to Legal Writing	4
LEA 104	Civil Procedures	4
TYP 201	Intermediate Typing/Keyboarding**	3
CAP 205	Advanced Word Processing**	4
	<b>Suggested Electives</b>	<b>14</b>
<b>TOTAL</b>		<b>45</b>

#### **SUGGESTED ELECTIVES**

Selection may also be from General Education/Liberal Arts Courses

OFT 105	Business Correspondence	3
LEA 103	Legal Research	4
OFT 115	Records Management	3
TYP 205	Advanced Typing /Keyboarding**	3
CIS 260	Database Management Systems**	4
BUS 292	Business Ethics	3
CAP 106	Spreadsheet Applications**	3
ENG 102	English Composition II**	3
ENG 105	Oral English Skills	3
ENG 116	Business Letters for Personal Use	1

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*\* This course has prerequisites; check course descriptions.

## ***MCSD Preparation Course (MCSD), Diploma***

This program is technical training to obtain the Microsoft® Certified Solution Developer (MCSD) certification. This credential is the premium certification for professionals who design and develop custom business solutions with Microsoft® developer tools, technologies and platforms. Upon completion of the program, the student will have the necessary skills to pass the MCSD and CompTia Network+ Certifications in an accredited testing center. Minimum ATB entrance required score: 200 verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
CIS 102	Introduction to Information Technology	4
ENG 101	English Composition I**	3
COP 269	Designing and implementing desktop applications With Microsoft® Visual C++ (Exam 70-016)	4
COP 270	Designing and implementing distributed applications With Microsoft® Visual C++ (Exam 70-015)	4
COP 271	Designing and implementing desktop applications With Microsoft® Visual Basic 6.0 (Exam 70-176)	4
COP 272	Analyzing requirements and defining solutions Architectures (Exam 70-100)	4
COP 273	Designing and implementing distributed applications With Microsoft® Visual Basic 6.0 (Exam 70-175)**	4
	Suggested Electives	3
	<b>TOTAL</b>	<b>30</b>

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Science degree.

\*\* This course has prerequisites; check course description.



## **Medical Assistant (MA), Diploma**

The purpose of this program is to prepare the student as a multi-skilled medical assistant. This is done through the acquisition of the knowledge and skills that are necessary to work in clinical and administrative settings at hospitals, clinics, medical labs, diagnostic centers, and doctor's offices. In addition, the program offers options for entry-level positions such as front office procedures, back office procedures, and back office procedures. The National Certification Exam of Phlebotomy, or the Certified and Registered Medical Assistant certification examination. ATB entrance required scores: 200 Verbal and 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
MED 116	Allied Health Fundamentals	3
MED 115	Medical Terminology I	3
MED 121	Anatomy and Physiology I	3
MED 125	Anatomy and Physiology II	3
MED 138	Medical Care	4
ENG 101	English Composition I**	3
CPR 001	CPR Seminar	0
HIV 004	HIV Seminar	0
PDT 005	PDT Seminar	0
<b>Sub-total</b>		<b>19</b>

#### **Areas of Concentration**

##### **Area of Concentration A: Front Office**

MED 130	Medical Office Management**	6
MED 150	Medical Examination Assistance **	3
MED 183	Medical Transcription	4
<b>Suggested Electives</b>		<b>13</b>
<b>Sub-total</b>		<b>26</b>
<b>TOTAL</b>		<b>45</b>

##### **Area of Concentration B: Back Office**

MED 150	Medical Examination Assistance **	3
MED 155	Medical Office Laboratory **	2
MED 220	Medications **	2
MED 225	Phlebotomy and Injection	3
MED 109	Introduction to EKG	1
<b>Suggested Electives</b>		<b>15</b>
<b>Sub-total</b>		<b>26</b>
<b>TOTAL</b>		<b>45</b>

*(continued)*

*Medical Assistant, cont.*

**SUGGESTED ELECTIVES**

Selection may also be from General Education/Liberal Arts Courses

MED	150	Medical Examination Assistance**	3
MED	109	Introduction to EKG	1
MED	225	Phlebotomy and Injections	3
CAP	107	Word Processing**	3
MED	130	Medical Office Management**	6
MED	220	Medications**	2
MED	168	Medical Coding and Insurance	3
MED	175	Medical Billing and Collection	3
ENG	102	English Composition II**	3
ENG	105	Oral English Skills	3
ENG	116	Business Letters for Personal Use	1

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*\* This course has prerequisites; check course description.



## *Medical Secretary (MS), Diploma*

This program will prepare the graduate for work in a doctor's office, hospitals, clinics, laboratories, diagnostic centers, or pharmaceutical firms as a medical secretary. It will provide the student with knowledge of medical terminology and medical office procedures. The program offers the options for entry-level positions in coding and billing and/or medical transcription skills. Entrance Requirement: ATB entrance required scores: 200 Verbal 210 Math Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)

#### REQUIRED COURSES

Course No.	Course Name	Credit Hours
MED 116	Allied Health Fundamentals	3
MED 115	Medical Terminology I	3
MED 121	Anatomy and Physiology I	3
MED 125	Anatomy and Physiology II	3
MED 130	Medical Office Management**	6
CAP 107	Word Processing**	3
ENG 101	English Composition I**	3
<b>Sub-total</b>		<b>24</b>
MED 168	Medical Coding and Insurance**	3
MED 175	Medical Billing and Collection**	3
MED 183	Medical Transcription**	4
<b>Suggested Electives</b>		<b>11</b>
<b>Sub-total</b>		<b>21</b>
<b>TOTAL</b>		<b>45</b>

#### SUGGESTED ELECTIVES

Selection may also be from General Education/Liberal Arts Courses

ENG 102	English Composition II**	3
ENG 105	Oral English Skills	3
ENG 116	Business Letters for Personal Use	1
CAP 205	Advanced Word Processing**	4
OFT 115	Records Management	3
BUS 292	Business Ethics	3
MED 168	Medical Coding and Insurance	3
MED 175	Medical Billing and Collection	3
MED 183	Medical Transcription**	4

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

To complete the program credit hours, the student should take the courses in the chosen area of concentration in which he/she is interested. The rest of the credit hours can be taken from the suggested elective.

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*\* This course has prerequisites; check course descriptions.

## ***Medical Sonographer Technology (MST), Diploma***

This program is designed to prepare the student for performing ultrasound examinations and to develop his/her skills in the interpretation of sonographic images. The student will be able to conduct abdomen and pelvis ultrasound procedures. The program prepares the student for the Physics and Abdomen Ultrasound Board of the American Board of Medical Sonographers (ARDMS). Entrance requirements: Associate Degree or higher or similar qualifications in the Allied Health field. FNC awards a Diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 35 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
MED 115	Medical Terminology I	3
MED 121	Anatomy and Physiology I	3
MED 125	Anatomy and Physiology II	3
MST 110	Sonograph Equipment Operation	3
MST 120	Axial Anatomy I	3
MST 140	Axial Anatomy II	2
MST 150	Physics in Ultrasound	3
MST 155	Image Production in Ultrasound	3
MST 180	Artifacts in Abdominal Ultrasound	1
MST 240	Abdominal Ultrasound	3
MST 245	Abdominal Pathology	3
MST 270	Small Parts Ultrasound	2
CVS 150	Ultrasound of Extremities and Joints	3
MST 285	Clinical Practicum Journal	0
<b>TOTAL</b>		<b>35</b>

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\* To obtain the diploma the student must complete 150 hours of training (externship) in an approved facility, subject to program approval by ARDMS. In addition, the student needs to complete a clinical practicum journal.

\*\* This course has prerequisites; check course descriptions.



## **Microsoft® Office Specialist (MOS), Diploma**

This program offers to the students a technical training in computer software application to pass the Microsoft Office Specialist Certification. This valuable credential demonstrates the knowledge in Microsoft Office suite. ATB entrance required score: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

<b>Course No.</b>	<b>Course Name</b>	<b>Credits Hours</b>
<b>General Education</b>		
CIS 102	Introduction to Information Technology	4
ENG 101	English Composition I **	3
	<b>Sub total</b>	<b>7</b>
<b>Required</b>		
MOS 101	Microsoft Windows	4
MOS 102	Microsoft Word	3
MOS 103	Microsoft Excel	3
MOS 104	Microsoft Access	4
MOS 105	Microsoft PowerPoint	3
MOS 106	Microsoft Outlook	3
MOS 107	Microsoft Project	3
	<b>Sub Total</b>	<b>23</b>
	<b>TOTAL</b>	<b>30</b>

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*\* This course has prerequisites; check course description.



## ***Obstetric-Gynecology Medical Sonographer (OGS), Diploma***

This program is designed to prepare the student for performing ultrasound examinations, and for the interpretation of sonographic images in gynecology and obstetrics. The student will be able to conduct abdomen and pelvis ultrasound procedures. The program prepares the student for the Physics and Abdomen Ultrasound Board of Medical Sonographers (ARDMS). Entrance requirement: Associate Degree or higher or similar qualifications in the Allied Health field. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 40 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
MED 115	Medical Terminology I	3
MED 121	Anatomy and Physiology I	3
MED 125	Anatomy and Physiology II	3
MST 110	Sonography Equipment Operation	3
MST 120	Axial Anatomy I	3
MST 121	Ethics and Law in Diagnostic Imaging	3
MST 130	Axial Anatomy II	3
MST 150	Physics in Ultrasound	3
MST 155	Image Production in Ultrasound	3
MST 185	Artifacts in Pelvic and Fetal Ultrasound	2
MST 250	Gynecologic Ultrasound	3
MST 255	Gynecologic Pathology	2
MST 260	Obstetric Ultrasound	3
MST 265	Obstetric Pathology	3
MST 285	Clinical Practicum Journal	0
<b>TOTAL</b>		<b>40</b>

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*To obtain the diploma the student must complete 150 hours of training (externship) in an approved facility; subject to program approval by ARDMS.

\*\* This course has prerequisites; check course descriptions.



## ***Travel & Tourism Secretarial (TT-SEC), Diploma***

This program will provide the student with the background and basic skills necessary for entry-level employment in the air, surface, maritime, tourism and hospitality industries. Graduates of this program are prepared for positions as reservation/ticket agents with commercial airlines, travel agencies, cruise lines, and in related jobs requiring typing, general office procedures and reservation computerized system. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
TVT 115	Air Fares & Ticketing**	4
TYP 101	Beginning Typing/Keyboarding	3
TVT 105	Geography for the Travel Professional	4
TVT 120	Lodging, Tours & Cruises	4
TVT 260	Advanced Computerized Reservations System**	4
ENG 101	English Composition I **	3
	<b>Suggested Electives</b>	<b>8</b>
	<b>TOTAL</b>	<b>30</b>

#### **SUGGESTED ELECTIVES**

Selection may also be from General Education/Liberal Arts Courses

CIS 102	Introduction to Information Technology	4
MAR 201	Principles of Marketing	3
CAP 107	Word Processing**	3
BUS 201	Principles of Business Management	3
ACC 201	Principles of Accounting I	4
HUM 106	The Origins of Western Civilization	3
BUS 292	Business Ethics	3
PHI 120	Ethics	3
ENG 210	Business Communications	3
ENG 116	Business Letters for Personal Use	1
TVT 240	Travel Agency Operations	4
MAR 202	Introduction to International Marketing	3
BUS 200	Introductions to International Business	3
BUS 206	World Economy	3
TVT 101	Official Airline Guides	4

All College Credit courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degree.

\*\* This course has prerequisites; check course descriptions.

## ***CERTIFICATE PROGRAMS***

**(DA) Dental Assistant, C**

**(ESL) English as a Second Language, C**  
**-Basic**  
**-Intermediate**

**(MCSA) Microsoft Certified System Administrator, C**

**(NA) Nursing Assisting/Home**  
**Health Aide, C**

**(PCT) Patient Care Technician, C**



For admission requirements please see  
page 17

## ***Dental Assistant (DA), Certificate***

The purpose of this program is to prepare students for entry-level employment as dental assistants and dental auxiliaries. Graduates of this program may apply to take the Certified Dental Assistant Examination given by the Dental Assisting National Board. Graduates are eligible for employment as dental assistants with expanded functions and radiography skills. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. The college awards a certificate upon completion of the program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)**

#### **Required Courses**

<b>Course No.</b>	<b>Course Name</b>	<b>CREDIT HOURS</b>
DEA 101	Introduction to Dental Assisting	1
DEA 104	Dental Materials	1
DEA 106	Dental Anatomy	2
DEA 108	Diet, Nutrition, and Oral Hygiene	1
DEA 110	Dental X-Ray	1
DEA 112	Front Office Procedures	1
DEA 114	Dental Office Emergencies	1
DEA 120	Preclinical Dental Assisting Procedures	2
DEA 122	Expanded Functions for Dental Assistant I	2
DEA 124	Expanded Functions for Dental Assistant II**	2
DEA 126	Clinical Externship**	4
CPR 001	CPR Seminar	0
HIV 004	HIV Seminar	0
PDT 005	PDT Seminar	0
	<b>Total</b>	<b>18</b>

Dental Assistant students are required to wear medical attire and white shoes at all times.

Students must furnish their own uniforms.

Completing a course or program in a language other than English may reduce employability where English is required.

All students must have liability insurance and dosimeters in order to participate in the clinical rotations.

\*\*This course has prerequisites; check course description.

## ***English as a Second Language Proficiency Program (ESL), Certificate***

### ***Basic***

This program is designed primarily to help students acquire conversational ability and basic functional skills in English. The program provides training in all four language areas: listening, speaking, reading, and writing. Before the student starts the program, an English Placement Test is given. ATB entrance required score: 10 (WBST). FNC awards a certificate upon completion of the program. This program does not earn college credit.

#### **GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)**

##### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Basic Courses</b>		
ESL 001	Basic Speaking, Reading and Writing Skills I, II	4.50
ESL 002	Basic Speaking, Reading and Writing Skills III, IV	4.50
ESL 003	English Structural Patterns I, II	4.50
ESL 004	English Structural Patterns III, IV	4.50

##### **Notes:**

1. The ESL student is assigned into a program on the basis of a placement test. At the completion of an eight month program the student will be awarded a certificate of proficiency according to the level achieved, Basic or Intermediate.
2. Students who score beyond the Intermediate Level in the placement test may be encouraged to take the TABE diagnostic test for entry into a career program.

## ***English as a Second Language Proficiency Program (ESL), Certificate***

### ***Intermediate***

This program is designed for students who have achieved basic functional skills in ESL and have language as well as individual goals. The program provides training in the following language areas: listening, speaking, reading and writing. The courses offered in this program have no assigned sequence; therefore, they can be taken in any order. Prerequisite: ESL 004 or have scored beyond the Level 004 in the placement test.

#### **GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS / 544 CLOCK HOURS)**

<b>Course No.</b>	<b>Course Name</b>	<b>CREDIT HOURS</b>
<b><i>Intermediate Courses</i></b>		
ESL 005	English Structural Patterns	4.50
ESL 006	Advanced Speaking, Reading, and Writing	4.50
ESL 007	Techniques in Public Speaking Plus	4.50
ESL 009	Listening and Discussion for Advanced Students I	4.50
ESL 011	Composition for Social Use	4.50
ESL 013	Conversation for Living in the USA	4.50
ESL 015	Conversation for Everyday Living	4.50
ESL 017	Conversation for Leisure Time	4.50

Note:

1. The ESL student is assigned into a program on the basis of a placement test. At the completion of an eight month program, the student will be awarded a certificate of proficiency according to the level achieved, Basic or Intermediate.
2. Students who scored beyond the Intermediate Level in the placement test may be encouraged to take the TABE diagnostic test for entry into a career program.



## ***Microsoft Certified System Administrator (MCSA), Certificate***

This program is designed to provide the students with the skills to successfully manage and troubleshoot a system environment running on Windows 2000 OS. The Microsoft Certified System certification proves that the students have the skills to successfully implement, manage and troubleshoot the ongoing needs of Microsoft Windows 2000 based on an operating environment, including a Windows.NET Server. The program includes the CompTia A+ and Network + Certifications. Florida National College awards a Certificate upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 21 CREDITS)**

<b>Course No.</b>	<b>Course Name</b>	<b>Credits Hours</b>
	<b>Required Courses</b>	
CSA 101	A+ Operating System	3
CSA 102	Network+ **	3
CSA 103	A+ Core Hardware	3
CIS 279	Computer Troubleshooting and Maintenance	3
CIS 280	Implementing and Supporting Microsoft Windows 2000	3
CIS 285	Implementing and Supporting Microsoft Windows Server	3
CIS 297	Managing a Microsoft Windows 2000 Network Environment	3
	<b>TOTAL</b>	<b>21</b>

\*\* This course has prerequisites; check course descriptions.

## ***Nursing Assistant / Home Health Aide (NA) Certificate***

This program is designed to provide the student with the basic skills and knowledge necessary for an entry-level position as a nursing assistant. The program gives: (a) competency in basic home health and patient care, and (b) proper training on how to function effectively as part of the nursing team. Program graduates, after successfully passing the State of Florida License examination, will be qualified for employment at hospitals, nursing homes, clinics or at any health care institution under the supervision of a licensed practical or registered nurse. ATB entrance required score of 11 in the (WBST). FNC awards a certificate upon graduation.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 15 CREDITS)**

#### **REQUIRED COURSES**

<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>
NUA 101	Introduction to Nursing Assisting	0.5
NUA 102	Medical Terminology	1.0
NUA 103	Anatomy and Physiology	1.0
NUA 105	Patient Care and Treatment**	2.0
NUA 106	Medical Emergencies**	1.5
NUA 115	Hospital Procedures	1.0
NUA 120	Home Health Care	2.5
NUA 125	Nursing Clinical Practice**	2.5
NUA 130	Externship	3.0
CPR 001	CPR Seminar	0.0
HIV 004	HIV Seminar	0.0
PDT 005	PDT Seminar	0.0
	<b>TOTAL</b>	<b>15.0</b>

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

\*\* This course has prerequisites; check course descriptions.

