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Florida's **First**
Student Success **First**

PALM BEACH COMMUNITY COLLEGE

0809 catalog

Expect More.

Your life journey
begins here....

The logo consists of a stylized graphic of three curved lines on the left, followed by the lowercase letters 'pbcc' in a bold, sans-serif font. Below 'pbcc' is the text 'Palm Beach Community College' in a smaller, lighter font.

pbcc
Palm Beach Community College



REGISTRATION CALENDAR

2008-2009

| | 2008 | | | | 2009 | | | | | | | |
|--|---|------------------------------|---|---|--|--------------------------------|---------------------------------|--------------------------------|--|------------------------------|-----------------------------|--|
| | Fall FULL TERM (16 Weeks) | Fall EXPRESS A (1st 8 Weeks) | Fall 12 WEEKS | Fall EXPRESS B (2nd 8 Weeks) | Spring FULL TERM (16 Weeks) | Spring EXPRESS A (1st 8 Weeks) | Spring 12 WEEKS | Spring EXPRESS B (2nd 8 Weeks) | Summer FULL TERM (12 Weeks) | Summer A (1st 6 Weeks) | Summer B (2nd 6 Weeks) | |
| International Admissions Application Deadline (F1 Visas) | Session 1 Aug 22 - Dec 18 | Session 2 Aug 22 - Oct 17 | Session 3 Sep 22 - Dec 18 | Session 4 Oct 20 - Dec 18 | Session 1 Jan 7 - May 8 | Session 2 Jan 7 - Mar 5 | Session 3 Feb 5 - May 8 | Session 4 Mar 16 - May 8 | Session 1 May 12 - Aug 4 | Session 2 May 12 - Jun 23 | Session 3 Jun 24 - Aug 4 | |
| | Jul 23, 2008 | | | | November 18, 2008 | | | | April 13, 2009 | | | |
| Registration | Fall Registration begins in July 2008 For specific dates, go to www.pbcc.edu/AcademicCalendar (Click on the desired Term Registration Calendar) | | | | Spring Registration begins in November 2008 (Click on the desired Term Registration Calendar) | | | | Summer Registration begins in April 2009 | | | |
| Classes Begin | Aug 22 | Aug 22 | Sep 22 | Oct 20 | Jan 7 | Jan 7 | Feb 5 | Mar 16 | May 12 | May 12 | Jun 24 | |
| Add/Drop | Aug 22-28 | Aug 22-25 | Sep 22-26 | Oct 20-21 | Jan 7-13 | Jan 7-8 | Feb 5-11 | Mar 16-17 | May 12-18 | May 12-13 | Jun 24-25 | |
| Last Day to Drop with Full Refund | Aug 28 | Aug 25 | Sep 26 | Oct 21 | Jan 13 | Jan 8 | Feb 11 | Mar 17 | May 18 | May 13 | Jun 25 | |
| Last Day to Audit | Aug 28 | Aug 25 | Sep 26 | Oct 21 | Jan 13 | Jan 8 | Feb 11 | Mar 17 | May 18 | May 13 | Jun 25 | |
| CLAST Registration Deadline | Sep 5 | Sep 5 | Sep 5 | Sep 5 | Jan 23 | Jan 23 | Jan 23 | Jan 23 | May 1 | May 1 | May 1 | |
| Last Day to Make Up "I" Grades from Previous Term | Sep 22 | Sep 22 | Sep 22 | Sep 22 | Feb 6 | Feb 6 | Feb 6 | Feb 6 | Sep 21 | Sep 21 | Sep 21 | |
| Graduation Application Deadline | Sep 30 | Sep 30 | Sep 30 | Sep 30 | Feb 27 | Feb 27 | Feb 27 | Feb 27 | May 29 | May 29 | Jul 14 | |
| CLAST Test Date | Oct 4 | Oct 4 | Oct 4 | Oct 4 | Feb 21 | Feb 21 | Feb 21 | Feb 21 | Jun 6 | Jun 6 | Jun 6 | |
| Last Day to Withdraw | Nov 5 | Sep 29 | Nov 17 | Nov 26 | Mar 30 | Feb 13 | Apr 8 | Apr 21 | Jul 6 | Jun 9 | Jul 21 | |
| Grades Available via Web | Dec 19 | Oct 18 | Dec 19 | Dec 19 | May 9 | Mar 6 | May 9 | May 9 | Aug 5 | Jun 24 | Aug 5 | |
| Commencement Certificate Programs Degree Programs | Dec 18, 2008 Dec 19, 2008 | | | | May 8, 2009 May 11, 2009 | | | | | | | |
| Student Holidays (No Classes held) | Aug 30-Sep 1 Oct 22 Nov 11 Nov 27-30 Dec 19-Jan 6 | Aug 30-Sep 1 | Oct 22 Nov 11 Nov 27-30 Dec 19-Jan 6 | Oct 22 Nov 11 Nov 27-30 Dec 19-Jan 6 | Jan 17-19 Mar 9-15 Mar 24 Apr 10-12 | Jan 17-19 | Mar 9-15 Mar 24 Apr 10-12 | Mar 24 Apr 10-12 | May 23-25 Jul 4 | May 23-25 | Jul 4 | |

Check with Instructor for last meeting day of class and examination schedule.

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

PBCC students can access their final grades via: PantherWeb www.pbcc.edu • FACTS www.facts.org

Courses with session dates other than those listed above will have different add/drop and withdrawal/audit deadlines. Please check with the Registrar's Office for specific dates.

VOLUME 70-1

2008-2009 Catalog

PALM BEACH COMMUNITY COLLEGE



Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

Expect More.



About the Catalog

The Palm Beach Community College Catalog is an information and reference guide on College policies, facilities, degree and certificate programs, course offerings, services and personnel. Since the statements contained in the catalog are for informational purposes only, it should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the catalog are applicable as stated, but PBCC reserves the right to initiate changes including but not limited to academic requirements for graduation without direct notification to individuals. Any statement in this catalog is subject to change by the College. Though the College catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program.

A Catalog Addendum may be published online by July 1 of each year, depending on the number of changes incurred since the Catalog was printed. Availability of a Catalog Addendum (if published) would be on the College's Web site only. Many policy changes are listed on the Student Updates Web page, located at www.pbcc.edu/StudentUpdates.xml.

PBCC Disability Support

Palm Beach Community College does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The following persons, whose offices are at the Lake Worth campus, have been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973:

Disability Support Services/Access

Susan Lang (561) 868-3375

Employment Access

Dr. Ellen Grace (561) 868-3135

Facilities Access

John Wasukanis (561) 868-3615

This publication can be made available in alternate formats to persons with disabilities. Please make requests well in advance of need to:

Susan Lang
Palm Beach Community College
Disability Support Services, MS #55
4200 Congress Avenue
Lake Worth, FL 33461-4796
Telephone: (561) 868-3375 (V/TTY)

Equal Access

Palm Beach Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation. For more information, see the Non-Discriminatory Policy in the Admissions section of this catalog.

Religious Observances Policy

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida statute. Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance. A student who is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the dean of student services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services, will hear the facts and provide a recommendation to the vice president of student services, whose decision on the matter shall be final.

Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Florida Department of Law Enforcement notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Any member of the PBCC community who wishes to obtain further information regarding sexual offenders/predators in their area may refer to the FDLE Web site at: www.fdle.state.fl.us or call 1(888) FL-PREDATOR or 1(888) 357-7332.

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GENERAL INFORMATION



History

Establishing Florida's first public two-year college in the depths of the Great Depression may have seemed like folly in 1933. Large government expenditures were out of the question. Still, civic organizations and local citizens lobbied the County Board of Public Instruction to open a two-year public college for the area's high school graduates who were unable to find employment and couldn't afford to leave home to attend a university.

County School Superintendent Joe Youngblood and Howell Watkins, principal of Palm Beach High School, consulted with the University of Florida and the Florida State Women's College (Florida State University) and based the College's curriculum on that of the two universities. Because of the Depression-era budget, teachers at Palm Beach High School volunteered to teach at the college for free.

A total of 41 students began classes on November 14, 1933, at the new college adjacent to the high school in downtown West Palm Beach. Youngblood and Watkins (the first dean of the College) founded and nurtured the fledgling institution until John I. Leonard became PBCC's first president in 1936. Leonard was affectionately known as "Mr. Junior College" because of his dedication to the students, the College and the two-year college system.

By 1948, the College had outgrown its original building and moved to Morrison Field, a retired Air Force base used in World War II, where the library was housed in a vast airplane hangar and the Officer's Club became the perfect Student Union Building. Just three years later, though, the Korean Conflict erupted, and Morrison Field was reactivated. The air base later became Palm Beach International Airport.

So in 1951 Palm Beach Junior College moved yet again, to Lake Park Town Hall, where the quarters were so cramped students had to be turned away, and enrollment dropped significantly to less than 200. Chemistry class was held in the jail. The local media dubbed it "the little orphan college," but the Lake Park location is remembered fondly by its alumni for the camaraderie that existed

there. Master English and Speech Professor Watson B. Duncan taught classes in the nearby church and even in the hallway. Duncan discovered famous actors Burt Reynolds and Monte Markham in Lake Park, as well as Terry Garrity, the author of "The Sensuous Woman."

Almost five years later the Palm Beach County Commission donated 114 acres in Lake Worth to the College, and the state gave PBJC \$1 million for buildings. The College finally had a permanent home. Harold C. Manor, Ph.D., became president in 1958 directing extraordinary growth in enrollment, services and offerings, including many technical and vocational programs.

In 1965, the height of the Civil Rights Movement, the state legislature ordered that black and white two-year colleges be merged, and the mostly white Palm Beach Junior College and the all-black Roosevelt Junior College became one. Six professors and staff members from Roosevelt were transferred to PBJC, and other faculty members were transferred to the school district. A period of adjustment ensued, and such key figures as Professors Samuel Bottosto and Ed Pugh and Paul Glynn, dean and later vice president of student affairs, intervened on behalf of the new students to make them feel welcome.

In the 1970s and 80s the College established satellite centers, then permanent locations in Belle Glade, Palm Beach Gardens and Boca Raton. Edward M. Eissey, Ph.D., president from 1978 to 1996, was the driving force behind the building boom and the name change to Palm Beach Community College in 1988.

Current president Dennis P. Gallon, Ph.D., has expanded the College's comprehensive mission with more workforce programs and partnerships with business, industry, other educational institutions and various agencies. In 2008, the College received State Board of Education approval to offer its first four-year degree, a Bachelor of Applied Science in Supervision and Management. Upper-level courses in this degree program are scheduled to begin in Fall 2009.

Beliefs

We believe:

- Students are our first priority.
- Appropriate resources for faculty/staff training and development must be provided to enhance learning.
- The College must be responsive to the needs of the community.
- Lifelong learning enhances the quality of life.
- Strong partnerships enhance the development of the College and the community.
- Each student should leave with skills necessary to achieve individual goals.
- Everyone should have access to an affordable, quality education.
- The College must prepare students for future leadership roles.
- Participation of all members of the College community will enhance the decision-making process.
- Students must be prepared for an ever-changing global environment.
- Providing a quality education is worth the cost and effort.
- Instruction should meet the varying learning styles of students.
- We must hold an uncompromising commitment to excellence.
- Equity and equality of opportunity are essential.
- A safe, supportive and secure College climate is essential.
- Diversity should be embraced as a reflection of society and enhances the educational process.
- The College should prepare students to be responsible and productive members of the community.
- Knowledge of options is essential.
- All of our students are capable of experiencing success.
- Increased student interaction with the College and the community enriches learning.

Mission

Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

Accreditation

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone 404-679-4501) to award the associate in arts, associate in science and associate in applied science degrees. Accreditation also has been granted by professional organizations for certain specific programs. This is noted in this catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

Memberships

The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, as well as other professional organizations.