## ***PATIENT CARE TECHNICIAN (PCT), CERTIFICATE***

The purpose of this program is to prepare the student for an entry level position as patient care assistant. The program provides competency in the fundamentals of patient care and basing nursing skills, imparting the knowledge and skills required of home health aides, in addition to training in basic EKG and venipuncture. Graduates will be qualified for employment in hospitals, nursing homes, home health agencies, and other health services families. The college award a certificate upon completion if this program.

### **GRADUATION REQUIREMENTS (A MINIMUM OF 20 CREDITS)**

Required Courses			Credit Hours
PCT 105	Fundamentals of Patient Care and Treatment	2	
PCT 110	Medical Terminology	2	
PCT 115	Anatomy and Physiology	2	
PCT 120	Introduction to EKG	1	
PCT 125	Phlebotomy and Injections	3	
PCT 130	Hospital Procedures	2	
PCT 145	Nursing Clinical Practices	2	
PCT 150	Adult/Geriatric Care	2	
PCT 200	Externship	4	
<b>Total</b>			<b>20</b>
<b>SEMINARS</b>			
CPR 001	Cardiopulmonary Resuscitation	0	
HIV 004	HIV/AIDS	0	
PDT 005	PDT Seminar	0	

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.



## Gordon Rule Requirements

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The State of Florida requires colleges and universities to include a specified amount of writing and mathematics in their curriculum to ensure that students have achieved substantial competency in these areas.

### Writing Requirement:

The Gordon Rule requirement is comprised of two parts: communication and computation. The communication component requires that the student complete course work that involves substantial writing. The writing in such courses will be evaluated on effectiveness, organization, clarity, and coherence, as well as the grammar, punctuation, and usage of standard written English. The student must be provided feedback on the written work submitted.

The computation component requires that the student complete credits in certain mathematics or mathematics-related courses at or above the level of college algebra. Credits must be earned in courses with a mathematics prefix (typically courses offered by the mathematics department). Other credits may also be earned in certain mathematics or statistics courses.

The following courses satisfy the Gordon Rule requirements:

ENG	101	English Composition I	3
ENG	102	English Composition II	3
ENG	105	Oral English Skills	3
ENG	150	Survey of American Literature	3
ENG	152	Mark Twain & American Realism	3
ENG	154	Hispanic American Literature	3
ENG	215	Children's Literature	3
HIS	105	An Outline of American History	3
HIS	201	American History to 1865	3
HIS	202	American History from 1865	3
HUM	105	Humanities	3
HUM	106	The Origins of Western Civ.	3
HUM	108	Understanding Art	3
PHI	105	Logic	3
PHI	120	Ethics	3
PHI	101	Introduction to Philosophy	3
MAT	102	College Algebra I	3
MAT	104	College Algebra II	3
MAT	200	Geometry	3
MAT	230	Intro. to Statistics	4

## General Education/Liberal Arts Courses

The Associate of Arts Degree requires a basic core of thirty (30) semester hours or in the Associate of Science Degree program of fifteen (15) semester hours in general education/liberal arts courses. The core must include courses from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. In addition, the degree should ensure that the graduate is computer literate.

ENG 101, ENG 105, and MAT 102 are graduation requirements of the A.S. and A.A. degree at FNC. All degree students must take each of these courses. In addition, each student must take one more Humanities/Fine Arts course (3 credits) and one Social/Behavioral Science course (3 credits).

 <b>HUMANITIES / FINE ARTS</b>		<i>Credit Hours</i>
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 105	Oral English Skills	3
ENG 116	Business Letters for Personal Use	1
ENG 150	Survey of American Literature	3
ENG 152	Mark Twain & American Realism	3
ENG 154	Hispanic American Literature	3
ENG 210	Business Communication	3
ENG 215	Children's Literature	3
HIS 105	An Outline of American History	2
HUM 105	Humanities	3
PHY 101	General Physics II	3
HUM 106	The Origins of Western Civilization	3
HUM 108	Understanding Art	3
PHI 105	Logic	3
PHI 120	Ethics	3
RES 100	Essentials of Research	1
SPA 105	Introductory Spanish I	3
SPA 110	Introductory Spanish II	3
SPA 265	Culture and Civilization of Spain	3
SPA 270	Latin American Civilization	3
SPA 275	Survey of Literature in Spanish I	3
SPA 280	Survey of Literature in Spanish II	3
SPA 290	Monographs	1

 <b>NATURAL SCIENCES/MATHEMATICS</b>		
BIO 101	Human Biology	3
MAT 102	College Algebra I	3
MAT 104	College Algebra II	3
MAT 150	Calculus	3
MAT 200	Geometry	3
MAT 230	Introduction to Statistics	4
MAT 240	Research in Mathematics	1
PHY 100	General Physics I	3

 <b>SOCIAL / BEHAVIORAL SCIENCES</b>		<i>Cr. Hrs.</i>
ECO 203	Principles of Microeconomics	3
ECO 204	Principles of Macroeconomics	3
HIS 201	American History to 1865	3
HIS 202	American History from 1865	3
POL 200	The Basic Duties of Citizenship	2
POL 210	American Government and Politics	3
POL 211	State & Local Government	3
POL 225	Cont. Issues of American Society	2
PSY 201	General Psychology	3
PSY 202	Applied Psychology	3
PSY 205	Child Psychology	3
PSY 210	Psychology Applied to Law	3
SOC 200	Principles of Sociology	3
SOC 201	Marriage and the Family	3
SOC 205	Crime and Delinquency	3
SOC 210	Minorities and the American Society	2
SOC 220	Community Service	1
SSI 110	Social Science	3

# Course Codes

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Courses are designated according to the department in which they are offered. The following list of prefixes indicates the corresponding department:

ACC	Accounting
BIO	Biology
BUS	Business
CAP, CIS, COP, CWD	Computer Science
CCJ	Criminal Justice
CVS	Cardiovascular Ultrasound
DEA	Dental Assistant
DLT	Dental Laboratory Technician
ECO	Economics
EDU	Education
ENG	English
ESL	English As A Second Language
GRF	Graphics
HIS	History
HMT	Hospitality Management
HUM	Humanities
LEA	Legal Assistant / Paralegal
MAR	Marketing
MAT	Mathematics
MED	Medical Assistant
MIC	MicroBiology
MST	Medical Sonographer Technology
NUA	Nursing Assistant / Home Health Aide
OFT	Office Technology
PCT	Patient Care Technician
PHI	Philosophy
PHY	Physics
POL	Political Science
PSY	Psychology
RES	Research
RTT	Respiratory Therapy
SOC	Sociology
SPA	Spanish
SSI	Social Science
TVT	Travel and Tourism
TYP	Typing/Keyboarding
XRT	X-Ray

Note: 100 course codes are freshman; 200 course codes are sophomore courses.

See page 34 for classification of students.

# Course Descriptions

## ***Clock Hour to Credit Hour Equivalency***

Course descriptions are shown in alphabetical order by course prefix. The total credit hours value of a course is figured by adding the number of lecture credit hours with half the lab credit hours. For example, 2 hr. lect., plus 4 hr. lab comes to (2+[4:2]); that is, 4 credits for the course. (For credit hour and clock hour equivalency, see page 35).

## ***Accounting***

### **ACC-201 PRINCIPLES OF ACCOUNTING I** (4 credits, 75 clock hours)

Topics include the nature and function of accounting, measuring and reporting of financial position and results of operations, the logic of double entry analysis, accounting concepts and techniques essential to administration of a business enterprise and the determination of income and financial position. (3 hr. lect.; 2 hr. lab)

### **ACC-202 PRINCIPLES OF ACCOUNTING II** (4 credits, 75 clock hours)

The accounting cycle and techniques used in classifying, summarizing and interpreting the transaction of a business entity; examines accounting as an aid to planning, control and decision making. (3 hr. lect.; 2 hr. lab)  
Prerequisite: ACC 201.

### **ACC-205 COMPUTERIZED ACCOUNTING I** (4 credits, 75 clock hours)

This course will introduce the major accounting systems and their applications on the computer. Topics covered include the processing of accounts receivable, sales invoicing, and inventory transactions. It requires some knowledge of the basics of accounting. (3 hr. lect.; 2 hr. lab)

### **ACC-206 COMPUTERIZED ACCOUNTING II** (4 credits, 75 clock hours)

This course is an extension of ACC 205. Emphasis will be placed on the processing of payroll, accounts payable and general ledger transactions. The student will be able to complete an accounting cycle using all of the major computerized systems. (3 hr. lect.; 2 hr. lab) Prerequisite: ACC 210.

### **ACC-210 PAYROLL ACCOUNTING** (4 credits, 75 clock hours)

Emphasis is placed on the methods of computing wages and salaries, methods of keeping records, the preparation of government reports and the journalizing of payroll transactions. (3 hr. lect.; 2 hr. lab)

### **ACC-220 INCOME TAX ACCOUNTING** (4 credits, 75 clock hours)

Federal income tax principles with emphasis on individual returns. Topics include gross income and exclusions, adjustments to income, capital gains and losses, withholding, deductions, exceptions and tax credits. (3 hr. lect.; 2 hr. lab)

### **ACC-270 ACCOUNTING PRACTICUM I** (4 credits, 90 clock hours)

Practical application of accounting principles through the manipulation of actual source documents. Focuses on the completion of an accounting cycle of a small service business for a one-month period and includes banking, petty cash, and payroll procedures. (2 hr. lect.; 4 hr. lab) Prerequisite: ACC 201.

### **ACC-280 ACCOUNTING PRACTICUM II** (4 credits, 90 clock hours)

Continuation of ACC 270. Covers the completion of a one-month accounting cycle for a merchandising business and two accounting cycles for a wholesale distributor (2 hr. lect.; 4 hr. lab) Prerequisite: ACC 201 & ACC 270.

## ***Biology***

### **BIO-101 HUMAN BIOLOGY** (3 credits, 45 clock hours)

The biology of humans, including evolution, ecology, physiological regulations, nutrition, genetics, immune responses, reproduction, development, aging, and cancer. (3 hr. lect.)

### **BIO-101L HUMAN BIOLOGY LAB** (1 credit, 45 clock hours)

The concepts studied in the classroom will be reinforced with microscope work, models, charts and related activities/experiments. Investigation at the cellular, tissue and organ levels will be included.  
Prerequisite: BIO 101

## ***Business Administration***

### **BUS-200 INTRODUCTION TO INTERNATIONAL BUSINESS** (3 credits, 45 clock hours)

This course will provide an overview of the field of international business by means of comprehensive discussion and analysis of the concepts and of the environment in which international businesses compete today. (3 hr. lect.)

### **BUS-201 PRINCIPLES OF BUSINESS MANAGEMENT** (3 credits, 45 clock hours)

A survey course on the principles underlying the management of all types of organizations; including the objectives, policies, organizational structure, coordination and control procedures. (3 hr. lect.)

### **BUS-208 INTRODUCTION TO INTERNATIONAL DISTRIBUTION AND LOGISTICS** (3 credits, 45 clock hours)

This course will provide an overview of the fundamentals of logistics and international distribution in the global marketplace. (3 hr. lect.)

### **BUS-221/LEA-221 BUSINESS LAW** (4 credits, 60 clock hours)

Law in relation to the proper conduct of business, including a consideration of the nature and source of law. Courts and courtroom procedures, contracts, sales of goods, negotiable instruments and secured transactions. (4 hr. lect.)

### **BUS-250 PRINCIPLES OF FINANCE** (3 credits, 45 clock hours)

Principles underlying managerial decisions influenced by capital structure and type of ownership; problems related to sources of financing; the tools of financial analysis and financial management; integration of economic theory and accounting. (3 hr. lect.) Prerequisite: ACC 201 or ECO 201.

### **BUS-292 BUSINESS ETHICS** (3 credits, 45 clock hours)

The course is designed to assist the students in developing a sensitivity and awareness of the ethical and social issues related to the work environment. Topics include employer-to-employee relationships, the human person vs. productivity, economic justice, social implications of capital investments, consumerism, advertising and product safety, and other issues. (3 hr. lect.)

## ***Computer Science***

### ***COMPUTER APPLICATIONS***

#### **CAP-106 SPREADSHEET APPLICATION** (3 credits, 60 clock hours)

This is a comprehensive course oriented to prepare the students applying the most widely used concepts, features and commands of spreadsheet application software creating a variety of professional workbooks. This course will introduce some programming techniques. (2 hr.. lect.; 2 hr.. lab) Prerequisite: CIS102

#### **CAP-107 WORD PROCESSING** (3 credits, 60 clock hours)

This is a comprehensive course oriented to prepare the students applying the most widely used concepts, features and commands of word processing application software creating a variety of professional documents. This course will introduce some programming techniques.(2 hr.. lect.; 2 hr.. lab) Prerequisite: CIS102

#### **CAP-109 DESKTOP PUBLISHING** (3 credits, 60 clock hours)

This is a comprehensive course oriented to prepare the students applying the most widely used concepts, features and commands of Desktop application software creating a variety of professional design and presentations. This course will introduce some programming techniques. (2 hr.. lect.; 2 hr.. lab) Prerequisites: CIS102

### ***COMPUTER INFORMATION SYSTEMS***

#### **CIS-102 INTRODUCTION TO INFORMATION TECHNOLOGY** (4 credits, 75 clock hours)

This course is designed to present basic computer terminology and functions to those with no prior computer experience. This subject covers the basic data processing cycle, history of data processing, hardware components and functions, number systems, and files. In addition, the students receive an introduction in the use of the Internet. (3 hr.. lect.; 2 hr.. lab)

#### **CIS-110 SQL SERVER** (4 credits, 75 clock hours)

This course provides the students with the skills necessary to create and manage databases, using the interactive tools provided by SQL Server Personal, Standard, and Enterprise Editions. (3 hr. lect., 2 hr. lab) Prerequisite:CIS 260

#### **CIS-260 DATABASE MANAGEMENT SYSTEM** (4 credits, 60 clock hours)

This is a comprehensive course oriented to prepare the students in the use of a database management system to create and maintain databases, including querying databases and creating reports, forms, and combos as well as creating an application system using macros boxes. (3 hr.. lect.; 2 hr.. lab) Prerequisite: CAP106

**CIS-265 NETWORKING INFRASTRUCTURE** (4 credits, 75 clock hours)

This course provides the core foundation for installing, configuring and supporting a network infrastructure that uses the Microsoft's Windows Server. This infrastructure includes the services of DHCP, DNS, WINS, and RAS. In addition, students will learn how to secure, manage, and troubleshoot a Windows 2000 network. (3 hr lect., 2 hr. lab) Prerequisite: CIS 295

**CIS-266 ACTIVE DIRECTORY SERVICE** (4 credits, 75 clock hours)

This course begins with an introduction to AD and provides the students with the necessary skills in installation, deployment and migration, administration, and disaster recovery. (3 hr lect., 2 hr. lab) Prerequisite: CIS 295

**CIS-267 ROUTER TECHNOLOGY** (4 credits, 75 clock hours)

This course provides the students a solid background in basic Cisco networking concepts, including the OSI model, data encapsulation, network segmentation, and basic network design. It also covers the steps to configure Cisco routers for a variety of tasks, including basic configuration of router hostnames to advanced access-list creation. In addition, concepts such as TCP/IP addressing and subnetting are covered. (3 hr lect., 2 hr. lab) Prerequisite: CIS 295.

**CIS-270 NETWORKING ESSENTIALS** (3 credits, 60 clock hours)

The course gives an introduction to the field of computer networking, teaching the concepts and vocabulary of computer networking gaining hands-on experience in basic networking technology for local area networks (LANs), wide area networks (WANs), and the Internet. (1 hr. lect., 4 hr. lab) Prerequisite: CIS 102

**CIS-272 MICROSOFT WINDOWS NT** (4 credits, 75 clock hours)

This course provides the core foundation for supporting Microsoft?? Windows NT Operating System. The goal is to provide professionals with the skills that are necessary to install, configure, customize, network, integrate and troubleshoot Win NT; and for designing, implementing, and supporting the Windows NT Server network operating system in a multi-domain enterprise environment. (3 hr lect., 2 hr. lab) Prerequisite: CIS 271

**CIS-273 INTERNET\NETWORKING MICROSOFT® TCP/IP** (4 credits, 75 clock hours)

This course deals with the knowledge and skills that are required to set up, configure, and use Transmission Control/Internet Protocol (TCP/IP) on Microsoft?? Windows NT Operating System. (3 hr lect., 2 hr. lab) Prerequisite: CIS 102

**CIS-275 OPERATING SYSTEMS** (4 credits, 75 clock hours)

This course introduces the students to the most widely used operating systems including DOS, Microsoft Windows, Mac OS, UNIX, and Linux; making emphasis in Microsoft Windows OS. (3 hr.. lect.; 2 hr.. lab)

**CIS-276 COMPUTER REPAIR I** (4 credits, 75 clock hours)

This course teaches installation, configuration, and the upgrading of computers, diagnosis and troubleshooting, safety and preventive maintenance. (3 hr lect., 2 hr. lab) Prerequisite: CIS 275

**CIS-277 COMPUTER REPAIR II** (3 credits, 60 clock hours)

This course deals with motherboards, processors, configuration, portable systems, and basic networking. (2 hr lect., 2 hr. lab) Prerequisite: CIS 276.