Foundation

The Palm Beach Community College Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. Monies raised by the Foundation allow the College to offer a wider range of scholarships for students, incorporate state-of-the-art technology systems and programs into the school's curriculum, add new courses to keep career training programs consistent with the local business community and fulfill the College's mission.

Locations

Courses are offered at PBCC locations in Belle Glade, Boca Raton, Lake Worth and Palm Beach Gardens. Each location offers general education courses; however, certain programs may not be available at all locations. Classes also are offered through satellite centers at Royal Palm Beach, Wellington, West Boca Raton and the Count and Countess de Hoernle Historic Building in West Palm Beach. Detailed maps for each PBCC location are at the back of this catalog.

BELLE GLADE

Serving residents of the western communities of Palm Beach County, PBCC at Belle Glade opened in 1972. The permanent facility was built in 1977 and occupied in January 1978. Guided since 1999 by a consortium of educational, community and civic leaders called the Glades Initiative Partnership Council, the College has expanded general education, occupational training, student services and community outreach to meet the diverse educational needs of the area.

The Belle Glade location offers comprehensive courses for college transfer to four-year institutions as well as vocational, technical and continuing education courses. The 470-seat Dolly Hand Cultural Arts Center at Belle Glade was completed in 1982, and the lobby was expanded in 1996. The theater offers a variety of cultural and entertainment performances and is available for rental by individuals and organizations. Beginning in 2008, PBCC at Belle Glade will offer an associate in science degree in sugar technology, the only program of its kind in North America, as well as college credit certificate programs in sugar milling and processing.

BOCA RATON

Since 1971, Palm Beach Community College has been serving the greater south Palm Beach County area from its campus in Boca Raton, conveniently located adjacent to Florida Atlantic University. Many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location. In addition, all PBCC students enjoy full-use privileges at the FAU library.

PBCC's Boca Raton campus provides its students with state-of-the-art classrooms and laboratory facilities. PBCC at Boca Raton offers classes for those seeking a college degree as well as those interested in job training, upgrading of skills and personal enrichment workshops. Well known for addressing the learning needs of the entire local community, the campus also offers Summer Youth College for ages 8-14, After School Youth College for ages 8-18, and Learning Unlimited, a personal enrichment program for adults of all ages.

LAKE WORTH

PBCC at Lake Worth is the College's largest and longest-established campus, currently serving more than 28,000 students annually. Bordered by Lake Osborne and John Prince Park, this 114-acre campus offers numerous programs for those planning to transfer to universities or enter or advance in the workforce. PBCC's intercollegiate athletic teams play and practice at this campus, which also offers a child care center, fitness center and wellness programs for students and employees.

The spacious Watson B. Duncan III Theatre serves as the campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the public. The new Science Building completed in 2008 provides state-of-the-art classrooms and laboratories for chemistry, biology, microbiology, anatomy, physiology, physical sciences, earth sciences, geology, physics and astronomy.

PALM BEACH GARDENS

The Palm Beach Gardens campus opened in 1982 as a permanent, full-time facility offering associate in arts and associate in science degrees and certificate programs. Today, PBCC at Palm Beach Gardens offers credit and noncredit courses, programs and workshops to approximately 12,000 students each year. A new Bioscience Technology Complex opened in 2008 houses an expanded science curriculum and a biotechnology degree program. The campus also features modern multimedia classrooms and laboratories, a horticultural nursery, community athletic fields, an art gallery and the 250-seat Alfred W. Meldon Lecture Hall.

The 750-seat Eisey Campus Theatre is a cultural hub for northern Palm Beach County, presenting community educational programs as well as family entertainment through its popular "Arts in the Gardens" guest artist series. The Center for Early Learning is a state-of-the-art child care center serving children of PBCC students and employees as well as families from the community.



Admission Criteria

Students seeking admission to take courses, other than continuing workforce education noncredit courses, must have one of the following:

- Standard high school diploma from a regionally accredited high school.*
- Florida Home Education graduation, in accordance with FS 1003.43 and 1003.26. Contact the Admissions Office for necessary documentation.
- Florida “Special Option” Graduation (W8A): Florida public high school students who have met all standard high school diploma requirements except the Florida Comprehensive Assessment Test (FCAT) will also be granted admission; however, they are not eligible to apply for Limited Access programs (that require high school graduation), to be eligible athletes, or to receive financial aid (unless Ability to Benefit testing is complete).
- High school equivalency diploma (GED), afforded the same rights and privileges as students with standard high school diploma.
- Approval for Early Admission/High School Dual Enrollment.
- Demonstrated competency in college credit post-secondary coursework, in accordance with FS 1007.263. PBCC defines this competency as any student who is applying for a non-Limited Access program who has received an associate’s degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education.*

High school students are eligible to take Corporate and Continuing Education (CCE) noncredit courses. They are responsible for all fees for the course(s). CCE courses are not eligible for dual enrollment and earn no high school credit. Some courses may have age restrictions because of accreditation or other requirements.

International student admission information is provided under “Admissions Procedures” in this catalog section.

Some Post Secondary Adult Vocational (PSAV) programs and noncredit courses may not require high school graduation; however, students may not be enrolled in a high school program. Refer to the Areas of Study section in this catalog.

In accordance with Florida statutes, no student will be admitted to PBCC for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs or for campus disruption.

**A student or institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit or diploma.*

Admission Policies

COLLECTION OF STUDENT SOCIAL SECURITY NUMBERS

Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all postsecondary institutions report student Social Security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for institutions to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student \$50. Refusal to disclose the SSN also may affect student’s ability to receive financial aid and transfer coursework. Palm Beach Community College protects students’ personal information. More information regarding the security of student records is listed in the Academic Policies section of this catalog.

CONDITIONS FOR ADMISSION

At the point of application, students applying to take credit or vocational courses will receive Conditions for Admission information that outlines any outstanding requirements needed to complete the admissions process. All degree-seeking students and certain certificate-seeking students are required to have transcripts sent to PBCC within one term or they may not register for subsequent terms. Students may view transcript-received information on PantherWeb (www.pbcc.edu/PantherWeb.xml).

All international student transcripts and commercial evaluations, if applicable, must be received before a first term of enrollment will be permitted. Transcripts are required prior to enrollment for financial aid recipients.

Some programs have additional admissions requirements. Refer to the Areas of Study section in this catalog, high school dual enrollment and early admission information (in this section), and international students information (in this section).

HIGH SCHOOL DUAL ENROLLMENT AND EARLY ADMISSION

Dual enrollment and early admission are opportunities for students presently attending an accredited Palm Beach County public or private high school or a home school education program to enroll tuition-free in courses offered by Palm Beach Community College while concurrently enrolled in high school. Students taking early admission and dual enrollment courses are subject to the rules and regulations of PBCC, as stated in this catalog and the student handbook.

At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Early admission and dual enrollment students who receive a grade below a "C" may have difficulty in meeting future admissions, financial aid and scholarship requirements at colleges and universities after high school graduation.

For advisement session dates, registration deadlines or other updated information on PBCC early admission or dual enrollment, visit www.pbcc.edu/dualenroll.xml.

To participate in early admission or dual enrollment, students are responsible for:

- Transportation to and from the College
- PBCC parking decal
- Uniforms (if applicable in a PSAV program)
- Freedom from any outstanding obligations to the high school prior to registering.

Students attending Florida nonpublic high schools also may attend, pending additional appropriate documentation submitted to the PBCC Registrar's Office.

Early Admission from High School

High school seniors meeting all minimum requirements for high school college credit dual enrollment and who have passing placement test scores in all areas may, upon written recommendation of their high school principal, enroll full time at Palm Beach Community College. Early Admission students must take at least 12 college credits for a maximum of two semesters (fall and spring terms only). Interested students should contact their high school principal.

Tuition-free credits earned during the early admission period must be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. Continued participation in the early admission program requires students to earn a GPA of 2.0 or higher in all college-level courses. Grades earned will become part of students' permanent high school and college transcripts.

High School Dual Enrollment

Students who participate in the dual enrollment program receive college credits that may be used toward a degree program. Credits earned must be applied toward high school graduation. Grades earned will become part of students' permanent high school and college transcripts. Dual enrolled students are essentially high school students, and it is the responsibility of the student and high school to ensure that requirements for graduation from high school are met.

Minimum Requirements

All qualifications must be completed prior to the deadlines established by the high school and PBCC. To be eligible for participation in the Dual Enrollment Program, any Palm Beach County student must:

- Submit a printed version of the PBCC Application for Admission either by mail or in person.
- Be approved by the high school principal/designee.
- Have parental permission.
- Satisfy all course prerequisites.
- Provide scores for the ACT-E, SAT1, or FCELP. All students are required to provide passing scores based on course selection. Interested students should contact their high school principal or guidance counselor.
- Obtain a Dual Enrollment Permission and Registration Form from the high school principal or his/her designee. Home education students may obtain the form from the PBCC dual enrollment coordinator upon receipt of a Home Education Dual Enrollment Legal Compliance and Eligibility Form.

A new Dual Enrollment Permission Form must be submitted for each term enrolled. The following courses are NOT permitted:

- College preparatory courses
- Physical education activity courses
- Courses less than three credits (unless the course is a corequisite or in PSAV dual enrollment)
- ATF or CDO prefix courses
- Limited Access program courses.

College Credit Dual Enrollment

Students taking college credit course dual enrollment may take up to eight college credits per fall, spring, or summer semester. Graduating seniors are not eligible for summer dual enrollment following their senior year.

In addition to the minimum qualifications, students also must:

- Achieve a weighted or unweighted grade point average (GPA) or honors point average (HPA) of 3.0* or higher. Note: High school seniors with a GPA/HPA between 2.5 and 3.0 are eligible to take Strategies for College Success, SLS 1501.

- Maintain a 3.0 weighted or unweighted high school grade point average, and earn a grade of C or higher in their college-level courses to continue participation.

**Dual enrollment students may be admitted to PBCC's Honors courses or Honors contracts. Interested students should apply at www.pbcc.edu/honors.xml.*

PSAV Dual Enrollment

In addition to the minimum requirements, students also must:

- Have a minimum 2.0 weighted or unweighted grade point average (GPA).
- Be the appropriate age (if applicable for the program).
- Take the TABE Level D within the first six weeks of enrollment.
- Enroll in an approved program.
- Meet all program prerequisite requirements.

Courses within a program are sequential and are not available to students who have not been accepted into the program. Students participating in PSAV dual enrollment must successfully complete each PSAV course in the program sequence to continue participation.

**Students must meet the TABE minimum basic skill level by the conclusion of a program to receive a PSAV Certificate.*

INSURANCE

The College assumes no responsibility if an accident occurs. Students are encouraged to secure adequate insurance to cover any medical expenses they might incur. Student health insurance forms may be picked up from the advisement department. The College acts only as the dissemination point for these brochures. All arrangements for payment and claims are made between the student and the insurance carrier.

Insurance is mandatory for all students on an F-1 visa. Contact the International Student Office for more information.

Students in certain programs may also be required to secure insurance. Refer to the specific program information in the Areas of Study section of this catalog.

NON-DISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices. Limited Access programs select students using a blind applicant pool and consider only the criteria outlined in each program's additional application information.

However, the College reserves the right to deny admission to applicants who fail to meet established academic

and behavioral standards. Decision on admission rests with the Registrar's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services.

If an applicant believes that he or she has been subject to discrimination during the application process, the applicant should submit concerns to:

College Registrar

Palm Beach Community College
4200 Congress Avenue, MS #13
Lake Worth, FL 33461

Letters should include the applicant's name, Social Security number, address, phone numbers, and information relating to the complaint. The College registrar will investigate the stated claim and provide a response in writing.

The College prohibits retaliation against any applicant who utilizes this complaint procedure regarding application processes. The applicant will be considered for any future programs for which he or she applies and is qualified.