**CIS-278 CLIENT OPERATING SYSTEM** (4 credits, 75 clock hours)

Using advanced features of Windows, students install and configure stand-alone stations and network clients. Students acquire experience in managing resources, monitoring usage, troubleshooting errors, and optimizing performance. (2 hr lect., 2 hr. lab) Prerequisite: CIS 270.

**CIS-279 COMPUTER TROUBLESHOOTING AND MAINTENANCE** (3 credits, 60 clock hours)

Students will focus on troubleshooting microcomputer softwares and hardwares. They will learn techniques to help them determine if the problems are hardware or software related. They will learn how to replace basic parts/elements in computers. (2 hr lect., 2 hr. lab) Prerequisite: CIS 277.

**CIS-280 IMPLEMENTING AND SUPPORTING MICROSOFT® WINDOWS 2000** (3 credits, 60 clock hours)

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain. (2 hr lect., 2 hr lab)

**CIS-283 ADMINISTERING MICROSOFT® SQL SERVER 7.0** (3 credits, 60 clock hours)

Provides the students with the skills necessary to plan, install and configure, and manage security, manage and maintain data, plus monitor and optimize the database followed by troubleshooting techniques. (2 hr. lect., 2hr lab)

**CIS-285 IMPLEMENTING AND SUPPORTING MICROSOFT® WINDOWS SERVER** (3 credits, 60 clock hours)

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional Server to create file, print, Web, and Terminal servers. (2hr lect., 2hr lab)

**CIS-286 IMPLEMENTING AND SUPPORTING MICROSOFT WINDOWS® SERVER IN THE ENTERPRISE.** (3 credits, 60 clock hours)

This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administrative task associated with networking at enterprise level, including security, interoperability, and multiple domain structure. (2hr lect., 2hr lab)

**CIS-287 COMMUNICATIONS, NETWORKING DISASTER AND MAINTENANCE** (4 credits, 75 clock hours)

This course provides the students with the hands-on experience in the communication process, trouble shooting and repairing network disaster. This course also prepares in the maintenance of the network environments. (3 hr. lect., 2 hr. lab)

**CIS-288 COMPUTER FOR BUSINESS** (4 credits, 75 clock hours)

This course is designed to provide the students with an exposure to an automated accounting. The students will learn how to load, setup the system for a given Company, enter data, edit data and generate reports. (3 hr. lect., 2 hr. lab) Prerequisite: CIS 102

**CIS-290 NOVELL** (3 credits, 60 clock hours)

This course introduces the students to identify network components, modify the NDS three structure, create and configure objects, salvage and purge deleted files, and other tasks. (2 hr. lect., 2hr lab.)

**CIS-291 UNIX** (3 credit hours, 60 clock hours)

This course introduces the students to UNIX operating system. Topics covered include: UNIX operating system highlights. Logging in and logging out, window systems (especially X/Motif), managing UNIX files and directories, sending and receiving mail, redirecting input/output, pipes and filters, background processing and basic network commands. (2 hr. lect., 2hr lab.)

**CIS-292 LINUX I** (4 credit hours, 75 clock hours)

Linux, a UNIX-compatible operating system that runs on personal computers and larger servers, is valued above all for its networking strengths. This course introduces the student to join a network, whether they want a simple UUCP connection or a full LAN with your Linux system serving as a firewall, an NFS or NIS file server, and a mail and news hub, firewalls. Topics include: Introduction to TCP/IP, Configuring network and serial hardware, Domain Name Service, Serial line communications using SLIP and PPP, NIS and NFS, Taylor UUCP, Administering electronic mail, including Sendmail and Exim. (3 hrs. lect., 2 hr. lab)

**CIS-293 LINUX II** (3 credit hours, 60 clock hours)

This course continues and completes Linux, a UNIX-compatible operating system. Administering Netnews, including INN and several news readers, Firewalling using ipfwadm, ipchains and iptables (netfilter), Masquerading and accounting, IPX configuration for a Novell Netware network. (2 hr. lect., 2 hr. lab)

**CIS-295 SERVER INSTALLATION, CONFIGURATION, & ADMINISTRATION** (4 credit hours, 75 clock hours)

This course provides the students with the necessary skills to plan, install, and manage a server with Microsoft's Windows network operating system as well as how to perform day-to-day administrative tasks. (3 hr. lect., 2hr lab.) Prerequisite: CIS 270

**CIS-297 MANAGING A MICROSOFT WINDOWS 2000 NETWORK ENVIRONMENT** (3 credit hours, 60 clock hours)

This course provides the knowledge required to implement, manage, and troubleshoot existing network and server environments based on the Microsoft Windows 2000 operating system. (2hr. lect., 2hr lab.)

## **COMPUTER PROGRAMMING**

**COP-260 VISUAL BASIC PROGRAMMING I** (4 credits, 75 clock hours)

This course will introduce students to the world of the Object-Oriented Programming using the Visual Basic programming language. It presents the Visual Basic environment, as well as an introduction to the methods and events used in programming, the principal interface controls, arithmetic expressions, loops and sequential files. (3 hr. lect., 2 hr.. lab) Prerequisite: CIS 260.

**COP-265 VISUAL BASIC PROGRAMMING II** (4 credits, 75 clock hours)

This course offers a continuation of Visual Basic Programming I and completes the cycle of the basic knowledge of programming procedures. (3 hr. lect.; 2 hr.. lab) Prerequisite: COP 260

**COP-269 C++ PROGRAMMING I** (4 credits, 75 clock hr.s)

This course gives the students the basic skills creating programs using the C++ programming language, and the opportunity to learn the fundamental concepts of software engineering as well as the basic programming control structures. (3 hr.s lect.; 2 hr.. lab) Prerequisite: CIS260

**COP-270 C++ PROGRAMMING II** (4 credits, 75 clock hr.s)

This course is a continuation of COP269 and gives the students the opportunity to continue improving his/her knowledge making analysis, design, implementation, testing, and debugging desktop application using visual C++ programming language. (3 hr.s lect.; 2 hr.. lab) Prerequisite: COP269

**COP-271 DESIGNING AND IMPLEMENTING DESKTOP APPLICATIONS WITH MICROSOFT VISUAL BASIC 6.0 (I)** (4 cr, 75 ch)  
Provides students with the skills necessary to derive physical design, establish the development environments, create users services, create and manage components, create data services , and then test, deploy, and maintain and support the application. (3 hrs lect., 2 hr. lab)

**COP-272 ANALYZING REQUIREMENTS AND DEFINING SOLUTION ARCHITECTURES.** (4 credits, 75 clock hours)  
Provides students with the skills necessary to analyze requirements and defining the architecture of solutions in problems. Students design a practical project and complete a functional application for Windows. (3 hrs lect., 2 hr. lab)

**COP-273 DESIGNING AND IMPLEMENTING DESKTOP APPLICATIONS WITH MICROSOFT SQL SERVER 7.0** (4 cr, 75 cl hrs)  
Provides the students with the skills necessary to develop a logical data model, derive the physical design, create data service, create a physical database and maintain the database. (3 hrs lect., 2 hr. lab)

**COP-274 C++ PROGRAMMING I** (4 cr, 75 clock hrs.)  
This course gives the students the basic skills of creating programs using the C++ programming language, and the opportunity to learn the fundamental concepts of software engineering as well as the basic programming control structures. (3 hrs lect., 2 hr. lab) Prerequisite: CIS 260

**COP-275 C++ PROGRAMMING II** (4 cr, 75 clock hrs.)  
This course is a continuation of COP 274 and gives the students the opportunity to continue improving his/her knowledge in making analysis, design, implementation, testing, and debugging desktop applications using the visual C++ programming language. (3 hrs lect., 2 hr. lab) Prerequisite: COP 274

### ***Certified System Administrator***

**CSA-101 A+ OPERATING SYSTEMS** (3 credits, 60 clock hours)  
This course is designed to provide students with the knowledge to pass the CompTia A+ Certification (Operating Systems). This exam measures essential operating systems competencies for desktop computer hardware service technician. (2 hr lect., 2 hr lab) Prerequisite: CIS 102

**CSA-102 NETWORK +** (3 credits, 60 clock hours)  
This course is designed to provide students with the knowledge to pass the CompTia Network + Certification. The Network + certification validates technical competency in networking administration and support. Those holding Network + certification demonstrate knowledge of media and topologies, protocols and standards, network implementation and network support. (2 hr lect., 2 hr lab) Prerequisite: CIS 102

**CSA-103 A+ CORE HARDWARE** (3 credits, 60 clock hours)  
This course is designed to provide students with the knowledge to pass the CompTia A+ Core Hardware test. This exam measures essential core hardware competencies for Desktop Computers Hardware Service Technicians. (2 hr lect., 2 hr lab) Prerequisite: CIS 102

### ***Computer Web Design***

**CWD-100 FUNDAMENTALS OF SPREADSHEET AND DATABASE** (3 credits, 60 clock hours)  
This course is designed to provide students with the fundamental concepts needed to use Spreadsheet and Database software across the Internet. (2 hr lect., 2 hr lab) Prerequisite: CIS 102

**CWD-101 MULTIMEDIA ENVIRONMENTS** (3 credits, 60 clock hours)  
This course is an introduction to the most advanced techniques for creating multimedia environments. (2 hr lect., 2 hr lab) Prerequisite: CWD 100 or CIS 102

**CWD-102 WEB DESIGN I** (3 credits, 60 clock hours)  
This course is designed to provide the students with instructions on how to create Web pages using Hyper-Text Markup Language (HTML), Microsoft à Front Page 2000 and a variety of tools. Students will learn how to register the new site, and how to explore some of the elements that distinguish a good page. (2 hr lect., 2 hr lab) Prerequisite: CIS 102

**CWD-103 WEB DESIGN II** (3 credits, 60 clock hours)  
This course presents advanced World Wide Web (CWD) home page creation techniques. Students should already be comfortable with basic HTML concepts and the use of Microsoft à Front Page. Topics include forms, table, and advanced design techniques. (2 hr lect., 2 hr lab) Prerequisite: CIS 102

**CWD-104 GRAPHICS DESIGN I** (3 credits, 60 clock hours)  
This course is designed to teach students to use graphics techniques to create visually attractive graphics and design techniques to create Web Pages. (2 hr lect., 2 hr lab) Prerequisite: CIS 102

**CWD-105 GRAPHICS DESIGN II** (3 credits, 60 clock hours)

Students will learn advanced graphics techniques to create attractive graphics and advanced design techniques to create navigationally sound web pages. This course covers animations, glow buttons, graphics morphing and graphics layering. Students also learn how to integrate their own creations into standard HTML pages and link to other web pages. (2 hr lect., 2 hr lab) Prerequisite: CWD 104

**CWD-107 ANIMATION FOR www** (3 credits, 60 clock hours)

This course offers the students practical experience in designing and programming animated, multimedia presentations for the World Wide Web. Subjects covered will include bandwidth issues, scripting, sound, animation techniques and presentation formats. Students will participate in several projects each leading to a higher level of expertise. (2 hr. lect.; 2 hr. lab) Prerequisite: CIS102

**CWD-120 INTRODUCTION TO WEB PAGE DESIGN** (4 credits, 75 clock hours)

This course will help students plan and develop well-designed Web sites that combine effective navigation with the use of graphics, text, and color. Students enhance Web pages and gain a critical eye for evaluating Web site designs. The course also includes how to scan an image, record a sound and many others basic multimedia techniques. (3 hr. lect.; 2 hr.. lab) Prerequisite: CIS102

**CWD-121 GRAPHICS DESIGN FOR www I** (3 credits, 60 clock hours)

This course is designed to teach students to use a bitmap editing software tool and graphics techniques to create visually attractive graphics and design techniques to create Web Pages. The course also provides the students the easiest way to create, optimize, and export interactive graphics in a single, web-centric environment (2 hr. lect.; 2 hr. lab) Prerequisite: CIS102

**CWD-122 GRAPHICS DESIGN FOR www II** (3 credits, 60 clock hours)

This course is designed to teach students how to use a vector graphics tool to create visually attractive graphics and design techniques to create Web Pages. The course also provides the students with the easiest way to create, optimize, and export interactive graphics in a single, web environment (2 hr. lect.; 2 hr. lab) Prerequisite: CWD 121

**CWD-123 WEB PROGRAMMING I** (3 credits, 60 clock hours)

This course is designed to provide the students with instructions on how to create Web pages using Hyper-Text Markup Language (HTML). The course includes learning, organizing and exploring the power of HTML. (2 hr. lect.; 2 hr. lab) Prerequisite: CWD120

**CWD-124 WEB PROGRAMMING II** (3 credits, 60 clock hours)

This course is designed to provide the students with instructions on how to improve Web pages using scripting programming languages such as JavaScript. (2 hr. lect.; 2 hr. lab) Prerequisite: CWD123

**CWD-201 JAVA PROGRAMMING I** (3 credits, 60 clock hours)

An introduction to Java applets, scripts and classes as well as some basic programming concepts. This course is intended for students without a programming background. (2 hr lect., 2 hr lab) Prerequisite: CWD 124

**CWD-202 JAVA PROGRAMMING II** (3 credits, 60 clock hours)

Introduces advanced Java Programming Language and the fundamental concepts needed to access databases across the Internet. (2 hr lect., 2 hr lab) Prerequisite: CWD 201

**CWD-205 WEB PAGE AUTHORING SOFTWARE** (3 credits, 60 clock hours)

This course is designed to teach students how to use a professional Web Page Authoring Software for designing, coding, and developing websites, web pages, and web applications as well as how to work in a visual editing environment with helpful tools to enhance your web creation experience. (2 hr lect.; 2 hr lab) Prerequisite: CIS 102

**CWD-207 E-COMMERCE FOUNDATIONS** (3 credits, 60 clock hours)

This course presents students with both theoretical and practical instructions en e-commerce designer foundations. The instructions can be divided into three main parts: e-Commerce Foundations, B2B Frameworks and Law and the Internet. (2 hr lect., 2 hr lab) Prerequisite: CIS 102

**CWD-208 PRODUCT MARKETING ON THE INTERNET** (3 credits, 60 clock hours)

This course presents students with both theoretical and practical instruction on E-Commerce marketing. The instruction can be divided into two main parts: Web Marketing Goals and Online Product Marketing. In the Web Marketing Goals section, the student will be given an overview of marketing goals and strategies. This will include an examination of the various types of marketing strategies, product pricing, distribution and availability, and the various types of audience data. In the Online Product Marketing section, the student will be introduced to methods of attracting consumer attention on the Internet. This will include an introduction to online promotions, site categories, and banner ads. The course will also cover user tracking, banner exchanges and referral programs. (2 hr lect., 2 hr lab) Prerequisite: CWD 207

**CWD-209 SITE USABILITY** (3 credits, 60 clock hours)

This course presents students with both theoretical and practical instruction on E-Commerce site usability. The instruction can be divided into three main parts: Site Usability, Consumer Service Methods, and Site Management. (2 hr lect., 2 hr lab)

**CWD-210 SITE IMPLEMENTATION** (3 credits, 60 clock hours)

This course presents students with both theoretical and practical instruction on E-Commerce site implementation. The instruction can be divided into two main parts: Site Creation Methods and Site Development. (2 hr lect., 2 hr lab)

**CWD-211 TRANSACTION MANAGEMENT** (3 credits, 60 clock hours)

This course presents students with both theoretical and practical instruction on E-Commerce transaction management. The instruction can be divided into three main sections: Online Catalog, Payments, and Security. (2 hr lect., 2 hr lab)

**CWD-212 i-Net** (4 credits, 75 clock hours)

This program is designed to provide the students with the competency in knowledge of Internet, Intranet and Extranet. Upon completion of the program the student will have the necessary skills to pass the CompTia i-Net+ Certification in an accredited Testing Center. (3 hr lect., 2 hr lab) Prerequisite: CWD 209, CWD 210 AND CWD 211.

### ***Criminal Justice***

**CCJ-101 INTRODUCTION TO CRIMINAL JUSTICE** (3 credits, 45 clock hours) This course will provide the student with a thorough knowledge of the criminal justice system, knowledge of current methods of social control and analyze their strengths and weaknesses. Also, this course will allow the student of criminal justice to be objective on criminal processes and investigations of a determined situation of a criminal nature and to recognize the systems that support the field such as: victimization, criminal law, police involvement, and courts and punishment. (3 hr. lect.)

**CCJ-102 INTRODUCTION TO SECURITY AND LAW ENFORCEMENT** (3 credits, 45 clock hours) This course will provide the students of criminal justice with the basic knowledge of police history, the use of police force, controlling crime, and preventive routines of criminal activity. Police research, theory, and practice of in the field policing are some of the areas that will be provided in this course to help students obtain a strong foundation in the field of security and law enforcement. (3 hr. lect.)

**CCJ-103 INTRODUCTION TO THE COURT SYSTEM AND CORRECTIONS** (3 credits, 45 clock hours) This course will provide the student with an introduction to the court system, allowing for an understanding in court proceedings, types of trials and judicial processes. Also, it will provide an understanding of the correctional system and the philosophies, practices, and procedures of punishment. At the end of this course, the student understand the effect of standing trial and the consequences of sentence and punishment. (3 hr. lect.)

**CCJ-201 CRIMINOLOGY** (3 credits, 45 clock hours) The course of criminology is directed to provide the students of criminal justice with the understanding of different theories of crime and criminal behavior. The student will gain knowledge in the social aspects of crime, law processes, and the differences between organized crime, enterprise crime, white-collar crime, and the latest criminal behavior, cyber crime. (3 hr. lect.)

**CCJ-202 CRIMINAL LAW** (3 credits, 45 clock hours) Criminal Law will allow the student of criminal justice or any field of law, order, and justice systems to have an understanding of the rules, laws, and legal regulations that categorize and gather up a group of conduct and behavior as a crime or label it as a criminal act. The student will have at the end of the course a foundation of the types of crimes and how these are regulated according to its basis for occurrence. (3 hr. lect.)

**CCJ-203 CRIMINAL INVESTIGATION** (3 credits, 45 clock hours) The criminal investigation course has been designed to provide the student with the knowledge of how to proceed with a criminal investigation and the different areas that this task covers. From documentation to identifying and arresting a suspect, the student of criminal investigation will be educated to recognize the details that a Crime Scene Investigation Unit (CSIU) will need to initiate and complete a case of the scene of a crime. (3 hr. lect.)

**CCJ-204 JUVENILE DELINQUENCY** (3 credits, 45 clock hours) This course will provide the student with the understanding of juvenile deviant behaviors, environmental influences, and the effort that society is implementing to prevent crimes committed by juveniles. The student will also be able to recognize and understand the differences between the juvenile court system and standing trial as an adult who has committed a crime. Social influences and other theories of criminal behavior will also be analyzed in this course. (3 hr. lect.)

**CCJ-210 PSYCHOLOGY APPLIED TO LAW** (3 credits, 45 clock hours) This course is designed to provide the student with an understanding of how psychology plays a major role in the field of law, crime, and the court system. At the end of the course, the student will be familiar with the areas of profiling, analysis of evidence, the psychologist as an expert witness, assessment of risk behavior, and other areas like custody evaluations for the courts. (3 hr. lect.)

### **DENTAL ASSISTANT**

**DEA-101 INTRODUCTION TO DENTAL PROFESSION** (1 credit, 30 clock hours)

This course is designed to introduce the role and function of the dental assistant as a member of the health care delivery team. Topics include the history and development of dentistry; legal and ethical responsibilities; communication and interpersonal relationships; and concepts of wellness and disease.

**DEA-104 DENTAL MATERIALS** (1 credit, 30 clock hours)

This course provides knowledge of composition, properties, reactions, clinical significance and application of materials commonly used in dentistry. Hands-on experience with equipment and materials will be provided in the campus laboratory.

**DEA-106 DENTAL ANATOMY** (2 credits, 60 clock hours)

This course introduces the dental assisting student to basic concepts of human anatomy and physiology, including structures of the oral cavity. Topics include primary and permanent dentition; nomenclature and tooth morphology; embryology and histology of the oral cavity; and an introduction to oral disease.

**DEA-108 DIET, NUTRITION, AND ORAL HYGIENE** (1 credit, 30 clock hours)

This course is designed to introduce the dental assisting student to the theories and mechanisms of preventative dentistry. Content specific to the role of nutrition in oral health, patient education, disease processes and disease prevention is included.

**DEA-110 DENTAL X-RAY** (1 credit, 30 clock hours)

This course covers the fundamentals of x-ray production; components of the x-ray machine; radiation safety; film positioning; darkroom procedures and technical factors. The laboratory component gives the student an opportunity to develop proficiency in exposing diagnostically acceptable x-ray.

**DEA-112 FRONT OFFICE PROCEDURES** (1 credit, 30 clock hours)

This course includes the elements of efficient office management, scheduling, personnel interactions, recall systems, insurance forms and procedures, resume and letter writing. The uses of computers in the dental office will also be covered.

**DEA-114 DENTAL OFFICE EMERGENCIES** (1 credit, 30 clock hours)

This course prepares the dental assisting student to recognize and manage medical emergencies in the dental office. The basic pharmacology of drugs commonly used in dentistry will be included.

**DEA-120 PRECLINICAL DENTAL ASSISTING PROCEDURES** (2 credits, 60 clock hours)

This course introduces the dental assisting student to clinical skills and procedures. Topics include an introduction to the chair side assisting; patient assessment and data recording; safety and instrument and equipment used in the dental office. Principles of infection control and sterilization are included.

**DEA-122 EXPANDED FUNCTIONS FOR DENTAL ASSISTANT I** (2 credits, 60 clock hours)

The two expanded function courses are designed to provide the dental assisting student with the knowledge and skills needed to satisfy requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. Topics in the first course include the dental dam, matrix and wedge and coronal polish.

**DEA-124 EXPANDED FUNCTIONS FOR DENTAL ASSISTANT I I** (2 credits, 60 clock hours)

This course is a continuation of DEA 110. Topics include cavity liners, cement bases, suture removal, gingival retraction, enamel sealants and bleaching techniques. Prerequisite: DEA 122

**DEA-126 CLINICAL EXTERNSHIP** (4 credits, 120 clock hours)

This course provides the student with practical experience in community dental offices under the supervision of faculty and dentists. Experiences include chair side assisting, dental office reception, radiography, and client instruction. The full range of office assisting duties is experienced. Student achievement is grades as "Pass / Fail." Proof of professional liability insurance is required. Prerequisite: DEA 120

### **Dental Laboratory Technology**

**DLT-101 INTRODUCTION TO PROSTHODONTIC TECHNIQUES** (1 credit, 15 clock hours)

Definition of prosthesis, dental technology, safety regulations, professional ethics, and professional appearance. Ethics as defined by the American Dental Association code of ethics, code of the National Association of Certified Dental Laboratory, dental laws, illegal practice and the relationship to dental practice. The history of dentistry and the dental laboratory, professional relations, work authorization and prescriptions. (1 hr. lect.)

**DLT-111 INTRODUCTION TO FULL DENTURES** (1 credit, 15 clock hours)

Theory and practical information needed before a full denture can be constructed. Objectives, terminology and classification. (1 hr. lect.) Prerequisite: DLT 130.

**DLT-112 FULL DENTURES CLINIC** (6 credits, 120 clock hours)

Construction of full dentures, from the impression to the finalizing procedures preparatory to delivery to the dentist, preliminary impressions and casts, custom impression, master casts, base plates, occlusion rims, articulator movements, mounting casts, central bearing devices, artificial tooth arrangement, festooning, flasking, packing, processing and recovery, selective grinding and milling, polishing, clinical remounts, vacuum and pressure forming machines, refitting complete dentures, repairs, immediate dentures, temporary splint, acrylic jackets, Hanau balance denture, and partial acrylic denture. (4 hr. lect., 4 hr. lab) Prerequisite: DLT 111.

**DLT-115 INTRODUCTION TO PARTIAL DENTURES** (1 credit, 15 clock hours)

Theory and practical information needed before a removable partial denture can be constructed. Objectives, terminology and classification. (1 hr. lect.) Prerequisite: DLT 112, DLT 140.

**DLT-117 PARTIAL DENTURES MATERIALS** (1 credit, 15 clock hours)

Use of waxes, plastic patterns, plaster, stones, refractory materials, investment, gold and various alloys. (1 hr. lect.) Prerequisite: DLT 115.

**DLT-120 PARTIAL DENTURES CLINIC** (6 credits, 120 clock hours)

Construction of partial removable dentures with emphasis on surveying and designing production of the refractory cast, pattern construction, spruing and investing, casting. Finishing: Grinding and polishing, artificial tooth arrangement, flasking, processing and finishing, removable partial dentures, removable partial dentures relines, removable partial denture repairs. (4 hr. lect.; 4 hr. lab) Prerequisite: DLT 150.

**DLT-125 DENTAL ANATOMY I** (1 credit, 15 clock hours)

A study of the dental anatomy including the maxilla, mandible, and temporomandibular joint. This course also includes the relationship of the tooth to its supporting structure, classification of occlusion, and articulation of the teeth. (1 hr. lect.)

**DLT-130 FULL DENTURES MATERIALS** (1 credit, 15 clock hours)

An introduction to dental materials, techniques for handling, preparation and storage and the proper manipulation and application of materials; including gypsum products, impression materials, waxes, denture base resins, tinfoil substitutes, dental porcelain, abrasives and polishing agents, gold alloys non-precious alloys, fluxes, artificial teeth, pontics, baking. (1 hr. lect.) Prerequisite: DLT 101.

**DLT-140 FULL DENTURES CLINIC, II** (2 credits, 45 clock hours)

This course is a completion of the DLT 112, to reinforce and complete the manual skills in the construction of full dentures. (1 hr. lect., 2 hr. lab) Prerequisite: DLT 112.

**DLT-145 SPECIAL PROSTHESIS** (3 credits, 45 clock hours)

Repairs, relines and immediate dentures. (3 hr. lect.) Prerequisite: DLT 140.

**DLT-150 PARTIAL DENTURES DESIGN AND SURVEY** (5 credits, 135 clock hours)

Usage and rules of dental surveyor and functional design of all the structures as part of a cast metal partial denture, with emphasis on aesthetics, mastication forces, and practical procedures for the elaboration of RPD. (1 hr. lect., 8 hr. lab) Prerequisite: DLT 117.

**DLT-155 PARTIAL DENTURES CLINIC II** (2 credits, 45 clock hours)

This course is a completion of the DLT 120, to reinforce the knowledge and manual skills in the construction of partial dentures. (1 hr. lect., 2 hr. lab) Prerequisite: DLT 120.

**DLT-205 INTRODUCTION TO CROWN AND BRIDGE** (1 credit, 15 clock hours)

Procedures required to construct cast metal restoration, which are cemented to teeth. Definitions, types of restorations, terminology, classification, design and planning. (1 hr. lect.) Prerequisite: DLT 230.

**DLT-215 INTRODUCTION TO PORCELAIN** (1 credit, 15 clock hours)

An introduction to porcelain including the fusing of porcelain to precious and non-precious metals. The correct waxing techniques for waxing copings for full coverage porcelain and porcelain veneers. (1 hr. lect.) Prerequisite: DLT 250.

**DLT-217 VACUUM PORCELAIN PROCEDURES** (1 credit, 15 clock hours)

Procedures and materials for usage of the vacuum porcelain furnace. (1 hr. lect.) Prerequisite: DLT 255.

**DLT-218 FULL PORCELAIN CROWN AND BRIDGE CLINIC** (7 credits, 165 clock hours)

The construction of veneer crowns and bridges. Porcelain-to-metal techniques. (3 hr. lect.; 8 hr. lab) Prerequisite: DLT 217.

**DLT-225 DENTAL ANATOMY II** (1 credit, 15 clock hours)

Introduction and knowledge of all anatomical names involved in the field of dental morphology. Diagrams and sketches of shapes and surface of teeth and related areas. (1 hr. lect.) Prerequisite: DLT 125.

**DLT-230 PKT WAXING AND CARVING SYSTEM** (4 credits, 75 clock hours)

Principles of occlusion and specialized terminology. Reconstruction of occlusal surfaces applying waxing and carving techniques on tooth numbers one through thirty-two (1- 32) (3 hr. lect.; 2 hr. lab) Prerequisite: DLT 225.

**DLT-235 CROWN AND BRIDGE MATERIALS** (1 credit, 15 clock hours)

Use of special and improved plasters or stones, carving waxes, hi-heat gypsum based investments and gold alloys. (1 hr. lect.) Prerequisite: DLT 205.

**DLT-240 CONSTRUCTION AND DESIGN OF WORKING CAST AND DIES** (2 credits, 30 clock hours)

The construction and design of working models; cover, all the possible methods and procedures of model segmentation, from the basic manual pinning index and forma-tracks systems. (2 hr. lect.) Prerequisite: DLT 235.

**DLT 245 INTRODUCTION TO MARGINAL DESIGN** (1 credit, 15 clock hours)

The detection of different types of marginal designs and the proper procedures to ditch and carve the re-designed cervical areas. (1 hr. lect.) Prerequisite: DLT 240.

**DLT-250 CROWN AND BRIDGE CLINIC** (5 credits, 150 clock hours)

The technical procedures required in the construction of fixed bridges. The working cast, dies and articulation, occlusal relationship of teeth, spruing the pattern, investing and burnout, casting, pickling, finishing and polishing, plastic veneer crowns, soldering, suggested prescriptions, and aptitude and comprehension test. (10 clock hours) Prerequisite: DLT 245.

**DLT-255 PORCELAIN CROWN AND BRIDGE MATERIALS** (2 credits, 30 clock hours)

Use of different types of dipping and carving waxes, hi-heat phosphate bonded refractory and investing materials, alloys and ceramic restorative materials. (2 hr. lect.) Prerequisite: DLT 215.

**DLT-260 GLAZING, STAINING & CHARACTERIZATION TECHNIQUES** (2 credits, 30 clock hours)

Procedures and materials pertaining to the glazing, staining, and characterization of dental ceramic restorations. (2 hr. lect.)

**DLT-265 SPECIAL C/B AND PORCELAIN PROSTHESIS** (2 credits, 30 clock hours)

The construction of advanced porcelain restorations like metal less crowns and laminates. (2 hr. lect.) Prerequisite: DLT 260.

**DLT-270 ORGANIZING A COMMERCIAL DENTAL LAB** (1 credit, 15 clock hours)

Outlines the steps in setting up a dental lab. Taught by a dental lab owner and technician, this course encourages the dental student to develop his own successful business. (1 hr. lect.)

## ***Economics***

**ECO-203 PRINCIPLES OF MICROECONOMICS** (3 credits, 45 clock hours)

This course contains the economic analysis tools; the mechanisms of determining the prices in different market conditions, the theory of production and distribution. (3 hr. lect.)

**ECO-204 PRINCIPLES OF MACROECONOMICS** (3 credits, 45 clock hours)

This course presents aggregate supply and aggregate demand, macro equilibrium, fiscal and monetary policies and the impact of both on the public debt and on international trade. (3 hr. lect.)

## ***Education***

**EDU-100 INTRODUCTION TO EDUCATION** (3 credits, 45 clock hours)

This course will cover the principles of education placing emphasis on the philosophical, social, and historical essentials shaping the public education system in the United States. Students will explore different educational philosophies and their implications. This course carries a 15 hour field experience. (3 hr. lect.)

**EDU-102 TEACHING DIVERSE POPULATIONS** (3 credits, 45 clock hours)

This course will explore the issue of diversity in our student population. It will focus on both theory and practical knowledge. As part of the course, the student will complete a 15 hour field experience component. (3 hr. lect.) Prerequisite: EDU 100.

**EDU-103 TECHNOLOGY IN EDUCATION** (3 credits, 60 clock hours)

Students will explore the different technologies available and their application to education. (2 hr. lect., 2 hr. lab)  
Prerequisite: CIS 102.

**EDU-104 CLASSROOM MANAGEMENT** (3 credits, 45 clock hours)

This course provides the preservice teachers with the basic skills of classroom discipline designed to equip them with strategies for managing the learners, the environment, and academic tasks, so that all pupil's opportunities for psychological and cognitive growth are enhanced. (15 hr. field experience) (2 hr. lect.) Prerequisite: EDU 100.

**EDU-123 INTRODUCTION TO TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL** (3 cr., 45 clock hours)

This course is designed to introduce the students to the concepts, materials, and methods needed to teach appropriate social studies curriculum for preschool and elementary school children. Topics will include such areas as geography, the arts, civic responsibility, history, multi-cultural societies, economics, current events, and environmental science as well as the theoretical concepts and foundations of social studies. (3 hr. lect.)  
Prerequisite: EDU 100.

**EDU-124 EDUCATIONAL PSYCHOLOGY** (3 credits, 45 clock hours)

This course will provide an overview of the different theories of learning as well as covering topics such as cognitive learning, instructional objectives, individual differences, classroom management and evaluation. (3 hr. lect.) Prerequisite: PSY 201.

## *English*

Note: Students taking ENG 010 or ENG 012 will be unable to complete their program of study in the number of semesters specified in the program section of this catalog. Because these courses are developmental or preparatory in nature, they are not creditable toward a degree, diploma, or certificate.

**ENG-010 BASIC WRITING SKILLS** (3 institutional credits, 45 contact hours)

This is a developmental course designed to improve writing skills through exercises in basic grammar, spelling, mechanics, sentence structure, and paragraph structure. (3 hr. lect.)

**ENG-012 COLLEGE READING SKILLS** (3 institutional credits, 45 contact hours)

This is a developmental course designed to improve vocabulary, spelling and dictionary skills; and specially, reading comprehension skills, as needed for successful college work in English. Its main emphasis throughout is college reading skills, including discerning meaning of new words in context, identifying main idea and supporting details, and making inferences. (3 hr. lect.)

**ENG-101 ENGLISH COMPOSITION I** (3 credits, 45 clock hours)

This course offers college freshmen a thorough review of the fundamentals of grammar, punctuation, and usage; emphasizing the construction of effective sentences of varied syntactical structures, as also of unified and coherent paragraphs. Students receive training in the techniques and skills required in college writing and in the use of the library as a source of reference. (3 hr. lect.) Prerequisite: Achievement of Level 10 on TABE or ENG 088 / ENG 099. This course serves to meet the Gordon Rule writing requirements.

**ENG-102 ENGLISH COMPOSITION II** (3 credit, 45 clock hours)

Students will apply and refine their skills in various types of writing such as persuasive writing, research papers, writing about literature, and creative writing. (3 hr. lect.) Prerequisite: ENG 101. This course serves to meet the Gordon Rule writing requirements.