POLICY FOR COMMUNICATION WITH STUDENTS

PBCC assigns all students a College e-mail address when processing their applications. College faculty and staff will send official communications to students through the following methods, including but not limited to:

- The official Student Updates Web page, located at www.pbcc.edu/StudentUpdates.xml
- College assigned e-mail. Students must check their PBCC e-mail address frequently in order to ensure they obtain critical information and assignments.

Note: Computers for student use are located in the College libraries, Student Learning Center, and other campus locations.

RELEASE OF TRANSCRIPTS

Upon admission, students authorize the College to release PBCC transcripts to governmental, educational, and licensing agencies as appropriate. Transcript requests must be made either in writing or through PantherWeb, www.pbcc.edu/PantherWeb.xml. Neither fax nor telephone requests will be honored. For additional information regarding the release of student records, refer to the Academic Policies section of this catalog.

Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

Admission Procedures

FIRST-TIME-IN-COLLEGE STUDENTS OR TRANSFER STUDENTS

1. Application

Submit an application online at www.pbcc.edu/AdmissionsApplication.xml (click on “FACTS” logo) or print and fully complete the paper application form and forward it to any campus Admissions Office. Incomplete applications will be returned. Students falsifying applications or records are subject to immediate dismissal without refund.

2. Application Fee

The application fee is \$20 for U.S. citizens. For international students, the fee is \$30 U.S. currency (F-1/M-1 students only). The application fee is nonrefundable.

3. Transcripts

Transcripts are official records of coursework taken at educational institutions. All credit degree-seeking students and certificate-seeking students whose program requires high school completion must submit transcripts within one term or they may not register for subsequent terms. Transcripts should be received by the Registrar’s Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma. Applicants who have a General Education Development (GED) diploma must submit official transcripts from a state Department of Education. Transfer students must submit both official high school and college transcripts and should have college transcripts sent prior to registration to ensure proper advisement. Transfer students are encouraged to read information under “Transfer Students” in this catalog section.

To be considered official, transcripts either may be sent directly to PBCC from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution. Faxed transcripts are not considered official.

Transcript request forms and information are available at www.pbcc.edu/transcripts.xml. Transcripts-received information can be viewed on PantherWeb (www.pbcc.edu/PantherWeb.xml). All transcripts and documents received become property of the College and will not be copied or transmitted to third parties, except in accordance with state law.

Students with out-of-country high school credentials must provide proof of high school completion (based on PBCC evaluation). Original records are not required. All transcripts from postsecondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency (listed online at www.naces.org/members.htm). The registrar must receive all international students’ (on F1/M1 visa)

transcripts and commercial evaluations before a first term of enrollment.

4. Placement Tests

All degree-seeking students, as well as non-degree-seeking students wishing to take Gordon Rule* writing and mathematics courses, who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT1 before registration. (If ACT-E or SAT1 scores are too low, students must retest or take the FCELPT for placement.) Test scores are valid for two years from the date the test was taken. Students who have not yet taken one of the placement tests listed above should contact the Testing Center (Information available at www.pbcc.edu/testcenterinformation.xml).

Students whose native language is not English and who did not graduate from a U.S. high school also are required to prove college-level English proficiency. Contact the Testing Center at any PBCC campus for more information.

**Gordon Rule requirements are explained in the Academic Policies section.*

PSAV students may be required to meet minimum score requirements on the Test of Adult Basic Education (TABE). Refer to Areas of Study section in this catalog.

5. Orientation

Orientation is required of all first-time-in-college, degree-seeking students before registration. Contact the Academic Advisement department to schedule an appointment.

6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive Conditions for Admission information from the Admissions Office. Limited or selected admission programs require a second step in the admission process. Any student falsifying application records will be subject to immediate dismissal without refund.

INTERNATIONAL STUDENTS

Applicants to Degree Programs

PBCC is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who meet PBCC standard admissions requirements in addition to the criteria below. Application deadlines are listed online at www.pbcc.edu/International.xml. For more information, please contact the Office of International Admissions and Recruitment at (561) 868-3029. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at PBCC.

1. Start the admission process at the earliest possible date prior to the beginning of any College term. Three months lead-time is recommended to ensure enrollment as requested.
2. Submit required documents. The registrar must receive all transcripts and commercial evaluations before the international student's first term of enrollment will be permitted. Transcripts and commercial evaluations may be either sent directly to PBCC from the issuing institution or agency or be hand-delivered in a sealed envelope sealed by the issuing institution or agency.
 - Documents written in a foreign language may be required to be accompanied by certified English translations.
 - Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted.
 - Records must show the equivalent of at least United States high school graduation as determined by the Registrar's Office.
 - University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company (listed online at www.naces.org/members.htm). Applicants transferring from postsecondary institutions must have a least a 2.0 GPA, be in lawful immigration status, and be in good standing (eligible to continue at or return to the institution).
3. Provide evidence of English proficiency if required. International students whose native language is not English must present evidence of proficiency in speaking, writing and understanding of the English language by submitting passing scores on one of the following tests:
 - TOEFL – A score of 450 or higher is required on the Test of English as a Foreign Language (TOEFL), or 133 or higher on the computerized TOEFL, or 45 or higher on the Internet-based test (TOEFLiBT). The TOEFL is administered by the Education Testing Service (ETS), Princeton, New Jersey 08451, USA (www.toefl.org). The applicant must make arrangements directly with ETS to take the examination and must request that results be sent to the Office of International Admissions and Recruitment at PBCC. (PBCC TOEFL Code is 5531.)
 - MELAB – A score of 60 or higher is required on the Michigan English Language Assessment Battery (MELAB).
 - Compass/ESL – A score of 69 is required on the Compass/ESL test, which PBCC administers through its Testing Centers. This test may be taken once every 30 days.
4. Provide notarized affidavit of financial support. Applicants must show they have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending PBCC. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.
5. Provide proof of health and accident insurance. (Insurance can be arranged through the Office of International Admissions and Recruitment.)

Acceptance of Applicants to Degree Programs

International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to PBCC and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student visa at the United States Embassy or Consular Office, or for the Change of Status with the United States Citizenship and Immigration Services (USCIS).

Upon acceptance, the student is responsible for complying with all immigration laws in order to maintain valid legal status.

The following conditions apply:

- International students must be classified as degree-seeking students and maintain full-time academic status (12 semester hours) in the fall and spring terms. In addition, students admitted in the summer must be enrolled full time during their initial term of enrollment.
- International students are expected to complete the two-year program in two years and must maintain eligibility to re-enroll at PBCC, as based on the Standards of Academic Progress.
- International students must keep a current passport that is valid for at least six months in the future.
- International students must have their travel documents reviewed by the international student advisor before leaving the USA.
- Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the United States Citizenship and Immigration Services (USCIS).

NON-DEGREE STATUS

Students who have been admitted for credit course work may classify themselves as non-degree-seeking. (Credits will be granted for completed courses.) The non-degree status may be used only when it is not necessary for the student's previous academic records to be on file. Students may take up to 21 credit hours as a non-degree-seeking student, at which time students must be degree-seeking. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, scholarships, etc.), or by international students on an F-1/M-1 visa. Non-degree-seeking students are not eligible for financial aid.

Non-degree-seeking students may be required to submit placement scores to register for certain courses. Please see the Course Listing section of this catalog, or speak with an academic advisor.

READMITTED STUDENTS

A former student who wishes to enroll in PBCC classes after an absence of 12 months or more should:

Complete a new application for admission online at www.pbcc.edu/AdmissionsApplication.xml (click on "FACTS" logo) or print and fully complete the paper application form and forward it to any campus Admissions Office. Incomplete applications will be returned.

Send for additional forms or transcripts (if seeking degree, or if necessary to satisfy prerequisites) to update admission records. Previously outstanding transcripts must be received prior to registration. All new transcripts should be received before registration but must be received within one term or the student may not register for subsequent terms.

Update placement (FCELPT, ACT-E or SAT1) if necessary. Test scores are only valid for two years from the date the test was taken.

Read the "Catalog in Effect" information under the "Graduation" portion of the Academic Policies section of this Catalog.

Note: Students who do not reapply approximately two months before registration begins may not get priority registration consideration.

TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. In addition to the high school transcript, all courses received for transfer college credit must be received, evaluated, and approved by the Registrar's Office. All transcripts must be received within one term or no registration will be allowed for subsequent terms. It is important for students to have transcripts submitted as early as possible to allow evaluations to be completed before registration. Transcripts may be either sent directly to PBCC from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution. Faxed transcripts are not considered official.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency.* Courses from non-regionally accredited institutions that appear on the State Common Course Numbering System list are also transferred with no appeal required. Students with college credit from colleges outside the U.S. must have a course-by-course commercial evaluation from an accredited company (listed online at www.naces.org/members.htm). Appeals for course evaluations should be addressed to the campus registrar, except on the Lake Worth campus, where appeals should be addressed to the associate college registrar.

Students may transfer credit from other institutions into PBCC; however, at least 25% (15 credit hours-A.A.) of the program or certificate credit must be earned at PBCC (excluding CLEP or credit by exam or prior learning).

The amount of credit allowed for a quarter, semester or term would not exceed the amount the student earned at the original institution. (Quarter-hour credits will be converted to semester hours.)

PBCC accepts on transfer only those courses completed at other regionally accredited* institutions with grades of D or higher. Grades of D cannot be used to satisfy General Education requirements.

All courses on the transcript are considered in calculating grade point average for student standards of academic progress and for meeting graduation requirements.

Plus (+) and minus (-) designations will be removed from all transfer courses. (High school plus and minus grades will be used for consideration in Limited Access programs that require high school course completion.)

Correspondence Courses

Correspondence course transfer credit may be accepted provided:

- The course was administered by a regionally accredited institution.* Courses from non-regionally accredited institutions that appear on the State Common Course Numbering System list are also transferred with no appeal required.
- The minimum grade D or higher was earned.
- The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

**A student or institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit.*

TRANSIENT STUDENTS

Students seeking degrees at other institutions may attend PBCC as “transient” students to take one or more courses. Transient students are non-degree-seeking at PBCC, and are considered essentially students at their home institutions. A “Letter of Good Standing” or “Transient Letter” must accompany all transient applications for each term of transient study and should be filed using FACTS (www.FACTS.org). Transient students, taking courses as listed on their Transient Form, will not be required to submit transcripts or meet PBCC testing or pre-requisite course requirements. All co-requisite course requirements apply, unless specifically waived by the home institution. Residency for tuition purposes will be granted based on the information on the Transient Form, barring any error from the home institution. PBCC’s Standards of Academic Progress do not apply to transient students, although transient students are required to meet all PBCC Code-of-Conduct and disciplinary regulations while attending PBCC.

Credit for Prior Learning

College credit may be awarded for prior learning opportunities and/or acceptable scores through Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB). Students may not receive credit by examination for courses in areas where they have received college credit for equal courses or more advanced work. Credits for prior learning may not be applied toward grade forgiveness.

Students with official transcripts of prior learning credit earned outside a regionally accredited classroom, issued directly to the college from the program in question, may be awarded up to a maximum of 45 semester hours of credit (30 semester hours for IB). Students may be granted PBCC credit for prior learning experiences; however, at least 25% (15 credit hours-A.A.) of the program or certificate credit must be earned at PBCC (excluding CLEP, credit by exam, or prior learning) to meet the residency requirement for graduation.

ADVANCED PLACEMENT (AP)

PBCC follows the guidelines in Florida State Board Rule 6A-10.024(8) for awarding AP credits. AP credit granted by PBCC may be transferable to participating Florida institutions of higher education. It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The CLEP is a computerized test offered by the College Board. PBCC follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding CLEP credits. Due to state statute revision, students admitted to PBCC for Fall 2002 and beyond, or currently enrolled students who send previously unevaluated CLEP scores after June 30, 2002, may receive General Education Gordon Rule writing credit. Previously received scores are not eligible for Gordon Rule writing course credit.