**ENG-105 ORAL ENGLISH SKILLS** (3 credits, 45 clock hours)

Training and practice in the fundamentals of oral English, including methods of obtaining and organizing materials and delivering effective oral presentations. (3 hr. lect.) This course serves to meet the Gordon Rule writing requirements.

**ENG-150 SURVEY OF AMERICAN LITERATURE** (3 credits, 45 clock hours)

A survey of prominent American authors. (3 hr. lect.) This course serves to meet the Gordon Rule writing requirements.

**ENG-152 MARK TWAIN AND AMERICAN REALISM** (3 credits, 45 clock hours)

Students will read *The Adventures of Huckleberry Finn*, one of the great books of world literature, along with several of Twain's short stories and selections reflective of rapidly changing American society towards the end of the nineteenth century. (3 hr. lect.) This course serves to meet the Gordon Rule writing requirements.

**ENG-154 HISPANIC AMERICAN LITERATURE** (3 credits, 45 clock hours)

This course explores the relevance of Hispanic-American Literature to contemporary culture. The course presents a wide variety of literature, from the chronicles of early Spanish explorers to contemporary poetry, short stories, novels, and memoirs. The course explores the role of race and ethnicity in identity formation as a theme in contemporary Hispanic American literature. (3 hr. lect.) This course serves to meet the Gordon Rule writing requirements.

**ENG-210 BUSINESS COMMUNICATIONS** (3 credits, 45 clock hours)

This is an English composition course geared toward the need of students in business-oriented careers. Emphasis will be placed on letter writing in the business environment, using correct and effective language, form, and strategies. (3 hr. lect.)

**ENG-215 CHILDREN'S LITERATURE** (3 credits, 45 clock hours)

This course surveys various aspects of children's literature, with emphasis on fairy tales, folk tales, poetry, and picture books to realistic fiction and fantasy. The overall intent of the course is to enable the student to think, to evaluate, to speak, and to write confidently about this literature. (3 hr. lect.). This course serves to meet the Gordon Rule writing requirements.

## ***English as a Second Language***

**ESL-001 BASIC SPEAKING, READING AND WRITING SKILLS I, II** (4.5 credits, 136 contact hours)

This course is designed to present the fundamentals of the English language to students who are satisfactorily at ease with the spoken language. Simple and complex affirmative, negative, and interrogative statements are presented in this program using present, past, and future tenses. Prerequisite: Placement Test.

**ESL-002 BASIC SPEAKING, READING AND WRITING SKILLS III, IV** (4.5 credits, 136 contact hours)

This second part of the basic level reinforces the beginner's elementary knowledge with the use of new forms of the language to communicate in everyday situations. Prerequisite: ESL 001

**ESL-003 ENGLISH STRUCTURAL PATTERNS I, II** (4.5 credits, 136 contact hours)

In this course, the students cover the last two thirds of Spectrum II. It is designed to prepare students to communicate in real life situations and places, such as, restaurants, job interviews, emergencies and accidents, among other everyday situations. Prerequisite: ESL 002

**ESL-004 ENGLISH STRUCTURAL PATTERNS III, IV** (4.5 credits, 136 contact hours)

This course will reinforce knowledge of previously learned structural patterns. It will enable students to recognize, use, and produce advanced patterns in oral and written contexts. Prerequisite: ESL 003

**ESL-005 INTERMEDIATE SPEAKING, READING, AND WRITING SKILLS** (4.5 credits, 136 contact hours)

Abridged biographies, personal experiences, and travel books will provide material for language skills at a higher level. Practice with compound sentences, the multiparagraph, the dialogue, and the short essay will enable the student to achieve the goals of this course. Prerequisite: ESL 004

**ESL-006 ADVANCED SPEAKING, READING AND WRITING SKILLS** (4.5 credits, 136 contact hours)

This is an advanced communicative course in English that focuses on interaction as a vital step in language acquisition. The course builds confidence and fluency and also prepares students for more open-ended activities involving role playing, discussion and problem solving. Authentic newspapers and magazine articles, realistic conversations, discussions, role-playing activities, and the listening to passages serve as a springboards for writing practice. Prerequisite: ESL 004

**ESL-007 TECHNIQUES IN PUBLIC SPEAKING PLUS** (4.5 credits, 136 contact hours)

Students will develop self-confidence in speaking, role playing in the fields of new casting, sales demonstrations, giving instructions, exchanging home recipes and creating commercials. Prerequisite: ESL 004

**ESL-009 LISTENING AND DISCUSSION FOR ADVANCED STUDENTS I** (4.5 credits, 136 contact hours)

This course uses a variety of authentic and intermediate recordings from live radio to provide material for extensive practice in listening skills and strategies, while also stimulating and guiding discussion on relevant subjects and issues. It also sets the stage for lively and productive work in class. Prerequisite: ESL 004

**ESL-011 COMPOSITION FOR SOCIAL USE** (4.5 credits, 136 contact hours)

This course uses a variety of authentic and intermediate recordings to provide material for extensive practice in reading and writing skills and strategies while also stimulating and guiding discussion on relevant subjects and issues. Prerequisite: ESL 004

**ESL-013 CONVERSATION FOR LIVING IN THE U.S.A.** (4.5 credits, 136 contact hours)

This course is a continuation of the development of speaking skills encountered in everyday life situations using idioms and correct pronunciation. Prerequisite: ESL 004

**ESL-015 CONVERSATION FOR EVERYDAY LIVING** (4.5 credits, 136 contact hours)

This course deals with conversations on subjects matters such as work activities, recreation, shopping, food and health, money, sports, justice, and love with increasing fluency and vocabulary. Prerequisite: ESL 004

**ESL-017 CONVERSATION FOR LEISURE TIME** (4.5 credits, 136 contact hours)

True-to-life conversations presenting English as it is spoken in a relaxed fast speech in contrast to a careful slow speech. This course introduces the most common pronunciation changes and reduced forms. Prerequisite: ESL 004

## **Graphics**

### **GRF-101 INTRODUCTION TO DESIGN** (4 credits, 75 clock hours)

An introduction to basic theory and skills techniques of visual communications. The students create graphics communications design (ads, brochures, TV graphics, illustrations, etc.) using contemporary mediums, techniques and tools. (3 hr lect., 2 hr lab)

### **GRF-102 2D ILLUSTRATIONS AND IMAGE EDITING** (3 credits, 60 clock hours)

Students are introduced to vector and pixel based applications used to produce 2D images using contemporary mediums, techniques and tools. (2 hr lect., 2 hr lab)

### **GRF-103 LAYOUTS AND COMPOSITION FOR PRINT PUBLICATIONS** (3 credits, 60 clock hours)

Students are introduced to fundamentals of layout and composition for print publications in colors and black and white. (2 hr lect., 2 hr lab)

### **GRF-104 3D MODELING AND ANIMATION FOR GRAPHIC DESIGN** (3 credits, 60 clock hours)

Students are introduced to create based applications used to produce animated images and movies for a controlled length of time using contemporary mediums, techniques and tools. (2 hr lect., 2 hr lab)

### **GRF-105 MULTIMEDIA PRODUCTIONS** (3 credits, 60 clock hours)

This course is designed to create and prepare dynamic graphics, SWF, interactive movies and Quick Time player video. Students learn pre-planning storyboarding, and production of dynamic graphics as part of multimedia productions. (2 hr lect., 2 hr lab)

### **GRF-106 DELIVERY SYSTEMS FOR ELECTRONIC PUBLICATIONS** (3 credits, 75 clock hours)

Students are introduced to fundamentals of single color layout and stripping as used in electronic publications. Includes actual practice and instructions in contemporary mediums. (2 hr lect., 2 hr lab)

## **History**

### **HIS-105 AN OUTLINE OF AMERICAN HISTORY** (2 credits, 30 clock hours)

This is a course presenting in outline form the principal events in the growth and development of the American Republic. It is designed as a refresher course for students of American history, an introductory course for new arrivals to the United States, or a prelude to further, in-depth studies in American history. (2 hr. lect.). This course serves to meet the Gordon Rule writing requirements.

### **HIS-201 AMERICAN HISTORY TO 1865** (3 credits, 45 clock hours)

This course covers developments in American history from Old World backgrounds through the Civil War. (3 hr. lect.) This course serves to meet the Gordon Rule writing requirements.

### **HIS-202 AMERICAN HISTORY FROM 1865** (3 credits, 45 clock hours)

This course covers developments in American history from Old World backgrounds through the Civil War. (3 hr. lect.) This course serves to meet the Gordon Rule writing requirements.

## **Hospitality Management**

### **HMT-150 INTRODUCTION TO THE HOSPITALITY INDUSTRY** (3 credits, 45 clock hours)

The industry's past, present and future. This Hotel/Motel overview gives a total picture of ownership classification, organization and terminology of the hospitality business. Profiles of famous hoteliers and their contribution to the industry. (3 hr. lect.)

### **HMT-175 HOTEL/MOTEL OPERATION** (3 credits, 45 clock hours)

Study of duties and operation of the front office, and the departments associated with it: housekeeping, engineering, security and administration departments. Emphasis on sales and service. functions and convention planning. (3 hr. lect.)

### **HMT-200 FRONT OFFICE OPERATION / HOUSEKEEPING** (3 credits, 45 clock hours)

This course provides an in-depth study of all front office and housekeeping positions. The importance of superior guest service is carefully balanced with yield management considerations to optimize front office and housekeeping efficiency. Students will role-play all positions. (3 hr. lect.)

### **HMT-220 HOSPITALITY FOOD MANAGEMENT** (3 credits, 45 clock hours)

Students will master the basic principles of food production and service management. Customer satisfaction and innovative ways to market and operate efficiently will be emphasized. Bar management, food cost and production, and menu planning will be stressed. (3 hr. lect.)

## **Humanities**

### **HUM-105 HUMANITIES** (3 credits, 45 clock hours)

This course offers a chronological survey of guiding ideas and trends within Western Culture, as reflected in the philosophy, literature, and fine arts of ancient, medieval or modern times. The instructor will select a succession of periods that can be covered meaningfully within the mini-semester. The student will acquire knowledge of the cultural achievements falling within selected periods in the development of Western civilization, along with an understanding of how these achievements contribute to the making of the West's present cultural inheritance. (3 hr. lect.) This course serves to meet the Gordon Rule writing requirements.

### **HUM-106 THE ORIGINS OF WESTERN CIVILIZATION** (3 credits, 45 clock hours)

This course explores the meaning of "civilization" as a stage in the development of culture and examines some of the considerable cultural achievements of the earliest great civilizations that contribute to the cultural legacy of the West. Of particular interest will be each civilization's religious and philosophical ideas concerning the world and human destiny as revealed in its literature, architecture, and other fine arts. The civilizations examined include those of Mesopotamia, Egypt, Crete, Archaic and Classical Greece, and possibly, Republican and Imperial Rome. (3 hr. lect.) This course serves to meet the Gordon Rule writing requirements.

### **HUM-108 UNDERSTANDING ART** (3 credits, 45 clock hours)

This course is an interdisciplinary course which introduces ideas and examples of art, music, philosophy, drama, literature, and dance with an emphasis on critical appreciation of the influences that shape each genre. The course retains the focus on the arts as an expression of cultural and personal values. (3 hr. lect.) This course serves to meet the Gordon Rule writing requirements.

### **HUM-116 MUSIC APPRECIATION** (3 credits, 45 clock hours)

This introductory course is designed to teach students how to appreciate music. It uses a listening-centered approach to familiarize students with important musical works and terminology and to develop active listening skills. The course provides an overview of Western music history and a brief survey of certain American popular music, and delves into cultural context in its discussion of composers, styles, forms, and performance settings. (3 hr. lect.) Prerequisite: Eng 101 - English Composition I. This course serves to meet the Gordon Rule writing requirements.

## **Legal Assistant / Paralegal**

### **LEA-100 ETHICS AND PROFESSIONAL RESPONSIBILITY** (3 credits, 45 clock hours)

This course will cover an introduction to ethics and professional responsibility as it relates to attorneys and how it impacts the role of the legal assistant. The discussion will include the attorney-client privilege as well as all ethical responsibilities adopted by the American Bar Association under its Model Act. (3 hr. lect.)

### **LEA-102 INTRODUCTION TO LEGAL WRITING** (4 credits, 60 clock hours)

This course will introduce the student to legal terminology as well as the specific usage of such terminology in legal documents. (4 hr. lect.)

### **LEA-103 LEGAL RESEARCH** (4 credits, 60 clock hours)

This course will introduce the student to the techniques of legal research, with an emphasis on the research of case law as it relates to specific issues. (4 hr. lect.)

### **LEA-104 CIVIL PROCEDURE** (4 credits, 60 clock hours)

Includes an overview of a civil lawsuit as well as an introduction to pleadings and the most commonly used motions: Highlights the interface between civil procedure and substantive law. (4 hr. lect.)

### **LEA-202 INTRODUCTION TO REAL PROPERTY** (4 credits, 60 clock hours)

This course will examine real property law as it affects the ownership and transfer of land. (4 hr. lect.)

### **LEA-203 WILLS, TRUSTS, AND ESTATES** (4 credits, 60 clock hours)

This course will discuss the requirements of creating a trust, as well as the duties and responsibilities of both personal trustees and corporate trustees. The students will also be required to draft a simple will. An introductory discussion of intestacy law will be included. (4hr. lect.)

### **LEA-204 FAMILY LAW** (4 credits, 60 clock hours)

This course will provide a general introduction to dissolution of marriage, including both the practice and specific procedures. A simplified divorce will be discussed in class. The course also includes a general discussion on adoptions. (4 hr. lect.)

### **LEA-209 TORTS** (4 credits, 60 clock hours)

An overview of the laws of negligence, intentional wrongs, slander and libel, product liability, strict liability and other private wrongs. (4 hr. lect.)

### **LEA-215 CRIMINAL PROCEDURE** (4 credits, 60 clock hours)

The law of criminal procedure governs the process whereby the government seeks to convict and punish a person for a criminal offense. It thus deals with the manner in which the police detect whether a criminal offense has been committed; the manner in which the evidence is presented to and evaluated by the guilt determining body; and, if guilt is determined, the manner in which punishment is imposed. (4 hr. lect.)

**LEA-216 CREDITOR/DEBTOR LAW SEMINAR** (3 credits, 45 clock hours)

This course will acquaint the student with the basic principles of bankruptcy law and creditor's remedies. (3 hr. lect.)

**LEA-221/BUS-221 BUSINESS LAW** (4 credits, 60 clock hours)

Law in relation to the proper conduct of business, including a consideration of the nature and source of law. Courts and courtroom procedures, contracts, sales of goods, negotiable instruments and secured transactions. (4 hr. lect.)

## **Marketing**

**MAR-201 PRINCIPLES OF MARKETING** (3 credits, 45 clock hours)

Survey course in the principles of marketing; movement of goods from producer to consumer, methods, functions, and price policies. (3 hr. lect.)

**MAR-202 INTRODUCTION TO INTERNATIONAL MARKETING** (3 credits, 45 clock hours)

A study of international marketing and planning, international business sales, and export marketing. (3 hr. lect.)

**MAR-205 CONSUMER BEHAVIOR** (3 credits, 45 clock hours)

This course is designed to illustrate the consumer's basic drives in making decisions. The different factors that influence the consumer making process; cultural, social, group influences. (3 hr. lect.)

**MAR-206 SALESMANSHIP** (3 credits, 45 clock hours)

This course is designed to explain the factors that affect selling techniques in the contemporary environment. Persuading and understanding the customer psychology is the key for any successful salesperson. (3 hr. lect.)

## **Mathematics**

**MAT-099 PREPARATORY MATHEMATICS** (4 institutional credits, 60 clock hours)

This course includes a review of arithmetic skills, operations with real numbers, algebraic expressions, first degree equations and inequalities, operations with polynomials including addition, subtraction, multiplication, and division. Factoring techniques and solution of quadratic equations by factoring are also included. Special emphasis is given in mathematics applications and problem solving. (4 hr. lect.) Note: Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

**MAT-102 COLLEGE ALGEBRA I** (3 credits, 60 clock hours)

A detailed introduction to the fundamental concepts of algebra. Topics include factoring, rational expressions and equations, graphing equations and inequalities, systems of equations, radicals, and quadratic equations, with emphasis on the application of mathematical techniques. (2 hours lect., 2 hr. lab) Prerequisite: Achievement of Level 10 in TABE. This course serves to meet the Gordon Rule requirements.

**MAT-103 COLLEGE ALGEBRA** (3 credits, 60 clock hours)

The following topics are included in this course: Functions; domain and range of a function; graphs of functions and relations; algebra of functions; composite and inverse functions; linear, quadratic, and rational functions; absolute value and radical functions and equations; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; mathematical modeling; and applications involving the above listed topics. (3 hours lect.) Prerequisite: Achievement of Level 10 in TABE. This course serves to meet the Gordon Rule requirements.

**MAT-104 COLLEGE ALGEBRA II** (3 credits, 60 clock hours)

Deals with the properties of real numbers, basic operations with polynomials and factoring, rational expressions and equations, integer and rational exponents, radicals, linear equations, solution of polynomial, rational, absolute value equations and inequalities, solution of equations reducible to quadratic form, operations with complex numbers, straight lines, circles, graphing linear and quadratic equations, and solving linear and nonlinear systems. (2 hr. lect., 2 hr. lab) Prerequisite: MAT 102 or MAT 103. This course serves to meet the Gordon Rule requirements.

**MAT-150 CALCULUS** (3 credits, 60 clock hours)

The course introduces the student to some areas of calculus techniques. It will cover analytic geometry in the plane; limits and continuity; and derivatives and integrals with some applications. (2 hr. lect., 2 hr. lab) Prerequisite: MAT 104

**MAT-200 GEOMETRY** (3 credits, 60 clock hours)

Students will learn and apply the principles of geometry as well as recognize and understand their relevance to the real world. Throughout the course special emphasis is given to problem-solving techniques including the appropriate use of calculators and computers. (2 hr. lect., 2 hr. lab) Prerequisite: MAT 102 or MAT 103. This course serves to meet the Gordon Rule requirements.

**MAT-230 INTRODUCTION TO STATISTICS** (4 credits, 60 clock hours)

This course provides an introduction to the summarizing, tabulating, and analyzing of data using various statistical techniques. (4 hr. lect.) Prerequisite: MAT 102/103. This course serves to meet the Gordon Rule requirements.

**MAT-240 RESEARCH IN MATHEMATICS** (1 credit, 30 clock hours)

The student conducts research, under departmental supervision, on a topic relating to the invention, the use, or application of mathematics; results presented in a term paper following guidelines for college-level work. (2 lab. hr.)

## ***Medical Assistant***

**MED-109 INTRODUCTION TO ELECTROCARDIOGRAM** (1 credit, 15 clock hours)

An introduction to EKG techniques, historical background, and regulations. Topics: The heart: introduction to anatomy, physiology, and the conduction system. The normal EKG, and how to prepare the patient for an electrocardiogram. The course also includes an overview of the clinical uses of the EKG. (1 hr. lect.)

**MED-115 MEDICAL TERMINOLOGY I** (3 credits, 60 clock hours)

This course is designed to give the student thorough knowledge of the language that medical professionals use. The student acquires the ability to pronounce, spell, and define medical words, as well as follow directions given in medical phraseology. This course also includes the anatomical and medical terms used in the study of anatomy and physiology as detailed in course MED 121. (2 hr lect., 1 hr. lab)

**MED-116 ALLIED HEALTH FUNDAMENTALS** (3 credits, 45 clock hours)

An introduction to allied health career fundamentals. The professional standards of the health professions, communication skills, and the legal and ethical issues and bearing relating to medical practice are emphasized. The students will become familiar with most common and specialized diagnostic imaging studies performed as part of the medical diagnosis laboratory test. The importance of professional attire for the allied health worker is also presented. (3 hr. lect.)

**MED-121 ANATOMY AND PHYSIOLOGY I** (3 credits, 75 clock hours)

This course includes the study of the structure and function of the cells and tissues, body planes and directions, and the integumentary, skeletal, muscular, respiratory, and circulatory systems. The students will be using the laboratory to practice identification of the anatomical parts and their structure, with priority given to those of special interest in radiology. (3 hr lect., 1 hr. lab)

**MED-125 ANATOMY AND PHYSIOLOGY II** (3 credits, 75 clock hours)

The digestive, nervous, endocrine, urinary, and reproductive system. Use of the laboratory to practice identification of the anatomical parts and their structures, giving priority to those of special interest in radiology. (3 hr lect., 1 hr lab)

**MED-130 MEDICAL OFFICE MANAGEMENT** (6 credits, 120 clock hours)

Training the student in specialized medical office routines, this course including the application of basic computer knowledge, data entry and database software programs in office procedures, such as patient reception, appointment scheduling, telephone techniques, medical records management and filing procedures; accounting systems; billing and collecting procedures; health and accident insurance. (4 hr. lect., 2 hr. lab) Prerequisites: MED-115

**MED-138 MEDICAL CARE** (4 credits, 75 clock hours)

This course offers an introduction to the field of patient care, including assessment of the patient's condition, monitoring the vital signs, the safe transferring and positioning the patient for medical examination and diagnostic procedures. Topics include the prevention of the spread of types infections and knowledge of the sanitation procedures, disinfection, and sterilization techniques; instruction on how to handle the most frequent of medical emergencies. (3 hr. lect., 1 hr. lab)

**MED-150 MEDICAL EXAMINATION ASSISTANCE** (3 credits, 60 clock hours)

This course includes the study of vital signs and anthropometric measurement, preparation of the patient for the physical examination, and procedures for assisting the doctor with routine examinations. This course also includes an overview of the most common diseases and their classification. The medical specialty examination and procedures included are pediatrics, female reproductive system, male reproductive system, urinary system, digestive system, sensory system, respiratory system, musculoskeletal system, neurological system, circulatory system, blood and lymph system, and integumentary system. (2 hr. lect., 1 hr. lab) Prerequisites: MED-115, MED-121 MED-125

**MED-155 MEDICAL OFFICE LABORATORY** (2 credits, 45 clock hours)

Topics include medical laboratory quality assurance and quality control, use of the microscope, special handling of

human specimens, microbiology procedures commonly performed in the physician's office, collecting urine specimens and urinalysis, hematology (review of blood composition), blood chemistry test, microhematocrit, CBC and differential blood count, preparation of blood smears, erythrocyte sedimentation rate. (1 hr. lect., 1 hr. lab)

Prerequisites: MED-115

**MED-168 MEDICAL CODING AND INSURANCE** (3 credits, 60 clock hours)

Presents the organization and development of nomenclatures and classification systems in medical coding, and the basic of health insurance. The use of the international classification of diseases (ICD-9-CM) and current procedural terminology (CPT-4) coding is emphasized. The students learn the various type of health insurance and how to process claims. (2 hr. lect., 1 hr. lab) Prerequisites: MED-115, MED-130

**MED-175 MEDICAL BILLING AND COLLECTION** (3 credits, 60 clock hours)

This course addresses applications for automated medical insurance billing. The use of one or more medical insurance billing software programs and electronic claims transmission is included. The advantages of a computer system, versus a manual system, are discussed; as also what to do when insurance denies payments, delinquent claims follow-up, and solution of common billing problems. (2 hr. lect., 1 hr. lab) Prerequisites: MED-115, MED-130

**MED-183 MEDICAL TRANSCRIPTION** (4 credits, 75 clock hours)

This course includes the foundations of medical transcription: the correct use of basic transcription equipment, legal and ethical responsibilities of the transcriptions, type of medical reports, and their components, quality control standards and phraseology of various medical specialties, terminology used primarily in pathology and autopsy procedures. A level of speed and accuracy consistent with employment standards required.(3 hr. lect., 1 hr. lab) Prerequisites: MED-115

**MED-220 MEDICATIONS** (2 credits, 30 clock hours)

An introduction to clinical pharmacology, its history and background; drug interactions with the body; drug forms; drug dosages; drug administration along with the legal and ethical responsibilities of the medical assistant in the management of medication constitute the topics of this course. Drug forms. (2 hr. lect.) Prerequisites: MED-115

**MED-225 PHLEBOTOMY AND INJECTIONS** (3 credits, 75 clock hours)

Covers the theory and techniques utilized in modern phlebotomy. The student is taught the preparation of patients for phlebotomy, the drawing and processing of blood, and routine blood bank procedures. Students are also trained in injection techniques. (1 hr. lect., 2 hr. lab)

**MED-230 ELECTROCARDIOGRAPHY CLINIC** (4 credits, 75 clock hours)

Review of the anatomy and physiology of the heart, focusing on the circulatory system and the electrical activity of the heart. Topics: how to transport and prepare a patient for electrocardiogram; EKG paper and measures; cardiac rate determination; cardiac cycle; EKG waves and intervals; interpretation of waves and problems which may occur while taking an EKG; special recording of EKG; the EKG and the most common cardiac arrhythmias; the EKG in the myocardial infraction. (3 hr. lect., 1 hr. lab)

**MED-250 EXTERNSHIP** (3 credits, 90 clock hours)

The student uses the skills learned in the classroom in the setting of an actual physician's office, diagnostic center, hospitals, or clinic, etc. This course requires a minimum of 135 clock hours in approved placement. (3 hr. externship)

## ***MicroBiology***

**MIC-148 MICROBIOLOGY** (3 credits, 60 clock hours)

An introduction to the classification of microorganisms, transmission of infections, culturing techniques, isolation techniques, equipment decontamination, personal hygiene, and their applications to patient care, and sterilization and disinfection methods. (2 hr. lect., 2 hr. lab)

## ***Microsoft Office Specialist***

**MOS-101 MICROSOFT WINDOWS** (4 credits, 75 clock hours)

This course introduces the students to the Microsoft Windows OS family as support to pass the Microsoft Office Specialist Exams. (3 hr. lect., 2 hr. lab)

**MOS-102 MICROSOFT WORD** (3 credits, 60 clock hours)

This course prepares the students to pass the Microsoft Word Core and Expert Exam as part of the MOS Certification. (2 hr. lect., 2 hr. lab) Prerequisites: CIS 102

**MOS-103 MICROSOFT EXCEL** (3 credits, 60 clock hours)

This course prepares the students to pass the Microsoft Excel Core and Expert Exam as part of the MOS Certification. (2 hr. lect., 2 hr. lab) Prerequisites: CIS 102

**MOS-104 MICROSOFT ACCESS** (3 credits, 60 clock hours)

This course prepares the students to pass the Microsoft Access Core and Expert Exam as part of the MOS Certification. (2 hr. lect., 2 hr. lab) Prerequisites: CIS 102

**MOS-105 MICROSOFT POWER POINT** (3 credits, 60 clock hours)

This course prepares the students to pass the Microsoft PowerPoint Core and Expert Exam as part of the MOS Certification. (2 hr. lect., 2 hr. lab) Prerequisites: CIS 102

**MOS-106 MICROSOFT OUTLOOK** (3 credits, 60 clock hours)

This course prepares the students to pass the Microsoft Outlook Core and Expert Exam as part of the MOS Certification. (2 hr. lect., 2 hr. lab) Prerequisites: CIS 102

**MOS-107 MICROSOFT PROJECT** (3 credits, 60 clock hours)

This course prepares the students to pass the Microsoft Project Core and Expert Exam as part of the MOS Certification. (2 hr. lect., 2 hr. lab) Prerequisites: CIS 102

## ***Medical Sonographer Technology***

**MST-110 SONOGRAPHY EQUIPMENT OPERATION** (3 credits, 90 clock hours)

Introduces the use of sonography equipment. Topics include control panel and components, transducers, monitor, display images, storage and computing programs used to process the image. (6 hrs. lab) Prerequisites: BIO-101, PHY 100

**MST-120 AXIAL ANATOMY I** (3 credits, 60 clock hours)

This course will teach the student how to interpret a three dimensional visualization of the organs and tissues, examining the structures inside the body and their positions. This knowledge will be applied in the use of ultrasonographic procedures in order to create the appropriate image of the disease in study. This course will cover the axial anatomy of the chest, abdomen and pelvis. The students will learn axial anatomy, anatomy variations, and positioning, as presented in real images produced by sonography equipment. (2 hrs. lect., 2 hrs. lab) Prerequisites: BIO-101, PHY 100

**MST-121 ETHICS AND LAW IN DIAGNOSTIC IMAGING** (3 credits, 60 clock hours)

This course is designed to introduce the Allied Health students to the Foundations of Law and Ethics. The student will understand the difference between Liability, Negligence, and Malpractice. The course will also focus on the proper communication, human relationships, and other social issues. (2 hrs. lect., 2 hrs. lab) Prerequisites: BIO-101, PHY 100

**MST-130 AXIAL ANATOMY II** (3 credits, 60 clock hours)

This course will teach the student how to interpret a three dimensional visualization of the organs and tissues of the nervous and endocrine systems in fetal and adult bodies, the aspect of the structures inside, and their proper locations. All of this knowledge will be applied using ultrasonographic procedures in order to reach the appropriate image of the disease in study. This course will cover the axial anatomy of the neurological and endocrine systems, including their vascularity in fetal and neonate patients. The students will learn axial anatomy, anatomy variations and localization as presented in real image created on the sonography equipment. (2 hrs. lect., 2 hrs. lab) Prerequisites: BIO-101, PHY 100

**MST-140 AXIAL ANATOMY III** (2 credits, 60 clock hours)

This course will teach the student how to understand a three dimensional visualization of the organs and tissues, the real aspect of the structures inside the body, and their proper locations. All of this knowledge will be applied toward the ultrasonographic procedures in order to reach the appropriate image of the disease in study. This course will cover the axial anatomy of the small parts, ophthalmology, and joints. The students will learn what they need to know about axial anatomy, anatomy variations and localization, as the real images demonstrated on the sonography equipment. (2 hrs. lect., 2 hrs. lab) Prerequisites: BIO-101, PHY 100

**MST-150 PHYSICS IN ULTRASOUND** (3 credits, 60 clock hours)

This course will teach the student the fundamentals of the physics of sound, of the propagation of ultrasound through the tissues, and explain the echo and Doppler effect. The students will learn what they need to know about the physics applied to ultrasonography, some common artifacts, as well as how the real images are created with sonography equipment. Some ultrasound biological effects and the American Institute of Ultrasound in Medicine Statement will also be covered. (2 hrs. lect., 2 hrs. lab) Prerequisites: BIO-101, PHY 100

**MST-155 IMAGE PRODUCTION IN ULTRASOUND** (3 credits, 60 clock hours)

This course will teach the student how to understand a three-dimensional sonographic visualization of the organs and tissues. All of this knowledge will be applied in the use of sonographic procedures in order to reach the appropriate image under study. The students will learn what they need to know about axial anatomy, anatomy variations and localization as presented in real images created on the sonography equipment. (2 hrs. lect., 2 hr. lab) Prerequisites: BIO-101, PHY 100

**MST-180 ARTIFACTS IN ABDOMINAL ULTRASOUND** (1 credit, 30 clock hours)

**MST-185 ARTIFACTS IN PELVIC AND FETAL ULTRASOUND** (2 credits, 60 clock hours)

This course will train the student in the formation of the sonographic image during a pelvic and fetal examination and about the more common artifacts and how to avoid them. The student will be able to recognize the structures and some infrequent artifacts to the image. (4 hr. lab) Prerequisites: BIO-101, PHY 100

**MST-200 EXTERNSHIP** (180 clock hours)

The student acquires experience through practicing hours in a general ultrasound Dept. of a hospital or clinic, under the supervision of an ARDMS qualified technician. The student will be in contact with patients, and observe different abdominal, Gyneco-Obstetric, and Small Parts pathology cases. The students will learn about the sonographic image, variations, locations, and diseases of different body organs. (2 hr. lect., 2 hr. lab)

**MST-240 ABDOMINAL ULTRASOUND** (3 credits, 75 clock hours)

This course teaches the standard procedures used in abdominal sonography as well as the recognition of the organs and structures, including vascular structures, liver, biliary system, pancreas, gastrointestinal tract, spleen, urinary system, retroperitoneum, peritoneal cavity and abdominal wall. Additionally, the student will be trained in interpreting a three-dimensional visualization of the organs and structures. The students will learn about the sonographic image, variations, and location of the abdominal organs. (1 hr. lect., 4 hr. lab) Prerequisites: BIO-101, PHY 100

**MST-245 ABDOMINAL PATHOLOGY** (3 credits, 75 clock hours)

This course instructs on the frequent pathologies and diseases that affect the organs of the abdominal cavity including liver, biliary system, pancreas, gastrointestinal tract, spleen, urinary system, retro peritoneum, peritoneal cavity and abdominal wall. Additionally, the student will be trained in interpreting a three-dimensional visualization of normal variants, masses, vascular changes and abnormalities in organs of the abdominal cavity. The student will learn about the pathologic image and its localization in the abdominal organs. (1 hr lect., 4 hr lab) Prerequisites: BIO-101, PHY 100

**MST-250 GYNECOLOGIC ULTRASOUND** (3 credits, 60 clock hours)

This course teaches the standard procedures during the female pelvic sonographic examination; the recognition of the organs and structures including vascular structures, muscles, uterus, ovaries, urethras, and urinary bladder. Students will be trained in the interpretation of three-dimensional visualization of the organs and structures. Students will learn about the sonographic image, variations, and localization of the female pelvis organs. (2 hrs. lect., 2 hr. lab) Prerequisites: BIO-101, PHY 100

**MST-255 GYNECOLOGIC PATHOLOGY** (2 credits, 30 clock hours)

This course will teach the student the frequent pathologies and diseases that affect the organs of the female pelvic cavity; including vascular structures, muscles, uterus, ovaries, urethras, and urinary bladder. Students will be trained in interpreting a three-dimensional visualization of normal variants, masses, vascular changes and abnormalities in organs of the abdominal cavity. The student will learn about the pathologic image, variants, and localization in the mother and in the fetus. (2 hr. lect.) Prerequisites: BIO-101, PHY 100

**MST-260 OBSTETRIC ULTRASOUND** (3 credits, 75 clock hours)

Students will learn the recognition of organs and structures, as also the standard procedures during the pregnancy sonographic examination. Topics include vascular structures, muscles, uterus characteristics, placenta, ovaries, urethras and urinary bladder; the complete evaluation of the embryo and fetus abnormalities: abdominal development, malformations syndromes and congenital diseases. The student will be trained in understanding the three-dimensional visualization of the organs and structures in the mother and the fetus. (1 hr lect., 4 hr lab) Prerequisites: BIO-101, PHY 100

**MST-265 OBSTETRIC PATHOLOGY** (3 credits, 60 clock hours)

This course instructs in the frequent pathologies and diseases that affect the organs of the pregnant mother and fetus. Many pathologies and abnormalities in vascular structures, muscles, uterus characteristics, placenta, ovaries, urethras, and urinary bladder will be covered including embryo and fetal abnormalities: abnormal development, malformations syndromes and congenital diseases. Students will be trained in understanding a three-dimensional visualization of the organs and structures; they will learn about the sonographic image, variations, localization of the organs, and the fundamentals of Doppler evaluation of extremities. (2 hr lect., 2 hr lab) Prerequisites: BIO-101, PHY 100

**MST-270 SMALL PARTS ULTRASOUND** (2 credits, 45 clock hours)

This course teaches how to identify the anatomy and frequent pathologies of superficial organs and glands. The course will focus on the thyroid, testes, subcutaneous tissue, muscles and other superficial structures. Students will be trained in the interpretation of three-dimensional visualizations of these structures; they will learn about the sonographic images, variations, and localization of the small parts and surrounding tissues. (1 hr. lect., 2 hr lab) Prerequisites: BIO-101, PHY 100

**MST-271 SMALL PARTS SONOGRAPHY** (3 credits, 60 clock hours)

This course prepares the student to identify the anatomy and frequent pathology of superficial organs and tissues. The student will be trained in interpreting a three-dimensional visualization of thyroid, testes, breast, subcutaneous tissues, muscles, vessels and other superficial structures. Also, it will be an introduction for identification of vascular structures and Doppler images. (2 hr lect., 2 hr lab) Prerequisites: BIO-101, PHY 100

The objectives of this course are to train the student about formation of the sonographic image, the more common artifacts in abdominal sonography, and in recognizing the structures and some infrequent artifacts of the image. (2 hr. lab) Prerequisites: BIO-101, PHY 100

**MST-285 CLINICAL PRACTICUM JOURNAL** (0 credits)

Upon completion of MST 200, the student is required to complete 350 hours of practice at a designated clinical facility or hospital and record his/her experiences in a journal. Upon completion of the hours, the journal is signed by a certified sonographer at the clinical facility or hospital where the hours were completed.