It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. For more information on CLEP, go to www.collegeboard.com/student/testing/clep/about.html.

DEPARTMENTAL AND SPECIAL COURSE CHALLENGE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course “challenge” examinations. Any credit earned will be reported to the student and placed on his/her transcript. Institutional challenge exams may not be taken more than once. For a current listing of eligible courses and procedures for taking such examinations, go to www.pbcc.edu/challenge.xml.

INTERNATIONAL BACCALAUREATE (IB)

PBCC follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding IB credits. A maximum of 30 college credits will be granted to a student who has received a diploma from the International Baccalaureate program for higher-level and subsidiary-level subjects with scores of 4 or above. For students who have the IB Certificate only, college credit will be awarded for higher-level subjects with scores of 5 or above.

PRIOR LEARNING CREDIT

The assessment for prior experiences process is designed to recognize the academic value of learning through experiences including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study. Credits will be held in escrow until the student has completed at least 25 percent of his/her program credit hours at PBCC.

Not all courses are assessable. Courses being assessed must be offered as a requirement or an elective in an A.S. or A.A.S. degree or vocational credit certificate program at PBCC. General education and A.A. courses are not assessable.

Assessment

Assessment of experiential learning involves one or more of the following:

- Written or performance tests
- Preparation of a portfolio describing learning and how it was acquired
- Evaluation of certificates and licenses
- Interviews.

The program area responsible for the courses for which credit is requested determines the method of assessment and the amount of credit awarded.

The fees associated with experiential learning vary with the type of assessment. For complete information on the process, please see www.pbcc.edu/pla.xml.

MILITARY SERVICE CREDITS

PBCC follows the guidelines in Florida State Board Rule 6A-10.024(12) for awarding credit for Defense Activity of Non Traditional Educational Support (DANTES) exams. PBCC grants credit for the United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level GED tests. However, students may use the USAFI high school certification or GED for admission to the College. PBCC is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

TECH PREP/CAREER PATHWAY

“Tech Prep/Career Pathway” is a program that recognizes work successfully completed in high school and awards that achievement with college credit. PBCC has an agreement with the School District of Palm Beach County for awarding college credit for certain high school level courses. To receive credit in some courses, the student is required to complete a portfolio or a challenge examination. For complete details, please visit www.pbcc.edu/techprepcourses.xml.

Fees and Payment

APPLICATION AND REGISTRATION FEES

A nonrefundable fee is charged for processing applications, and a one-time fee is charged each term for registration. Some limited access programs charge an additional application fee.

CLASS TUITION AND FEES

The Board of Trustees establishes tuition annually. In addition, special fees are associated with some classes. Tuition and fees are listed in the course schedule each term or online at www.pbcc.edu/fees.xml. Non-Florida residents pay higher fees.

All fees are due at the time of registration and must be received by their payment due date, as indicated on the bottom of the student’s printed schedule. A student may not attend classes until this has been completed. Students dropped for non-payment will not be reinstated into their classes, unless there is documented College error that resulted in the drop. No registration will be completed until all fees have been paid in full. Students may pay:

- By Web at www.pbcc.edu/PantherWeb.xml. Please note that the system may be down for periodic system maintenance. Students should not wait until the last minute to execute payment as volume or system maintenance may prevent completion of the process.
- By drop box located at each PBCC location

- By mail to the Cashier's Office
- In person at the Cashier's Office.

Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: one for registration and one for the purchase of books and supplies. All fees are subject to change by action of the Florida Legislature and the PBCC District Board of Trustees.

RETURNED CHECK FEES AND UNPAID ACCOUNTS

A fee of \$20 or 5 percent of the check, whichever is greater, is charged for returned checks. Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the specified time, all academic records will be frozen until the account is cleared. If a student has had a returned check, he/she may be required to pay all future fees by cash, money order or certified check.

Unpaid student accounts, including past due fees or returned checks, will prevent graduation, granting of credit, or release of transcript. Amounts remaining unpaid also will be subject to collection agency action.

SENIOR CITIZEN REDUCED TUITION

Senior citizens 60 years of age or older may register each fall 16-week, spring 16-week or summer 12-week term for a maximum of two credit courses per term, only on the day designated, on a space-available basis (student may not take the last open seat) if all prerequisites have been met. There is a fee payment of \$10 per credit hour, regardless of Florida residency status. The student activity fee, financial aid fee, and capital outlay fees will not be charged.

Senior citizens will be expected to pay the one-time application fee and all regularly assessed special fees and registration fees for any courses in which they enroll.

STATE EMPLOYEE FEE WAIVER

State employees wishing to use the state employee fee waiver must get the appropriate form from their employer. Students may register only on the designated day on a space-available basis (student may not take the last open seat).

Registration dates are listed on the online academic calendar (www.pbcc.edu/AcademicCalendar.xml) prior to registration.

Placement Testing

REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS

All degree-seeking students, and non-degree-seeking students wishing to take Gordon Rule writing and mathematics courses, who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT1 before registration. (If ACT-E or SAT1 scores do not meet the state-designated minimums, students must retest or take the FCELPT for placement.) The test must have been taken within the last two years. Students who have not yet taken one of the placement tests listed above should contact the Testing Center on the campus where registering (www.pbcc.edu/testing.xml).

As shown on Table 2-1, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into the college preparatory program will be allowed three attempts to complete each subject area. Students identified as English as a Second Language (ESL) students may be required to take English for Academic Purposes (EAP) courses.

Advisors will use this information for placement of a student in mathematics, English, reading and Gordon Rule writing classes.

ALL STUDENTS WHO TEST INTO COLLEGE PREPARATORY COURSES ARE STRONGLY ENCOURAGED TO READ THE COLLEGE PREPARATORY COURSE REQUIREMENT SECTION LISTED IN THE COLLEGE READINESS SECTION OF THIS CATALOG.

- Test scores expire two years from the date of the test. Students whose test scores expire and who have not initiated the related English, math, or reading courses are required to retest in that area.
- Students required to take the FCELPT (a computerized test) must bear the cost of the test.
- The Florida Commissioner of Education and the State Board of Education determine the entry-level test cutoff scores. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
- Cutoff scores for placement in mathematics, English and reading courses shall be those given in Table 2-1. Students may register for a course lower than indicated by test scores but not in a higher one.
- Students who test into the college preparatory program must begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed.

PLACEMENT TEST SCORES

Table 2-1

STUDENTS WHO TEST INTO ENGLISH OR READING PREP ARE REQUIRED TO ENROLL IN SLS 1501 (STRATEGIES FOR SUCCESS)

| ESL PREP COURSES English as a Second Language | FCELPT Florida College Entry Level Placement Test |
|---|--|
| EAP 0420 - Intermediate Reading [‡] | 0-54 (RC) |
| EAP 1520 - High-Intermediate Reading | 55-68 (RC) |
| EAP 1620 - Advanced Reading | 69-82 (RC) |
| EAP 0460 - Intermediate Grammar [‡] | 0-54 (SS) |
| EAP 1584 - High-Intermediate English | 55-68 (SS) |
| EAP 1684 - Advanced English | 69-82 (SS) |
| EAP 0400 - Speaking & Listening Level 1 [‡] | See Testing Center |
| EAP 1500 - Speaking & Listening Level 2 | See Testing Center |

| COLLEGE PREP COURSES | FCELPT Florida College Entry Level Placement Test |
|------------------------------------|--|
| REA 0001 - College Prep Reading I | 0-60 (RC) |
| REA 0002 - College Prep Reading II | 61-82 (RC) |
| ENC 0001 - College Prep English I | 0-60 (SS) |
| ENC 0010 - College Prep English II | 61-82 (SS) |
| MAT 0012 - Basic Algebra I | 0-44 (EA) |
| MAT 0020 - Basic Algebra II | 45-71 (EA) |

[‡]Students required to prove English proficiency may be placed into the EAP Foundation Program.

NOTE: EAP placement scores subject to revision. Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESOL preparatory courses.

| COLLEGE LEVEL ENGLISH | ACT ENHANCED Students below 17 must retest or take FCELPT | SAT I Students below 440 must retest or take FCELPT | FCELPT Florida College Entry Level Placement Test |
|----------------------------------|--|--|--|
| ENC 1101 - College Composition I | 17 & above (English) 18 & above (Reading) | 440 & above (Verbal) | 83 & above (both RC & SS) |
| ENC 1121 - Honors College Comp I | 27 & above (English) | N/A | 97 (RC) & 100 (SS) |

| COLLEGE LEVEL MATH | ACT ENHANCED | SAT I | FCELPT Florida College Entry Level Placement Test |
|--|---|--|---|
| MAT 1033 - Intermediate Algebra* | 19 & above (Math) or MAT 0020 | 440 & above (Math) or MAT 0020 | 72 & above (EA) or MAT 0020 |
| MAC 1105 - College Algebra** or MGF 1106 - Liberal Arts Math or MGF 1111 - Geometry MGF 1112 - Math Logic STA 1021 - Probability/Statistics or MGF 1107 - Finite Math or MTG 2203 - College Geometry or STA 2023 - Statistics** | 20 & above (Math) or "C" or above in MAT 1033 | 450 or above (Math) or "C" or above in MAT 1033 | 72 & above (EA) and 44 & above (CLM) or "C" or above in MAT 1033 |
| MAC 1114 - Trigonometry** or MAC 1140 - Precalculus** | 22 & above (Math) or "C" or above in MAC 1105 | 480 & above (Math) or "C" or above in MAC 1105 | 72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 |
| MAC 2233 - Survey of Calculus** | 23 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred) | 510 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred) | 72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 or MAC 1140 (preferred) |
| MAC 2311 - Calculus & Analytic Geometry I*** | 28 & above (Math) or "C" or above in MAC 1114 and MAC 1140 | 560 & above (Math) or "C" or above in MAC 1114 and MAC 1140 | 72 & above (EA) and 95 & above (CLM) or "C" or above in MAC 1114 and MAC 1140 |

* High School Algebra I
** High School Algebra I & II

*** Both MAC 1114 and MAC 1140 are prerequisites for MAC 2311-Calculus and Analytic Geometry I. Successful completion of High School Trigonometry is acceptable in lieu of MAC 1114.

- Students who test into college preparatory English or reading cannot enroll in any Gordon Rule writing course until all preparatory course(s) in the respective areas have been successfully completed. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite until college preparatory math is complete.
- Students who test into preparatory English, reading or mathematics courses must also take the co-requisite course Strategies for College Success (SLS 1501).
- Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take EAP (English for Academic Purposes) preparatory courses.
- Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.
- College preparatory courses shall be graded A, B, C, N (Not Pass) and will be three contact hours per week. Three institutional credits will be granted for each course successfully completed. Institutional credits are not used for graduation or grade point average calculations, but they are used towards assessing full-time academic status.
- College preparatory courses (as listed in Table 2-1) and their corequisites, if indicated through placement testing, must be completed in addition to all course requirements in the program the student chooses.

Note: In the Testing Centers, students may find a list of tutorial services that assist students with the FCELPT. These services are provided as an alternative remedial option to traditional courses; however, upon completion, students still must score satisfactorily on the FCELPT in order to place out of college preparatory courses.

REQUIREMENTS FOR VOCATIONAL (PSAV) PROGRAMS

Test of Adult Basic Education (TABE)

The TABE is a state requirement for students entering PSAV certificate programs of more than 450 contact hours. Any student enrolling in these programs without TABE scores is required to take the TABE during the first six weeks of class. Students with an A.A.S. degree or higher; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, within the past two years, on the ACT-E, FCELPT or SAT1 are exempt from the TABE exam. Students with certain licenses also may be exempt from the TABE requirement. See program information in the Areas of Study section of this catalog for required TABE scores. Students must wait 30 days before retaking the TABE.

Note: Limited Access Programs follow procedures specific to those programs. Exemptions may not be available for all programs.