**CVS-150 ULTRASOUND OF EXTREMITIES AND JOINTS** (3 credits, 60 clock hours)

This course teaches the student the recognition of the anatomy and frequent pathologies of extremities and joints; vascular structures, muscles, tendons, ligaments, etc. Students will be trained in interpreting a three-dimensional visualization of the structures; they will learn about the sonographic image, variation, localization, and the fundamentals of Doppler evaluation of extremities. (2 hr. lect., 2 hr. lab)

**CVS-250 FETAL AND PEDIATRIC CARDIOVASCULAR ULTRASOUND** (3 credits, 60 clock hours)

This course will review the recognition of organs and structures and the standard procedures used when examining the pregnant patient, focusing in the cardiovascular structures, covering organogenesis and development to childhood. Students will learn about common pathologies of the heart; abnormal development, malformations syndromes and congenital diseases. The student will learn about the sonographic image and normal variations. (2 hr. lect., 2 hr. lab)

## ***Nursing Assistant / Home Health Aide***

**NUA-101 INTRODUCTION TO NURSING ASSISTING** (0.5 credit, 15 contact hours)

This course introduces the student to the nursing field and the health care professions, concentrating on the care giver's relationship with the patient, the hospital, and the health care delivering.

**NUA-102 MEDICAL TERMINOLOGY** (1 credits, 30 contact hours)

This course gives the student an understanding of the most common medical terms and medical abbreviations.

**NUA-103 ANATOMY AND PHYSIOLOGY** (1 credits, 30 contact hours)

Basic elements of anatomy and physiology are studied, including study of the cell and levels of organization of matter; body planes and directions, and body systems.

**NUA-105 PATIENT CARE AND TREATMENT** (2 credits, 60 contact hours)

The student is instructed on taking vital signs; transferring the patient; personal care and feeding of patients; monitoring equipment; intake and output, and specimen collection. . Prerequisites: NUA 102, NUA 103

**NUA-106 MEDICAL EMERGENCIES** (1.5 credits, 45 contact hours)

The student is instructed on general rules governing medical emergencies, and on identifying and giving assistance in specific emergencies, such as bleeding, burns, concussion, foreign bodies, poisoning, fainting, and chest pain. Prerequisites: NUA 102, NUA 103.

**NUA-115 HOSPITAL PROCEDURES** (1 credits, 30 contact hours)

The student will be instructed in handling patient admission, patient transfer, patient discharge, and will learn hospital procedures to be fulfilled in each case.

**NUA-120 HOME HEALTH CARE** (2.5 credits, 75 contact hours)

The student is instructed on how to establish a work plan with the patient and family, identification of methods for medication storage, and on performing patient-related cleaning tasks and laundry.

**NUA-125 NURSING CLINICAL PRACTICE** (2.5 credits, 75 contact hours)

The student learns about medical asepsis, bed making, fire prevention, care of patients, care of orthopedic patients, diets, nutrients, fluid balance, care of the diabetic patient, gynecological care, and care of the mentally ill patient. Other topics cover: infusion equipment, binder and elastic bandage, the geriatric patient and the patient in rehabilitation. Prerequisites: NUA 102, NUA 103

**NUA-130 EXTERNSHIP** (3 credits, 90 contact hours)

Students are placed in a medical facility on a sixty -hour schedule where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Externship is mandatory and must be completed satisfactorily before a certificate is issued. The student's supervisor will confirm attendance and submit evaluations of performance to FNC.

## ***Office Technology***

An introduction to the general office including such topics as telephone procedures, appointment procedures, responding to clients and customers, general office conduct and office organization. (3 hr. lect.)

**OFT-105 BUSINESS CORRESPONDENCE** (3 credits, 45 clock hours)

Emphasis is placed on the preparation of business letters, memos and reports as well as the principles of good letter writing. (3 hr. lect.)

**OFT-110 SPEEDWRITING I** (4 credits, 75 clock hours)

Emphasis is placed on developing speed and accuracy in preparation for transcription. (3 hr. lect., 2 hr. lab)

**OFT-115 RECORDS MANAGEMENT** (3 credits, 45 clock hours)

Modern filing rules and procedures such as indexing and filing in accordance with alphabetic, numeric, geographic, chronological and subject systems are studied and practiced. In addition, the student becomes familiar with the creation, classification, retention, protection, and disposal of records. (3 hr. lect.)

**OFT-220 SPEEDWRITING II** (4 credits, 90 clock hours)

A continuation of OFT 110. Focuses on the development of greater speed, ability to construct outlines and sharpening of language skills. (2 hr. lect.; 4 hr. lab) Prerequisite: OFT 110.

### ***PATIENT CARE TECHNICIAN***

**PCT-105 FUNDAMENTALS OF PATIENT CARE AND TREATMENT** (2 credits, 60 clock hours)

The student students will be instructed on taking vital signs, transferring the patient, personal care and feeding of the patients, monitoring of equipment, intake and output, and specimen collection.

**PCT-110 MEDICAL TERMINOLOGY** (2 credits, 60 clock hours)

The purpose of this course is to give the student the necessary knowledge and understanding of the most common medical terms.

**PCT-115 ANATOMY AND PHYSIOLOGY** (2 credits, 60 clock hours)

Course offers introduction to the structure and functions of the human body, which is necessary for the student's success in health care.

**PCT-120 INTRODUCTION TO EKG** (1 credit, 30 clock hours)

The course offers a review of the anatomy and physiology of the heart and the conduction system. It also offers and introduction to the EKG technique, the normal EKG, and how to prepare the patient for an electrocardiogram. The course also includes an overview of the clinical uses of EKG.

**PCT-125 PHLEBOTOMY AND INJECTIONS** (3 credits, 90 clock hours)

The course covers the theory and techniques utilized in modern phlebotomy. The student is taught the preparation of the patients for phlebotomy, drawing and processing of blood, and routine blood bank procedures. Students are prepared to work in clinics, hospitals, and health related facilities or doctors' offices.

**PCT-130 HOSPITAL PROCEDURES** (2 credits, 60 clock hours)

The student will be instructed in handling patient admission, patient transfer, patient discharge, and hospital procedures to be fulfilled in each case.

**PCT-145 NURSING CLINICAL PRACTICE** (2 credits, 60 clock hours)

The student will learn about medical asepsis, bed making, fire prevention, care of patients, care of orthopedic patients, diets, and nutrients, fluid balance care of diabetes, gynecological patient procedures, and care of mentally ill patients. Other topics cover: infusion, equipment, binder, and elastic bandage.

**PCT-150 ADULT GERIATRIC CARE** (2 credits, 60 clock hours)

This course will provide the student with the knowledge of the particular needs and problems with the elderly. The objective of this course is that the student will be able to identify general characteristics of the elderly and identify common alteration in the elderly patient behavior.

**PCT-200 EXTERNSHIP** (4 credits, 120 clock hours)

Students are placed in a medical facility on a one-hundred-twenty hours schedule where they is an opportunity to observe, assist, learn and perform in an on-the-job setting. Externship is mandatory and must be completed satisfactorily before a certificate is issued. The student's supervision will confirm attendance and submit evaluations of performance to FNC.

### ***Philosophy***

**PHI-101 INTRODUCTION TO PHILOSOPHY** (3 credits, 45 clock hours)

This course will familiarize the student with the basic philosophical questions and the different attempts of the great philosophers to offer answers to these questions. The student will learn a philosophical point of view to

approach these questions. It will present an overview of the origins of Western philosophy, including a study of several pre-Socratic philosophers, the philosophy of Socrates, Plato's theory of Forms, and Aristotle's distinction between form and matter. This course will fulfill the 2000 word requirement of the Gordon Rule. (3 hr. lect.)

**PHI-105 LOGIC** (3 credits, 45 clock hours)

This course is an introduction to the science of reasoning. It will examine such concepts as those of inference, validity, soundness, deduction, induction, counter example, and fallacy (formal and informal) The discussion will use arguments in natural language, Aristotelian (categorical) logic and, optionally, propositional logic. Predicate logic will not be covered. (3 hr. lect.)

**PHI-120 ETHICS** (3 credits, 45 clock hours)

This course is an introduction to philosophical thinking about moral action, moral judgment, duty and responsibility. The course will examine a series of important texts on ethics, representative of various ethical systems. The student will be encouraged to evaluate moral dilemmas following the various ways of thinking concerning moral right and wrong. (3 hr. lect.)

## **Physics**

**PHY-100 GENERAL PHYSICS I** (3 credits, 60 clock hours)

This course is designed to give the beginning student a fundamental knowledge of the structure of matter, a description of the motion of objects and its laws, and of heat and radiation. (2 hr. lect.; 2 hr. lab) Prerequisites: MAT 102 or MAT 103

**PHY-101 GENERAL PHYSICS II** (3 credits, 60 clock hours)

This course is a continuation of General Physics I. The course offers the student fundamental knowledge of electricity and magnetism, electromagnetism, and electromagnetic radiation. (2 hr. lect.; 2 hr. lab) Prerequisite: PHY 100.

## **Political Science**

**POL-200 THE BASIC DUTIES OF CITIZENSHIP** (2 credits, 30 clock hours)

Designed for the new arrival and for the citizen who just wishes to enlarge his understanding of the duties of American citizenship, this course involves the primary rights and duties of the citizen as defined in the Bill of Rights. The right to vote, the right of jury duty, the right to the protection of the judicial system, the right to bear arms, etc. Principles, processes and problems of American government with special attention to current issues. (2 hr. lect.)

**POL-210 AMERICAN GOVERNMENT AND POLITICS** (3 credits, 45 clock hours)

Examines the Constitution, its principles and developments; the organization and functions of the federal government; elections, political parties, and interest groups; relationships between the individual and the federal governments. (3 hr. lect.)

**POL-225 CONTEMPORARY ISSUES OF AMERICAN SOCIETY** (2 credits, 30 clock hours)

An analysis of contemporary issues such as American education, juvenile delinquency, health care, the battle over abortion, etc. This course will require researching subjects, writing reports and debating the issues in class. (2 hr. lect.)

## **Psychology**

**PSY-201 GENERAL PSYCHOLOGY** (3 credits, 45 clock hours)

A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day-to-day behavior. (3 hr. lect.)

**PSY-202 APPLIED PSYCHOLOGY** (3 credits, 45 clock hours)

A study of the applications of the science of psychology towards understanding and shaping human behavior within the context of daily life and work. (3 hr. lect.) Prerequisite: PSY 201.

**PSY-205 CHILD PSYCHOLOGY** (3 credits, 45 clock hours)

This course explores the processes by which children develop into adults. Changes and growth are examined from conception to the end of adolescence. (3 hr. lect.) Prerequisite: PSY 201.

## **Research**

**RES-100 ESSENTIALS OF RESEARCH** (1 credit, 15 clock hours)

This course is concerned with teaching the student the basic research methods and technologies. It involves a heavy use of the library and the electronic resources located therein. The student is expected to produce a research project. (1 hr. lect.)

## ***Respiratory Therapy***

### **RTT-100 INTRODUCTION TO RESPIRATORY CARE (2 credit, 30 clock hours )**

An introduction to the field of Respiratory Therapy and its evolution as an allied health profession.

### **RTT-220 APPLIED SCIENCES FOR RESPIRATORY CARE (2 credits, 30 clock hours).**

An introductory course in the basic principles of physics, chemistry and fundamental mathematics, as applied to respiratory care provider.

### **RTT-230 CARDIOPULMONARY ANATOMY AND PHYSIOLOGY (1 credits, 15 clock hours).**

Include gross and microanatomy of the cardiopulmonary system. Functional characteristic of the respiratory system and ventilation/perfusion ratio.

### **RTT-240 CHRONIC AND ACUTE CARDIORESPIRATORY (2 credits, 30 clock hours).**

This course is designed to learn the knowledge of more common chronic and acute cardiopulmonary diseases, is based upon a discussion of the disease etiology, pathogenesis, clinical feature, prognosis and therapy.

### **RTT-250 CARDIOPULMONARY DIAGNOSTIC (3 credits, 45 clock hours)**

An introduction to basic pulmonary function testing, measure of lung volumes, hemodynamic and gas exchange monitoring, spirometry. Fiberoptic bronchoscopy

### **RTT-260 ARTERIAL BLOOD GASES (2 credits, 15 clock hours, 30 hours lab).**

This course include the study of blood gas analyzers, blood gas sampling, physiology of gas exchange and also the physiology and evaluation of acid-base balance .

### **RTT-270 RESPIRATORY CARE PHARMACOLOGY (2 credits, 30 contact hours).**

An orientation to principles of pharmacology with emphasis to those pharmacology agents commonly encountered in the practice of respiratory care. Routes of delivery.

### **RTT-274 CARDIOPULMONARY REHABILITATION (2 credits, 30 clock hours) .**

The student will learn about facts related with mechanism of functions deterioration in chronic lung disease sequence of pulmonary rehabilitation. Outcomes from a pulmonary rehabilitation program, as well as the education and orientation of patients on the management of their condition, and equipment.

### **RTT-276 MECHANICAL VENTILATION (3 credits, 15 clock hours, 60 hours lab).**

Principles of mechanical ventilation, indication and complications of medical ventilation .Ventilator induced lung injury. Describes the aspects, and common effects of mechanical ventilation, as well as the psychological aspects of patients.

### **RTT-280 LUNG EXPANSION THERAPY AND AIRWAY MANAGEMENT (3 credits, 15 clock hours, 60 hours lab).**

Methods of promoting lung expansion, coughing and breathing, spirometry incentive, and intermittent positive pressure breathing. Oropharyngeal and nasopharyngeal airways. Indication for endotracheal intubation .

### **RTT-286 HUMIDITY AND AEROSOL THERAPY (3 credits 45 clock hours).**

The basics concepts of humidity and aerosol therapy are explored, emphasizing in maintaining normal pulmonary function. Aerosol drugs administrated. Devices used.

### **RTT-290 NEONATAL MECHANICAL VENTILATION (3 credits 45 clock hours).**

An introduction to basic concepts including manual ventilation, nasal continuous positive airway pressure, endotracheal intubations, conventional infant ventilation and airway care.

### **RTT-292 INFECTION CONTROL IN RESPIRATORY CARE (2 credits, 30 clock hours).**

This course includes topics about the basic principles of microbiology, antibiotic resistance, infection control methods, respiratory infections and nosocomial respiratory infections related with the respiratory care equipment.

### **RTT-296 RESPIRATORY CLINICAL PRACTICUM I EXTERNSHIP (5 credits, 150 hours externship)**

This course is intended for the clinical practice in order to develop the clinical skills of our graduates.

### **RTT-298 RESPIRATORY CLINICAL PRACTICUM II EXTERNSHIP (5 credits, 150 hours externship)**

This is a continuation of the clinical rotations offered in RTT 400.

## ***Social Science***

### **SSI-110 SOCIAL SCIENCE (3 credits, 45 clock hours)**

This course explores the social nature of man including a study of man's participation in a multiplicity of social groups. (3 hrs lect.)

## ***Sociology***

### **SOC-200 PRINCIPLES OF SOCIOLOGY** (3 credits, 45 clock hours)

This course is an introduction to the study of sociology, its methods of research, the relationships between human culture and the individual, deviations from cultural norms, the organization of society, human behavior in groups, and social institutions. (3 hr. lect.)

### **SOC-201 MARRIAGE AND THE FAMILY** (3 credits, 45 clock hours)

A study of the family as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships within the family, to sex education, and to the legal and social factors affecting marital adjustment. (3 hr. lect.)

### **SOC-205 CRIME AND DELINQUENCY** (3 credits, 45 clock hours)

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. (3 hr. lect.) Prerequisite: SOC 200.