Registration Dates

Students begin registering at different times, depending on their status as (1) degree-seeking and certificate-seeking, (2) non-degree-seeking, (3) college transient student, (4) noncredit, or (5) high school dual enrollment/early admission. Registration windows and other important dates are located on the registration calendar at www.pbcc.edu/AcademicCalendar.xml. Currently enrolled, degree-seeking students are provided the earliest registration dates, typically beginning approximately two months prior to the start of the upcoming term.

New students and students returning after an absence of more than one year should apply at least two months before registration begins to receive the earliest possible registration date. All dates are subject to change without notice.

Add/drop dates are listed on students' schedules. Major-session dates are also listed on the registration calendar at www.pbcc.edu/AcademicCalendar.xml.

Residency Classification

A student's residency classification is determined at the time of admission to PBCC, in accordance with Florida Statute 1009.21. Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months; however, any residency classification changes would be in effect for the next term. To change to resident student, a Residency Request Form must be submitted to the Registrar's Office prior to the first day of the term. Accompanying documentation will be accepted only through the last day of the add/drop period for the term being considered.

IN-STATE RESIDENCY

A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 consecutive months preceding enrollment at PBCC. Legal papers proving guardianship and other documentation must accompany the application, when applicable. Final residency determination will be based on state guidelines and will be determined by the registrar.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. (Documentation appropriate to the particular exception will be required.)

- Dependent children residing with a legal resident adult relative other than the parents for at least five years.

Legal papers proving guardianship and copies of tax returns are required.

- Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
- Persons who were enrolled as Florida residents for tuition purposes, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment.
- Active-duty members of the armed services of the United States residing or stationed in Florida (and spouse/dependent children), or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education (and spouse/dependent children).
- Students from Latin America and the Caribbean who receive scholarships from the U.S. federal or Florida state government. The student must be enrolled on a full-time basis.
- Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
- Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program per Florida Statute 1009.981.
- A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of the state of Florida using the above guidelines, regardless of which parent claims the minor for tax purposes.

Note: The College may require documentation in support of the above exceptions.

OUT-OF-STATE RESIDENCY

Unless students (or, if dependents, their parent(s) or legal guardians) have had their place of bona fide permanent residence in the state of Florida for at least 12 months immediately preceding registration, and established certain legal ties to the state, they will be classified as out-of-state students.

RESIDENT ALIENS AND OTHERS

The law allows for non-U.S. citizens to be considered for Florida residency for tuition purposes if they are lawful permanent residents of the United States, asylees, parolees, or refugees who have applied for and/or been approved for such status. Students in these categories must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of term.

Certain non-immigrant visa categories are eligible to establish Florida residency for tuition purposes. Please see the Admissions Office for more information. F-1/M-1 visa students cannot be considered for in-state residency.

Student Retention and Completion

Information about student retention and completion in each of the academic programs is available to students in the Student Services offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.



Palm Beach Community College provides a complete program for students to build their skills for success, whether they are entering from high school or are starting or resuming their college career later in life. College readiness courses in reading, English, mathematics and success skills prepare students for college-level courses. These courses are scheduled like regular college classes and are taught by professionals in developmental education.

Any student may enroll in these classes; however, they are designed especially for students whose placement scores on the Florida College Entry Level Placement Test (FCELPT) indicate they need some additional skills to be successful in college courses. Academic advisors at PBCC work with these students to design a college readiness plan to help them prepare for college level work.

The FCELPT placement scores indicate whether a student is required to enroll in this program. The placement test scores table and Florida statute requirements for college readiness are listed in the Admissions section of this catalog.

COLLEGE READINESS AREAS

The College Readiness program is tailored to each individual student's needs. Each college readiness area has two or three courses; the number of courses the student needs to take depends on his/her placement scores on the FCELPT.

The College Readiness Program is designed for students at all levels of readiness in reading, English and mathematics. For those whose primary language is not English, the program offers English for Academic Purposes foundation courses.

College readiness courses for students whose primary language is English:

- College Prep Reading I and II (REA 0001 and REA 0002)
- College Prep English I and II (ENC 0001 and ENC 0010)

College readiness courses for students whose primary language is NOT English:

- Intermediate Reading, High Intermediate Reading, Advanced Reading (EAP 0420, EAP 1520 and EAP 1620)
- Intermediate Grammar, High Intermediate English, Advanced English (EAP 0460, EAP 1584 and EAP 1684)

For all college readiness students:

- Basic Algebra I and II (MAT 0012 and MAT 0020)
- Strategies for College Success (SLS 1501)

A key course in the College Readiness program is SLS 1501, Strategies for College Success. This course teaches study and test-taking skills and time management, and students explore their own learning styles. Many students find the skills they learned in this course to be very valuable to their success in all of their PBCC courses.

COLLEGE READINESS SUPPORT

In addition to the courses in the College Readiness program, PBCC has a complete support network for college readiness students. Student Services provides academic advising for college readiness students to help in course selection and educational planning.

SUCCESS TIPS FOR COLLEGE READINESS STUDENTS

Students required to take college readiness courses should start them during their first term at PBCC.

Take the courses in a sequence – for example, take College Readiness Algebra II as soon as you successfully complete College Readiness Algebra I. Students who wait a semester or two to take the next level may forget many of the newly learned skills.

Once the college readiness courses are completed, take the required college-level courses in English (ENC 1101) and mathematics (MAT 1033) as soon as possible to apply the new skills in a college-level course.

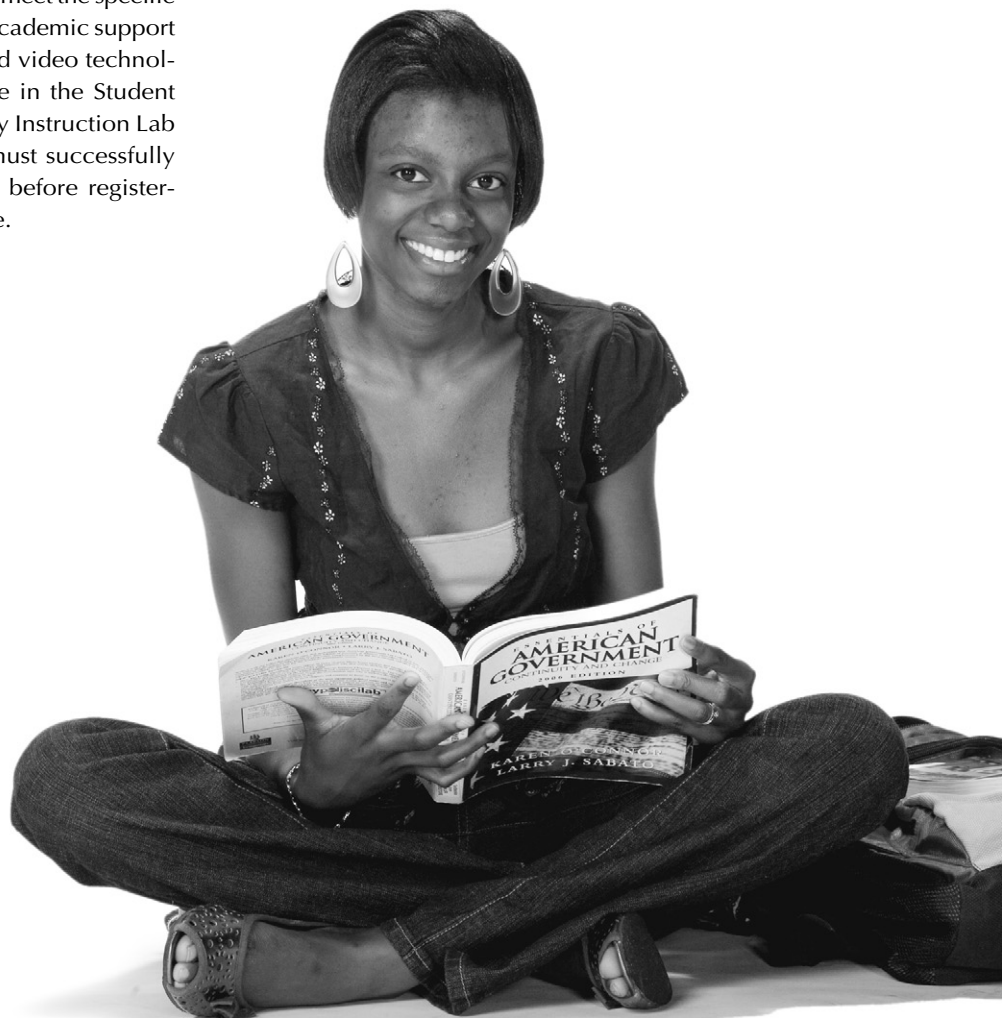
English for Academic Purposes Foundation

PBCC offers this program for non-native English speaking students who have been placed into this level, prior to taking college readiness courses. The foundation program includes three courses in reading and writing, grammar, and listening and speaking. These courses combine lecture and lab components to meet the specific needs of non-native English speakers. Academic support is provided through tutoring, audio and video technology and interactive computer software in the Student Learning Center/Vocational Preparatory Instruction Lab (SLC/VPI) at each location. Students must successfully complete all three foundation classes before registering for any other classes at the college.

Student Learning Center

The Student Learning Center (SLC) at each PBCC location provides services for all PBCC students. The SLC is a highly supportive environment where students can receive additional help through tutoring, individualized instruction and Supplemental Instruction (SI). The SLC staff consists of trained professionals dedicated to supporting all students at PBCC.

The SLC is equipped with computer software and other learning tools to support many credit and college readiness courses at PBCC. Review materials for standardized tests such as the College Level Academic Skills Test (CLAST) and Test of Adult Basic Education (TABE) are available. The SLC also provides Vocational Preparatory Instruction (VPI) for students in career certificate programs who need additional skills to pass the TABE test. For information about the SLC, such as hours of operation, please visit www.pbcc.edu/slc.xml.





Types of aid available at PBCC include grants, scholarships, work-study programs and student loans. Grants are awarded on the basis of financial need and do not have to be repaid. Scholarships do not have to be repaid and are awarded for various reasons, including merit, talent and need. The work-study program allows students to earn money for their education through on-campus or community service jobs. Loans are available to parents and students and must be paid back according to the terms of the loan agreement. For detailed information on financial aid programs offered at PBCC, and how they are distributed, refer to the PantherAid publication available in the Financial Aid Office or online at www.pbcc.edu/financialaid.xml.

Financial Aid Application

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for all financial aid and is available online at www.fafsa.ed.gov, or through the Financial Aid Office on each campus. The student needs to complete a FAFSA each academic year. The student must follow all instructions carefully as filling out this form correctly will prevent delays in the financial aid application process. Assistance with completing the FAFSA is provided by the Financial Aid Office on each campus. If you are considered a dependent student by federal guidelines, your parents must also complete and sign the FAFSA before you submit it for processing. The Financial Aid Office will use the results of the FAFSA to determine financial need and offer a financial aid award package.

Financial Aid “Priority Dates” are listed in the Financial Aid Office of each campus and online. Your financial aid file must be complete and received electronically by the Financial Aid Office by this date to be considered “on time” for the academic year. Applications received by this date will be given priority when awarding limited funds such as scholarships, grants and on-campus employment. If your FAFSA is selected for verification, it is not considered complete until all verification documents have been returned and reviewed

by financial aid staff. Any corrections to the initial application may change and/or delay award eligibility. No funds will be awarded until the Financial Aid Office has completed its review of the information and verified the application; therefore, applicants should submit all requested documentation as soon as possible.

Note: The Financial Aid Office retains the right to request any additional documentation deemed necessary to complete the review or verification of an application.

STUDENT RESPONSIBILITIES

- Students must reapply for financial aid every academic year. (The academic year begins in August.) Applications are available beginning in January for the upcoming academic year. Please see the student handbook for additional important dates concerning financial aid.
- Students must have a high school diploma or GED or be admitted to the College under the Ability to Benefit clause before any aid can be awarded. (In accordance with the Ability to Benefit clause, certificate-seeking students in an approved program for financial aid that does not require a high school diploma or GED must pass the Florida College Entry Level Placement Test.
- The student must be enrolled at PBCC as a degree-seeking or certificate-seeking student in an eligible program of study to receive a financial aid award. Only courses which apply to the student’s degree at PBCC may be used to determine enrollment status for federal and state aid programs.
- Students must keep their addresses updated with the College. Students can change their information online at www.pbcc.edu/PantherWeb.xml or contact the Admissions Office each time the address changes to avoid unnecessary delays in receiving checks and correspondence.
- Students must keep the Financial Aid Office updated on any changes to their academic schedule and/or enrollment status. Students who decide not to attend one or more classes will be liable for the tuition and fees unless they drop the course(s) prior to the end of the published add/drop period for that term.
- Students must notify the campus Financial Aid Office if they plan to enroll at more than one institution during the same semester.
- Students can receive funding from only one school at a time; however, students may be eligible to have award amounts adjusted if they qualify for dual enrollment. See the campus Financial Aid Office for details.
- Students must meet the College’s Standards of Academic Progress to be eligible to receive financial aid. (See the Standards of Academic Progress section.)

Students under suspension are not eligible for financial aid. Students must also meet a Financial Aid Standards of Academic Progress (SAP) to be eligible for financial aid. For more information on the financial aid SAP policy please see the Panther Aid or online at www.pbcc.edu/financialaid.xml.

- All transfer students must have high school transcripts received and all postsecondary transcripts evaluated by PBCC before there can be an offer of financial aid.

Alternative Loans

PBCC does not participate in any Alternative Loan Programs.

Federal Stafford Loans

First-time borrowers at PBCC are required to complete an entrance interview before receiving their loan funds. A student must maintain at least six credit hours during the requested loan period to be eligible to receive funds from this program.

Disbursement of Aid

Disbursement of financial aid awards to students generally begins in September for the fall term, February for the spring term, and June for the summer term. Awards are disbursed when the student has submitted all required information and meets all eligibility criteria, including the Standards of Academic Progress for Financial Aid Program Participation. Disbursements will continue throughout the semester for eligible students. If the total amount of aid disbursed for the term exceeds the cost of tuition, fees and books (if any), the student may receive a Financial Aid disbursement check of any remaining balance from the College Bursar's Office. Financial Aid checks are subject to the above disbursement schedule.

Financial Aid awards are subject to change depending on the student's enrollment status at the time of disbursement. A student will not be paid for courses that are not in progress.

Enrollment Status

For the purpose of awarding and adjusting financial aid, the following chart is used to determine enrollment status for financial aid recipients.

| Status | Credit Hours Required | Clock Hours* Required |
|---------------------|-----------------------|-----------------------|
| Full-time | 12 or more | 360 or more |
| Three-quarter-time | 9 to 11 | 270 to 330 |
| Half-time | 6 to 8 | 180 to 240 |
| Less than half-time | 1 to 5 | 30 to 150 |

* Clock hours are divided by 30 to obtain the equivalent credit hour value.

Financial Aid for Students with Disabilities

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. No programs, however, through either the Financial Aid Office or Disability Support Services (DSS) Office are specifically for students with disabilities. The DSS Office maintains a limited list of specialized scholarships.

Students with documented disabilities may enroll in a less than full-time course load as an academic adjustment to accommodate their disabilities under the Americans with Disabilities Act of 1990 and the regulations accompanying Section 504 of the Rehabilitation Act of 1973. Students are encouraged to discuss full-time course load requirements with an academic advisor or student services counselor for their respective program. Additionally, the nature of the disability must warrant the adjustment. A financial aid counselor can determine how a reduced course load will affect their aid.

Students should be aware that federal law requires the federal Pell Grant funds be prorated based on the number of credits taken, and that the student financial aid budget will also be reduced accordingly. In addition, to participate in the federal Stafford Loan Program, or to have a previous loan deferred, the student must take at least six credits. Finally, as always, eligibility for financial aid depends upon satisfactory academic progress.

Policy for Withdrawals

Financial aid recipients who withdraw from the College (all courses in a given term) will be subject to the Refund and Repayment Policy and may have to return funds. (See the following section.) In addition, withdrawals affect the qualitative measure of academic progress and the timeframe for degree completion listed above.

Title IV Funds

The amount of Title IV aid a student must repay is determined by the Federal Formula for Returns of Title IV Funds, as specified in Section 484B of the Higher Education Act. This act also specifies the order of return of the Title IV funds to the programs from which they were awarded. A copy of the complete policy is available in the Financial Aid Office.

Students in default on Title IV loans will not be able to register for classes. The College will permit registration only when the default is resolved with the guarantor or U.S. Department of Education. The College will release academic transcripts for students with defaulted loans in accordance with Florida Statute 1009.95.

Transfer Students

Any student who transfers to PBCC from any other school beyond high school must provide official transcripts from all schools attended, including high school. The transcripts must be evaluated by PBCC before there can be an offer of financial aid.

Veteran Affairs (VA)

The College is state approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the veterans' section of the Financial Aid Office.



Palm Beach Community College strives to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. Various student services and organizations are available on each campus, as described in this section.

Academic Advisement

Student Services counselors, advisors and program managers advise students in all programs. Students are urged to maintain contact with their advisors to be certain they are taking the courses necessary to complete a program, graduate, or transfer to their preferred university. Students assume ultimate responsibility for course selection.

Career Planning and Employment Services

Career services are available at each location, where students can visit for an introduction and orientation to career resources. These resources include career counseling and advisement, computerized career guidance programs, career assessment inventories, and a career library documenting current trends in employment markets. Students receive personalized information about their interests, abilities and values relating to occupations and educational programs.

Employment services are available to students and graduates, including job search strategies, interviewing and resume writing assistance. Employment counseling, workshops, audio visual materials and printed resources are used to develop effective job search techniques. Students can identify part-time and full-time employment opportunities through the PBCC Online Career Office Program, on-campus recruiting and job fairs. Resumes can be posted online so employers can search for students meeting their employment needs.

Credit classes in career development and job searching are available to students:

- SLS 1300 Career Self-Assessment - 1 credit
- SLS 1301 Career Development - 3 credits
- SLS 1302 Career Information and Decision Making - 1 credit
- SLS 1303 Job Search - 1 credit

Centers can be accessed at www.pbcc.edu/career.xml. Enrollment in the PBCC Online Career Office program gives students access to the virtual career center 24 hours a day. This online career service contains thousands of resources to assist students in career exploration, locating employment opportunities, and talking with local mentors in various careers through the Career Consultants Network. Students seeking individual assistance with career planning or job searching are encouraged to make an appointment with a career specialist at the location of their choice.

ELIGIBILITY TO USE CAREER CENTERS

To use Career Center services, persons must meet one of the following criteria:

- Currently enrolled students in degree programs, certificate/PSAV programs, credit classes and noncredit courses and Crossroads program students.
- Graduates of PBCC programs.
- Prospective students* with applications and the appropriate test scores (FCELPT or TABE) on file.

Note: Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility.

** If a prospective student does not enroll in the next upcoming term or session, the Community Career Center fee will be required.*

SERVICES FOR NON-PBCC STUDENTS

Non-PBCC students have two options to be eligible to use the Centers:

- Complete an Application for Admission and pay the \$20 application fee.
- Enroll in the Community Career Center program and pay \$20 fee (may not be available at all campuses).

Use of resources in the Center is allowed for the term or session in which the person enrolls with one orientation/tour and one consultation with a counselor/advisor.

Child Care Services

Child care is available at the PBCC Lake Worth and Palm Beach Gardens locations. Fees vary.

LAKE WORTH

The Center for Early Learning in Lake Worth is a laboratory preschool, licensed to serve 22 children ages 3 to 6. The mission of this Center is to provide a setting for PBCC students who are required as part of their college coursework to observe, work with or assess preschool children. Philosophically, the Center is Montessori-based and is equipped with a full complement of Montessori materials. The staff believes that each child is a unique individual, and therefore, learning experiences are tailored to meet each individual child's needs.

The Center for Early Learning in Lake Worth is open from 8:00 a.m. to noon weekdays during the Fall, Spring and Summer A terms. The Center is staffed by three trained teachers.

The Center is open to children of students, staff and faculty. For additional information, call (561) 868-3355.

PALM BEACH GARDENS

The Center for Early Learning in Palm Beach Gardens serves children from age 6 weeks to 5 years. The Center offers a play-based, developmentally appropriate curriculum that enriches and enhances the growth of the whole child. Staff members are trained, have a natural affinity for children and are motivated to learn and grow as professionals. The Center celebrates and affirms the unique heritage of each family and seeks to work as a team with family, together creating the optimal environment for each child to reach his/her full potential.

Space is limited, and there are usually waiting lists for all age groups. Priority is given to children of students and staff. Reduced fees and scholarships are available to qualified college student applicants. For additional information, call (561) 207-5225.

Crossroads

Crossroads is a displaced homemaker program offering free career guidance and employability skills training to eligible individuals 35 years of age or older. The program assists participants in their efforts to rebuild self-confidence and become economically self-sufficient through employment and training. Career development seminars are offered in alternating daytime and evening schedules with on-going job-readiness support available in a group and/or on an individual basis. Some limited funds are available for participants with educational or training needs. To register or get more information, call (561) 868-3586 or visit online at www.pbcc.edu/crossroads.xml.

Disability Support Services

PBCC is committed to providing full access to all programs, services and facilities for qualified individuals with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990. Services and accommodations are not automatic. It is the responsibility of the student or prospective student to notify the Disability Support Services (DSS) Office at his/her individual campus of the need for modifications and to provide appropriate written verification by a qualified professional in support of the disability claim. Services cannot be authorized until the documentation has been verified and the student has officially registered with the DSS Office. This voluntary self-declaration procedure is independent from the admissions process itself, and all disability records are treated as confidential and kept separately in the DSS Office.

Students with disabilities are, therefore, encouraged to meet with the disability service representative at their campus before registration. This advisor will assist with course selection and accommodation needs and also will coordinate other campus resources to best meet the educational needs of students with disabilities. For further information, call (561) 868-3375 or visit online at www.pbcc.edu/disabilities.xml.

PantherCard

All students are encouraged to obtain a PantherCard, PBCC's photo identification card, by visiting their campus bookstore. PantherCard is required to use tutoring labs, check out library books, use the campus wireless network and utilize other campus services. Certain programs may require students to wear (display) their PantherCard when in class or attending training provided by PBCC at an off-site location. Fees may apply for PantherCard. For more information, see www.pbcc.edu/PantherCard.xml.

PantherWeb

Students use PBCC's online Student Services tool, PantherWeb, to register, change classes, pay tuition, view transcripts and degree audits and change personal information. The necessary personal identification number (PIN) is given to students when they apply. For more information, see www.pbcc.edu/PantherWeb.xml.

Student Handbook

All regulations and policies pertaining to student conduct are listed in the student handbook. A planner is included to assist students with their academic calendar. The handbook may be viewed online (www.pbcc.edu/current.xml), and copies are available in the Student Services office on each campus. Students are responsible for reading the information in the student handbook.

One condition of enrollment at the College is that the student follows the Student Code of Conduct, as listed in the student handbook. The vice president of student services, College registrar, and campus provosts, with the assistance of the deans of student services and other College personnel, are responsible for interpreting and enforcing policies, rules and regulations that apply to students.

Student Publication

The Beachcomber, PBCC's student newspaper, is published bimonthly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The newspaper office is located at the Boca Raton campus.

Student Success Grants

Palm Beach Community College has been awarded several grants to support student success programs.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC) is funded by the U.S. Department of Education. The primary role of EOC is to assist adults 19 years of age and older, who are residents of Palm Beach County, meet federal low income guidelines, and/or are potential first-generation college students (neither parent graduated from college with a bachelor's degree). EOC provides counseling on college admissions for adults who wish to pursue higher education. Other services include vocational and career counseling, academic advising, and assistance in preparing applications for admissions and financial aid. For more information, call (561) 868-3681.