### **SOC-210 MINORITIES AND THE AMERICAN SOCIETY** (2 credits, 30 clock hours)

A study of the ethnic, racial and religious minorities as focal points of social friction and disorder, including the function of the minority group in society. (2 hr. lect.)

### **SOC-220 COMMUNITY SERVICE** (1 credit, 30 clock hours)

Under the direction of the Campus Dean or the Dean of Student Services, this course requires the student to affiliate with a public service organization or program and aid in the community work of that organization. The organization and work must be documented and approved by the college overseeing supervisor. (2 hr. lab)

## ***Spanish***

### **SPA-105 INTRODUCTORY SPANISH I** (3 credits, 45 clock hours)

This is a formal language course for Spanish speakers. The contents of this course deals with the fundamentals of grammar and syntax, vocabulary, reading and composition. (3 hr. lect.)

### **SPA-110 INTRODUCTORY SPANISH II** (3 credits, 45 clock hours)

This is a continuation of Spanish 101. It continues with the teaching of grammar, syntax, vocabulary, reading and composition for further enrichment and development of skills in the Spanish language. (3 hr. lect.) Prerequisite: SPA 105

### **SPA-265 CULTURE AND CIVILIZATION OF SPAIN** (3 credits, 45 clock hours)

A survey of the geography, history, and culture of Spain. (3 hr. lect.)

### **SPA-270 LATIN AMERICAN CIVILIZATION** (3 credits, 45 clock hours)

A survey of the history, geography, life and culture of the Latin American peoples. (3 hr. lect.)

### **SPA-275 SURVEY OF LITERATURE IN SPANISH I** (3 credits, 45 clock hours)

Readings of the classical works in the Spanish language from the twelfth to the seventeenth century. (3 hr. lect.)

### **SPA-280 SURVEY OF LITERATURE IN SPANISH II** (3 credits, 45 clock hours)

This course is a continuation of Spanish 275. It is designed to present the student with a panorama of works of literature (poetry, prose and theater) by writers from the Spanish-speaking world from the eighteenth to the twentieth centuries. (3 hr. lect.)

### **SPA-290 MONOGRAPHS** (1 credit, 15 clock hours)

The student researches a topic relating to the language, geography, culture, or socio-economic development of a Spanish-speaking country. The resulting research paper must meet college standards for form and content. (1hr. lect.)

## ***Travel and Tourism***

### **TVT-101 OFFICIAL AIRLINE GUIDES** (4 credits, 90 clock hours)

An in depth study of both official airline guide publications, North American Edition (Domestic) and Worldwide Edition (International). Flight schedules, city and airline codes, time zones and conversions. Air mileage and equipment. (2 hr. lect., 4 hr. lab)

**TVT-105 GEOGRAPHY FOR THE TRAVEL PROFESSIONAL** (4 credits, 60 clock hours)

An approach to world geography from a travel industry perspective. A study of important and secondary tourist destinations includes history, culture, major geographic features, language, weather patterns, tourist attractions and travel tips. Areas covered: North America, the Caribbean, Latin America, Europe, Africa and the Middle East, Asia, Australia and South Pacific. (4 hr. lect.)

**TVT-110 ADVERTISING, SALES & PROMOTIONS** (3 credits, 45 clock hours)

Learn the demographics and psychographics of your clientele and target the proper market. Promote your travel product. Most efficient and profitable methods of advertising. Group coordination and tour escort procedures. (3 hr. lect.)

**TVT-115 AIR FARES & TICKETING** (4 credits, 90 clock hours)

Learn to issue accountable and non-accountable documents using the standard ARC (Airline Reporting Corporation) stock. Domestic and international taxes. Fare rules, restrictions and penalties. The mileage system principle and its applications. Currency conversion. (2 hr. lect.; 4 hr. lab) Prerequisite: TVT 101.

**TVT-120 LODGING, TOURS AND CRUISES** (4 credits, 60 clock hours)

Introduction to the fascinating world of pleasure travel. Study the major hotel chains and their ratings. Most important tourist destinations in the USA, the Caribbean, Europe, South America and the Far East. Then sail to tropical and exotic ports of call studying the major cruise lines and their fleets. (4 hr. lect.)

**TVT-240 TRAVEL AGENCY OPERATIONS** (4 credits, 90 clock hours)

This complete study of retail travel agencies includes ARC sales report, internal accounting and records keeping. Step by step instructions on how to open and operate a successful retail travel agency. (2 hr. lect.; 4 hr. lab)

**TVT-251 COMPUTERIZED RESERVATIONS** (4 credits, 90 clock hours)

Introduction to SABRE. The student learns to create passenger name records, display flight availability, reserve flight segments, handle special requests, price an itinerary, and issue boarding passes and tickets through the worldwide reservation connection system. (2 hr. lect.; 4 hr. lab) Prerequisite: TVT 115.

**TVT-260 ADVANCED COMPUTERIZED RESERVATIONS SYSTEM** (4 credits, 90 clock hours)

Advanced training in System One Amadeus (SOADA) by learning to reserve auxiliary services such as car, hotels, and tours; create passenger's profiles, issue airline tickets, boarding passes and invoices. (2 hr. lect.; 4 hr. lab) Prerequisite: TVT 250.

**TVT-270 SURFACE TRAVEL INDUSTRIES** (3 credits, 45 clock hours)

The railroad industry in the United States and Europe. Amtrak, Eurail, super speed trains and the Orient Express. Major car rental companies and their close connection with the airline industry. Motor coach tours and transportation. Urban public transportation system. (3 hr. lect.)

**TVT-282 THE AIRLINE INDUSTRY** (3 credits, 45 clock hours)

History of global aviation. Types of air service and equipment. Terminology, organization and regulations. Freedoms of the air. Traffic conferences. Ticket counter, gate and ramp operations, and career opportunities in the airline industry. (3 hr. lect.)

## ***Typing/Keyboarding***

**TYP-101 BEGINNING TYPING / KEYBOARDING** (3 credits, 60 clock hours)

Introduction of the keyboard and formatting techniques, proofreading and making corrections and development of basic keystroking speed and accuracy skills with 35 WPM minimum. (2 hr. lect.; 2 hr. lab)

**TYP-201 INTERMEDIATE TYPING / KEYBOARDING** (3 credits, 60 clock hours)

Focus is placed on the development of greater speed, improved accuracy and greater refinement of formatting ability with 45 WPM minimum. (2 hr. lect.; 2 hr. lab) Prerequisite: TYP 101.

**TYP-205 ADVANCED TYPING / KEYBOARDING** (3 credits, 60 clock hours)

Application of skills to a realistic office setting including the production of business correspondence, tabulations, forms and reports with 60 WPM minimum (2 hr. lect.; 2 hr. lab) Prerequisite: TYP 201.

## ***X-Ray***

**XRT-102 RADIATION PROTECTION** (6 credits, 135 clock hours)

Biological effects of radiation. Protection of X-Ray machine operators and patients, focusing on reducing secondary radiation, and understanding of ALARA as a basic principle of radiation protection. General concepts on Radiobiology. (3 hr. lect.; 6 hr. lab) Prerequisite: MED 115, MED 121, MED 125, MED 138.

**XRT-104 EQUIPMENT OPERATION** (2 credit, 30 clock hours)

Operation of radiographic equipment; identification of the basic control devices on the radiographic control panel, function of the electrical circuits, identification of equipment failures and avoiding operator errors. Tube-Rating charts and Cooling charts. (2 hr. lect.)

**XRT-121 ETHICS AND LAW IN THE RADIOLOGY FIELD** (3 credit, 60 clock hours)

This course is designed to introduce the Allied Health students to the Foundations of Law and Ethics. The student will understand the difference between liability, negligence, and malpractice. The course will also focus on the proper communication, human relationships, and other social issues involving patients. (2 hr. lect.; 2 hr. lab)

**XRT-204 IMAGE PRODUCTION AND EVALUATION** (7 credits, 135 clock hours)

Radiographic factors that control or influence the image: density, contrast, and geometric properties. The processing room and film storage. Evaluation of radiographs. (5 hr. lect.; 4 hr. lab) Prerequisite: XRT 102.

**XRT-205 RADIOGRAPHIC PROCEDURES AND POSITIONING** (7 credits, 135 clock hours)

Positioning terminology. General procedural considerations. Foreign body localization. Immobilization devices. Radiographic procedure and positioning of the upper and lower extremities. Radiographic procedures and positioning for the chest. Applied pathology for radiographers. (5 hr. lect.; 4 hr. lab) Prerequisites: MED 115, MED 121, MED 125, XRT 102.

**XRT-208 RADIATION PHYSICS AND RADIOBIOLOGY** (2 credits, 30 clock hours)

This course is designed to introduce the students to radiation physics, radiobiology and effects of radiation in the human body. A review of protection measures from various forms of radiation, which directly affect the radiographer and patient. (2 hr. lect.) Prerequisite: MED 115, MED 121, MED 125, XRT 102

**XRT-210 RADIOGRAPHIC PATHOLOGY** (4 credits, 60 clock hours)

The course is designed to learn the knowledge for a thorough, clear and easy understanding of the radiographic pathology. A practical approach to use the correct radiographic technique and the best patient positioning according the specific disease. All of the basic or routine projections or positions commonly done for different body parts will be review. The more common optional projections and/or positions are also will be covered. The students will learn to understand the disease and how to apply the specific techniques. (4 hr. lect.) Prerequisite: MED 115, MED 121, MED 125

**XRT-212 IMAGING QUALITY ASSURANCE** (1 credit, 30 clock hours)

The course is designed to develop the knowledge previously acquired to produce high quality radiographs. The student will be trained in image production and quality evaluation process, correct processing room handling and film storage methods. The student will learn about the quality assurance program applied to radiology field. (2 hr. lab) Prerequisite: MED 115, MED 121, MED 125

**XRT-217 IMAGE EVALUATION** (2 credits, 30 clock hours)

Analysis of the quality used of the radiographic exposure from the practical point of view. Techniques in evaluation the correct radiography factors in order to guarantee the radiographic exposure. The principles of different imaging procedures and their indications. (2 hr. lect.) Prerequisite: XRT 204

**XRT-219 RADIOGRAPHIC POSITIONING I** (3 credits, 60 clock hours)

The course is designed to learn the concepts for a thorough, clear and easy handle of the radiological procedures to positioning the patient, to take radiographs of the skull, vertebral column and the abdomen. All of the basic or routine projections of positions commonly done for these parts of the body will be taught. (2 hr. lect., 2 hr. lab) Prerequisite: XRT 204, XRT 205, XRT 217 \*This course requires hospital hours.

**XRT-223 RADIOGRAPHIC POSITIONING II** (3 credits, 60 clock hours)

The course is designed to learn the concepts for thorough, clear and easy handling of the radiological procedures to positioning the patient to take radiographs of the upper and lower GI, gallbladder, kidneys, and other contrast studies. (2 hr. lect., 2 hr. lab) Prerequisite: XRT 217, XRT 219 \*This course requires hospital hours.

**XRT-230 RADIOGRAPHIC CLINICAL PRACTICUM I** (4 credits, 120 clock hours)

The first of 2 clinical practice courses. Under direct supervision of faculty and X-ray laboratory staff, the student performs basic diagnostic radiographic procedures, including skull and spinal column x-rays, upper and lower extremities x-rays, chest and abdomino-pelvic cavities x-rays, and the routine fluoroscopic techniques. The student must observe the principles of radiation protection, and the ethical and legal issues in diagnostic radiographic procedures. (8 hr. lab) Prerequisite: XRT 219

**XRT-235 RADIOGRAPHIC CLINICAL PRACTICUM II** (4 credits, 120 clock hours)

The second of 2 clinical practice courses. A continuation of the clinical practice diagnostic radiographic procedures including the advanced radiographic techniques, such as upper and lower GI, gallbladder, kidneys, and other contrast media studies. Professional performance in an x-ray laboratory and how to handle the most common duties. (8 hr. lab) Prerequisite XRT 223, XRT 230

## Seminars

### **CCJ-101 A CAREER IN CRIMINAL JUSTICE: A GUIDE TO AN EXCITING WORLD** (0 credits)

This seminar will serve the student as a guide that will provide him/her with an overlook of employment projections and career descriptions within the field of Criminal Justice. This seminar assists the student in the decision making of long term and short term goals. At the end of the seminar, the student will have a better idea of the direction he/she wants to take with an education in this field.

### **CPR-001 CARDIOPULMONARY RESUSCITATION** (0 credits)

This seminar meets the certification requirements in basic life saving cardiopulmonary resuscitation set by the American Red Cross and the American Red Cross personnel give it on campus. The student is taught the emergency care in case of respiratory and/or cardiac arrest.

### **COS-002 MICROSOFT® FRONT PAGE** (0 credits)

This seminar deals with ways to design a Web Page. The student has the options of creating a Web Page by coding directly in HTML (hypertext markup language) or by using a higher-level tool such as Microsoft® Front Page.

### **EDU-001 COLLEGE LEARNING** (0 credits)

A seminar teaching the student the study habits and techniques necessary for success in college. The seminar presents the student with steps to be taken before entering the classroom: how to conduct one's self in the classroom; techniques of study, memorization, and assignment preparation outside the classroom.

### **EKG-101 ELECTROCARDIOGRAPHY** (0 credits, 24 clock hours)

Covers the theory and techniques utilized in EKG procedures. Interpretation of waves and most common cardiac problems which may occur while taking an EKG are included.

### **FI-001 MONEY MANAGEMENT** (0 credits)

One of the major problems leading to default is the fact that few students have not been taught money management skills. This Seminar covers how to identify and offer solutions to such money management deficiencies. Budget construction, bank accounts, checking and the value of good credit are emphasized.

### **HI-004 HIV/AIDS** (0 credits)

This seminar presents basic knowledge of HIV/AIDS virology, modes of transmission, prevention and control. Emphasis is given to attitude and behavioral changes as a means of protection and prevention. The students will also learn about workplace issues and legal implications. An HRS personnel gives it on campus.

### **MCB-101 MEDICAL CODING AND BILLING** (0 credits, 72 clock hours)

This seminar addresses applications for automated medical coding, insurance billing and electronic claims transmissions.

### **PDT-005 PREVENTING DISEASE TRANSMISSION** (0 credits)

By way of this Seminar, the medical student will fulfill the requirement from the Occupational Safety and Health Administration (OSHA) for all Health workers. The American Red Cross offers the seminar on campus.

### **PHL-101 PHLEBOTOMY** (0 credits, 24 clock hours)

Covers the theory and techniques utilized in modern phlebotomy.

## & FACULTY &

(H) Hialeah Campus	(S) South Campus	(TC) Training Center
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Alfonso, Jorge L., B.S., University of Miami, M.S., Barry University; Business and Economics Dept. (H)

Alvarez, Gillian, B.A., Higher Pedagogic Institute of Foreign Language, Cuba; ESL Dept. (S)

Andreu, Lourdes, B.S., Nova Southeastern University, M.B.A., Nova Southeastern University; Business and Economics Dept. (H)

Blanco, Vicente, B.A., Higher Pedagogic Institute of Foreign Language, Cuba; ESL Dept. (S)

Beisenherz, Jon, B.S., Western Oregon State College; M.S., Western Oregon State College; Computer Science Division, (S)

Blanco, Vicente, B.A., "Jose Varona" Higher Pedagogic Institute, Havana, Cuba; ESL Dept. (S)

Boza, Jesus, M.D., Higher Institute of Medical Sciences of Havana; Allied Health Division (H)

Campanioni, Jose, J.D., University of Miami; Legal/Paralegal Dept. (H, S)

Castellanos, Nestor, M.S., Nova Southeastern University; (H)

Castillo, Xiomara, M.B.A., Roosevelt University; Business and Economics Dept. (H)

Cordero, Marvin, B.S., Nova Southeastern University; MPA, Nova Southeastern University; Business and Economics Dept. (H)

Diaz, Juan, B.A., University of Havana; ESL Dept. Head (H)

Donovan, Jacqueline, M.S., University of Miami; M.B.A., University of Miami; Business and Economics Dept. (H, S)

Dukes-Isaac, Maria, B.S., Florida State University; M.S., Florida State University; English Dept. (H, S)

Espinosa, Moises, M.D., National Autonomous University of Nicaragua; Allied Health Div. (H)

Faure, Gretisz, B.A., "Juan Marinello" Higher Institute of Pedagogy, Cuba; English Dept. (H)

Febles, Enrique, Ph.D., University of Habana; Mathematics Dept. (H, S)

Ferguson, Kathy, B.A., Barry University, M.I.B., Nova Southeastern University; Business and Economics Dept. (H, S)

Fernandez, Carlos, B.S., University of Matanzas, Cuba, M.S., University of Matanzas, Cuba; Comp. Science Div. (H)

Ferret, Olema, M.D., University of Havana, Cuba; Ph.D., University of Havana, Cuba; Allied Health Division Head

Galvan, Rodolfo, M. S., (Radiology/Sonography), Federal University of Rio de Janeiro, Brazil; M.D. (Surg.), University of San Marcos, Lima, Peru, BRT, RDMS, SDMS, ASRT Licences; Medical/X-Ray (H)

Garcia, Jose I., B.S., University of Havana, Cuba, M.S., University of Havana, Cuba, Ph.D., University of Havana, Cuba; Mathematics Department, Physics Department, (H)

Garcia, Ramón, B.S., University of Havana, Cuba, Ph.D. University of Havana, Cuba; Computer Science Div. (TC)

Gomez, Mario, M.S., "Jose Antonio Echevarria" Higher Polytechnic Institute, Cuba; Computer Science Division Head

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