STUDENT SUPPORT SERVICES

This program is a U.S. Department of Education grant-funded TRIO program which serves 160 low-income, first-generation college students and students with disabilities. Services provided include personalized academic and financial aid advisement, tutoring, career exploration activities, cultural events and university tours. The program assists students in completion and transition from one level of higher education to the next. Students must be enrolled at PBCC in a degree-seeking program to be eligible for services. For more information, call (561) 868-3392.

TITLE III: STRENGTHENING INSTITUTIONS

Through a five-year, \$1.7 million federal grant, PBCC has created the Institute for Student Success to target the most difficult problems related to student retention and student success. Focusing on those students who test into college preparatory mathematics, the institute provides a number of intervention programs, including an early alert system to assist those students with problems in the classroom, training of faculty and advisors in the philosophy and implementation of developmental advising and educational planning, and the presentation of the math prep curriculum in a personally tailored approach designed to address individual students' specific weaknesses in established areas of competency. The Title III program concludes Oct. 1, 2008. For more information, see www.pbcc.edu/TitleIII.xml.

Testing Services

Various testing programs for students are provided on each campus. A variety of national and state exams for students such as the Compass/ESL, CLAST, CLEP, E-ACT, FCELPT, SAT1, and TABE are administered. Application and information for these and other tests are available in the Student Services Testing Center on each campus. Current or prospective students taking a test at the College's Testing Centers must be prepared to sit for the full amount of time allotted for the test.

Fees are assessed for each service. Test fees are non-refundable. A list of fees is available in the Testing Center or at www.pbcc.edu/testcenterinformation.xml.

Note: A legal photo ID is required for all testing services. See the Admissions section of this catalog for detailed testing information.



Student Life

ATHLETICS

The College has varsity intercollegiate athletic teams for women (basketball, volleyball and softball) and for men (basketball and baseball). Memberships in the Florida Junior College Conference and the National Junior College Athletic Association largely determine policies and procedures. The program provides an opportunity for students to experience competition, skill development, self-discipline and cooperation. Students with disabilities are encouraged to try out for teams on which they might successfully participate.

Intramural and Recreational Activities

Intramural and recreational activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

STUDENT GOVERNMENT

Each PBCC location has a Student Government Association (SGA). These groups provide guidance and direction to the student body, develop student programs and activities, promote student involvement, develop positive working relationships and provide students with opportunities to develop and exercise leadership skills. Contact the campus Student Services office for information.

STUDENT ORGANIZATIONS AND CLUBS

PBCC offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures available through the Student Activities Office for the establishment and sanctioning of a student club or organization.

To hold office in a student organization, a student must have a minimum 2.0 grade point average (GPA) at the beginning of tenure of office and must achieve a minimum 2.0 GPA during each term in office. To belong to the PTK Honors Society, a student must have a minimum 3.2 GPA and have earned 12 semester hours at PBCC.

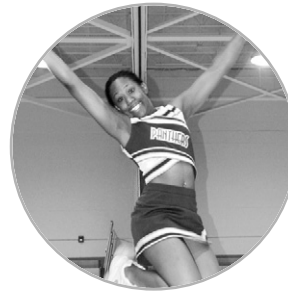
The following are currently sanctioned groups:

Belle Glade

- African-American Student Association
- Campus Crusade for Christ
- Dream It, Do It
- Florida Future Educators of America
- International Student Club
- Intramurals - Flag Football and Softball
- Kiskeya (Haitian student organization)
- Nursing Student Association
- Phi Theta Kappa (Academic Honors Society)
- Spanish and Latin Student Association (SALSA)
- Student Government Association
- Toastmasters Club

Boca Raton

- The Aids Awareness Poets
- Black Student Association
- Brain Bowl
- Center for Student Leadership
- Chess Club
- Christian Leadership Association
- Computer Club South
- Djakout Lakay (Haitian student organization)
- Drama Club
- Florida Future Educators of America
- Intramurals
- Phi Theta Kappa (Academic Honors Society)
- Political Forum
- Spanish and Latin Student Association (SALSA)
- Student Government Association
- Students for Israel (SFI)



Lake Worth

- American Institute of Architectural Students (AIAS)
- Black Student Union
- Brain Bowl
- Caribbean Club
- Center for Student Leadership (CSL)
- Cheerleaders
- Computer Club
- Dental Assisting Student Association (DASA)
- Dream It, Do It
- Expressions Books Club
- Florida Future Educators of America
- Group 5 Art Society (Graphic Arts Club)
- Intramural Sports
- Kiskeya (Haitian student organization)
- Music Club
- Nursing Student Association (NSA)
- Panther Medics (EMS)
- PBCC Players (drama club)
- Performing Musical Groups:
 - Concert Band
 - Concert Choir
 - Chamber Singers
 - Troubadours (jazz vocal ensemble)
 - Brass Ensemble
 - 12 O'clock Jazz Ensemble
 - Tuesday Nite Big Band
 - Jazz Combos
- Phi Beta Lambda (PBL)
- Phi Theta Kappa (Academic Honors Society)
- Scrub Club (Surgical Technology)
- S.T.A.R.E. (Student Trainers for AIDS Related Education - Peer Advisors)
- Student American Dental Hygiene Association (SADHA)
- Student Government Association
- Students for International Understanding (SIU)
- Yashi Hama Tandai Budo Kai (Martial Arts Club)
- Young Activists Team

Palm Beach Gardens

- Art Alliance
- Black Student Union
- Brain Bowl
- Circle K (Kiwanis)
- Community Earth
- Dream It, Do It
- Faith Walkers Christian Fellowship
- Florida Future Educators of America
- Intramurals
- Literature Club
- Phi Beta Lambda (Business)
- Phi Theta Kappa (Academic Honors Society)
- Political Forum
- Psi Beta (Honors Psychology)
- Radiography Club
- Respiratory Care Club
- Sociology Forum
- Spanish and Latino Student Association (SALSA)
- Students for International Understanding (SIU)
- Student Government Association (SGA)



PBCC Panthers

Intercollegiate Athletics

Women's Sports

- Basketball
- Softball
- Volleyball

Men's Sports

- Baseball
- Basketball

www.pbcc.edu/sports



Corporate and Continuing Education

Through the office of Corporate and Continuing Education, Palm Beach Community College offers continuing education workshops, seminars, courses, and programs designed to meet the learning, professional and development needs of its local community. Through research, development and environmental scans, PBCC continues to be responsive to the economic and workforce development needs of Palm Beach County. Visit www.pbcc.edu/cce.xml for information on registration.

Distance Learning (e-pbcc)

Distance Learning classes provide increased student access through alternative education delivery systems and flexibility of time and location. They promote the integration of technology in the learning environment and the globalization of education through electronic access to information and experts worldwide. These courses use multiple learning environments, such as the Internet, television and videoconferencing. Some courses will combine a variety of these environments in the instruction. The chief difference between face-to-face courses and distance learning courses is in the type of course delivery. Course materials may be on video or online, or the instructor may broadcast from another site rather than be in the same classroom with the student. Students may contact their instructors and other classmates via telephone, e-mail, chat rooms, bulletin boards, fax or sometimes during on-campus meetings.

These courses have the same educational objectives as face-to-face classes, are fully accredited and appear on a student's transcript like a face-to-face class. Distance learning courses require an additional course fee, as noted in the class schedule.

For more information about distance learning, check the Web at www.pbcc.edu/dl.xml or send an e-mail to learn@pbcc.edu. Many online courses can be found at epbcc.pbcc.edu

WHO SHOULD TAKE A DISTANCE LEARNING CLASS?

Successful distance learning students need to be highly motivated and have good study skills and time management skills. They must be willing to contact their instructor for assistance when needed and be responsible for completing assignments on time and without reminders. Before students register for a distance learning class the first time, they should visit the distance learning Web site and contact an academic advisor for assistance.

SUPPORT SERVICES FOR DISTANCE LEARNING STUDENTS

Students registered in distance learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, bookstore services, library services and Testing Center services, as well as many others.

INTERNET COURSES

Internet classes offer a world of resources to students who have Internet access. These classes provide some of the materials in an anytime anywhere mode. Students can keep in touch with the instructor and other students by using the communication tools of the Internet.

Internet courses vary:

1. Pure Internet courses are taken entirely over the Internet. On-campus time is NOT required. Some instructors may request an on-campus orientation meeting or testing.
2. Hybrid courses require attendance in a face-to-face classroom in conjunction with activities involving the use of the Internet.
3. Component courses are face-to-face classes supplemented with some Internet activities.

VIDEOCONFERENCING COURSES

Videoconferencing courses give the student the ability to take a course at one of PBCC's convenient locations. Each course is taught by an instructor at one location and transmitted to the other locations. The instructor interacts "live" with the students at the other locations via a two-way video and audio system. Instructional materials are available at each location for each enrolled student.

Honors College

As part of its commitment to high achievement, PBCC offers the Honors College, designed for students who enjoy a challenge and wish to excel in their studies. Students who seek the challenge of Honors coursework can select from two options. The experience of either option helps students to make interdisciplinary and real-life connections and prepares them with skills needed to go on to a university or the workforce.

The first option is enrollment in Honors courses. These learning environments promote the development of critical thinking and research skills through in-depth class discussions, reading and writing assignments, and nontraditional classroom styles and activities. Each course has "Honors" clearly indicated in its title, which is also noted on the student's transcript.

The second option is to add an Honors component to any credit course, with faculty permission, by completing an Honors project contract. In this case, the student completes an Honors project in the course and meets with the faculty member throughout the term for guidance and advice.

PBCC students qualify for the Honors College with a cumulative 3.5 GPA or acceptable test scores on a placement test. Students who register with the Academic Services Office are given priority registration as Honors College students. Students who graduate from PBCC with a 3.5 GPA and have 12 credit hours of Honors coursework completed with grade of B or higher are designated as Honors graduates and are given special recognition at the graduation ceremony. PBCC Honors graduates also have many scholarship opportunities when transferring to an upper-division university.

To discover more about the Honors College and its benefits, visit www.pbcc.edu/honors.xml or call Academic Services at (561) 868-3892.

Institute of Excellence in Early Care and Education

The Institute of Excellence in Early Care and Education provides the child care workforce of Palm Beach County with a comprehensive approach to career development. This approach makes available an extensive training selection, career advising, scholarships for qualified applicants, and technical assistance for early child care educators. The goal is a quality, seamless professional development system for early childhood personnel entering and exiting the system at any level. A quality assurance system ensures quality of trainers and trainings. The quality assurance system incorporates guidelines and standards for training activities, including a process for approving trainers who meet these standards. The Institute maintains a registry of approved trainers and training. For more information on the Institute's offering and supports, please visit www.pbcc.edu/IEECE.xml.

Institute of Teacher Education

The Institute of Teacher Education was created at PBCC to address the critical teacher shortage in Palm Beach County. The Institute programs, collaborative efforts with the school district and Florida Atlantic University, include

- The Teacher Certification Program—a certification pathway for professionals with non-education bachelor degrees
- PBCC/FAU 2+2 Program for mathematics and biology teacher education
- The Substitute Teacher Academy—a non-credit program for K-12 substitute teacher preparation
- Professional Development—non-credit workshops for Florida Teacher Certification Exam preparation

Scholarships may be available for some programs. To find out more about the Institute of Teacher Education, go to www.pbcc.edu/Teacherred.xml.

Library Learning Resource Centers

Library services and resources support the curriculum, faculty and students at all PBCC locations. Campus libraries maintain a diverse collection of materials that includes books, periodicals, local, state and national newspapers, microfilm and reference materials. Access to all library materials and electronic collections of books, periodicals and journals are available through LINCC (Library Information Network for Community Colleges), the online catalog. Over 2,000 journals and periodicals are available online and in full text, and electronic books add more than 10,000 volumes to the collection. Florida Atlantic University provides PBCC at Boca Raton with library service through a joint-use agreement.

Librarians are faculty members who are professionals in the research process. They work closely with students in finding and using information and developing information literacy skills. Librarians offer individual and classroom instruction in the use of resources and work collaboratively with other faculty to develop innovative approaches to using library resources. Librarians teach credit courses in the use of electronic resources and teach online courses using the latest technology.

Additional services provided by the library include: an interlibrary loan service that links all Florida community college libraries, universities and public libraries together for cost-free lending/borrowing of materials; a reserve collection of materials; a computer/instruction lab; study rooms and private study areas; photocopiers, and a virtual reference desk (Ask-a-Librarian). Students also have borrowing privileges at FAU and with area libraries that are members of the Southeast Florida Library Information Network (SEFLIN).

Library hours vary on each campus and between terms. Current information is available at www.pbcc.edu/llrc.xml.

Recreational Learning

CENTER FOR LIFETIME LEARNING

The Center for Lifetime Learning founded by Etta Ress is dedicated to exploring educational and cultural opportunities for adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture with volunteers from the theater and the scientific and professional arenas to bring intellectual enrichment to the community. For more information, call (561) 868-3556.

LEARNING UNLIMITED

Learning Unlimited is a noncredit enrichment program for adults of all ages. Instructors are local experts known in their fields teaching short-term, personal enrichment courses in current events, history, metaphysics, alternative health, art, music, dance, finance and more. The inexpensive courses are held days and evenings at PBCC in Boca Raton and Belle Glade. For more information, call (561) 862-4725.

Vocational Preparatory Instruction Lab

The Vocational Preparatory Instruction Lab (VPI) offers a series of short-term courses for Post Secondary Adult Vocational (PSAV) students who wish to remediate for all or part of the Test of Adult Basic Education (TABE). The VPI Lab offers personalized instruction with learning specialists and tutors. Computer programs and additional learning materials are available for the student.

The TABE remediation courses are:

- VPI 0100 - Vocational Preparatory Reading
- VPI 0300 - Vocational Preparatory Language
- VPI 0200 - Vocational Preparatory Mathematics

Before registering for a TABE remediation course, a student should first meet with an advisor to discuss the entrance requirements for his or her specific program. Students should then visit the VPI Lab and obtain a TABE course application, schedule, and further information. There is a \$30 fee for each TABE remediation course. A required workbook for each course is available in the bookstore.



Academic Recognition

PRESIDENT'S LIST

At the end of the fall and spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a term grade point average of 3.8 or higher will be placed on the President's List. At the end of the spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a combined term grade point average of 3.8 or higher will be placed on the President's List.

DEAN'S LIST

At the end of fall and spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a term grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a combined term grade point average of 3.20 to 3.79 will be placed on the Dean's List.

STANDARDS OF ACADEMIC PROGRESS

PBCC requires each student to maintain reasonable academic progress. Any student not maintaining the minimum cumulative grade point average as specified in the Standards of Academic Progress (SOAP) policy will be placed on academic probation and could be suspended from college.

Financial Aid Student Note:

Students receiving Financial Aid are also affected by a separate "Standard of Academic Progress for Financial Aid Students Policy," listed in the student handbook and at www.pbcc.edu/sap.xml.

Preparatory Course Note:

Preparatory courses will not be calculated in students' Cumulative Grade Point Average, but will be used in calculations for term Grade Point Averages.

Good Academic Status

Students who are not on academic probation or dismissal from the College are considered in good academic status.

Students in credit programs must maintain a cumulative grade point average (CGPA) of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

Academic Status Note: The College administration will continually assess the impact of the academic progression policy and make adjustments as necessary to the academic probation grade point average table above. It is anticipated that the cumulative grade point average required to remain in good academic standing will increase in the future. Therefore, it is imperative that students meet with an academic advisor regularly to discuss academic success issues and support services and to carefully plan their academic program.

Academic Probation

Probation will be continued as long as the student fails to achieve the standard cumulative grade point average (CGPA) for the number of hours attempted (see table above). Probation will be calculated at the end of each term. Transfer students whose CGPA does not meet the standard for good academic status will enroll on academic probation. Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall, spring and summer terms.

Students on academic probation are required to meet with an academic advisor prior to registering for subsequent terms. Academic advisors are authorized to limit the number of hours and types of courses taken by students on academic probation. Academic probation is noted on the student's permanent record.

Academic Suspension

Academic suspension is the first involuntary separation. Academic suspension results from a student's failure, while on academic probation, to regain good academic standing or achieve a minimum 2.0 term grade point average (GPA). Suspension requires the student to stay out of school for one semester to reflect on their academic goals and level of commitment to education. Academic suspension is noted on the student's permanent record. Students readmitted after an academic suspension will be on academic probation and must meet with an academic advisor prior to registering for classes.

Academic Dismissal

Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the college and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA). After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College Admissions Appeals Committee. Academic dismissal is noted on the student's permanent record. An appeal for readmission is not automatic, and the decision of the committee is final.

Note: Students on academic suspension or dismissal are eligible to enroll in PSAV or avocational courses.

Attendance at First Class

PBCC values instruction that begins at the first class meeting and/or lab session. Students who do not attend the first day of a class may be dropped from the course, depending upon the individual faculty member's attendance policy. It is the student's responsibility to read the course schedule notes and/or visit the course Web site.

The College policy of reinstating students who have been dropped due to College error supersedes individual faculty attendance policies.

Audit and Withdrawal Policies

Students may withdraw online using PantherWeb (www.pbcc.edu/PantherWeb.xml) or audit a class by filing an official Audit Request Form with the Registrar's Office by the audit/withdrawal deadline. Deadlines are published in the registration calendar on the inside front cover of this catalog. In cases of non-standard beginning or ending dates, the audit deadline is the last day of add/drop, and the withdrawal deadline is 65 percent of the course session. Students with questions about audit and withdrawal deadlines should contact the Registrar's Office.

International students and athletes must get authorization from their advisor before auditing or withdrawing from a class.

AUDIT

A student may be admitted to certain courses on an audit basis with the completed request form submitted prior to the deadline. Audit requests will not be processed after the add/drop period ends. Classes designated as audit during add/drop do not count as attempts. Students auditing a course must attend class, but they are not required to take tests and examinations. No audit students may change their schedule to seek credit in

any course in which they are enrolled. Prerequisites, tuition and all special fees apply.

Courses taken for the third or fourth attempt, or for high school dual enrollment/early admission may not be audited. Students are not permitted to audit college preparatory courses, courses under a selected admission program, or vocational credit or noncredit courses. A student may not audit a course in which he or she received a grade of C or higher. An instructor may withdraw an audit student (XW) for non-attendance.

INSTRUCTOR WITHDRAWALS

Instructors may give a non-punitive WX grade for excessive absences for up to 65 percent of the course session. No WX grades shall be given after 65 percent of the course has elapsed. Instructors may also give a punitive (F, N, or U) grade for excessive absences, as defined in their syllabi, up to the end of the term.

Courses taken for audit are subject to the same attendance criteria; however, instructors may assign a grade of XW for excessive absences at any time throughout the term.

Note: Upon the third attempt of a credit course, a withdrawal (student or instructor) or audit will not be permitted and the student will receive a grade for the course.

STUDENT WITHDRAWALS

Students who withdraw from a course will receive a grade of W on their transcript. There is normally no refund for withdrawals submitted after the add/drop deadline (see the calendar in this catalog for deadlines); however, if a student has certain extenuating circumstances (such as death of family member or personal hospitalization), a refund may be considered. See Refund Appeals policy in the student handbook. Students considering withdrawing from any course are strongly encouraged to speak with an academic advisor to discuss any impact that a withdrawal may have financially or academically. Certain Limited Access programs prohibit course withdrawals. Speak with your program advisor for more information.

A student may not withdraw from a PSAV course that meets less than two times. The deadline to withdraw for each course is listed on the student's Class Schedule printout. Students are permitted a maximum of two attempts and/or withdrawals per course.

Note: Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

Enrollment Status

FRESHMAN AND SOPHOMORE CLASSIFICATION

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. Until 24 hours of credit are completed, the student is a freshman.

FULL-TIME STUDENT

A student is considered a full-time student when enrolled in 12 or more semester hours of credit or 360 or more clock hours. Although audit and preparatory courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, noncredit and preparatory courses cannot be counted, but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

Note: Enrollment status may be defined differently for financial aid recipients.

STUDENT MAXIMUM COURSE LOAD

Most students are not permitted to enroll in more than 18 semester hours; however, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours.

Grades

GRADE CHANGE PROCEDURE

Students may approach instructors to initiate an Informal Grade Appeal process at any time after the final course grade is assigned. If students wish to appeal the grade further, a Formal Grade Appeal process must be initiated no later than the first thirty calendar days after classes begin in the subsequent fall or spring term. Additional Grade Appeal information is listed in the student handbook.

GRADE FORGIVENESS POLICY

Courses for which a grade of C or higher was earned may not be repeated. The last grade received will be used to calculate the grade point average (GPA). All grades from the third and subsequent attempts will be calculated in the GPA.

The Forgiveness Policy pertains only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, IB, etc.) may be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor this policy.

GRADE POINT AVERAGE (GPA)

The cumulative GPA is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows:

A = 4 quality points per credit hour

B = 3 quality points per credit hour

C = 2 quality points per credit hour

D = 1 quality point per credit hour

Only the last attempt of a repeated course will be used in computing the grade point average (except for the third attempts and beyond that will be averaged); however, all grades appear on the student's transcript. The PBCC grade point average is determined by dividing the total quality points earned at PBCC by the total semester hours attempted at PBCC. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

GRADE REPORTS

Grade reports are not mailed. Students may access grades via PantherWeb - www.pbcc.edu/PantherWeb.xml, or FACTS - www.FACTS.org, using their PBCC Personal Identification Number (PIN). Students who do not know their PIN may obtain it from the Admissions Office after presenting legal photo identification.

GRADING SYSTEM

A - Excellent

B - Good

C - Fair

D - Poor but Passing

F - Failure

I - Incomplete

L - Instructor Grade Late

N - No Pass

P - Pass

S - Satisfactory

U - Unsatisfactory

W - Student Withdrawal

WX - Withdrawn by Instructor for Excessive Absences

X - Audit

XW - Withdrawn for Excessive Absences (audited course)

Most avocational classes, including Learning to Go classes, will be assigned a grade of NG unless the course requires a record of attendance. In those cases where an NG is not the grade, an S or WX may be issued.

INCOMPLETE GRADES

Incomplete grades are automatically changed to punitive grades of F, N or U if not made up within 30 calendar days after classes begin in the subsequent fall or spring term. It is the student's responsibility to complete all assignments and submit them to the instructor. Classes with incomplete grades may not be used to satisfy course prerequisites.

REPEATED COURSES AND ACADEMIC AVERAGE

Only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, audits (initiated after add/drop) and withdrawals (student or instructor). Upon the third attempt of a course, a withdrawal or audit will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation. All grades from the third and subsequent attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. Fifth attempts are not allowed, and this may not be appealed. Credit can only be earned once per course, unless the course is designated as "repeatable".

Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the third attempt for college preparatory and credit courses. Students may appeal the higher cost to the campus registrar through the add/drop period. Decisions are based on state-issued guidelines.

Graduation

All students, without regard to the degree or certificate to be granted, must meet general requirements for graduation from PBCC and fulfill all financial obligations to the College. Final responsibility for meeting the requirements for graduation rests with the student.

CATALOG IN EFFECT FOR GRADUATION POLICY

Students who have maintained continuous enrollment have the option of graduating under the catalog in effect at the time they enter the College or any catalog in effect during the student's continuous enrollment, as long as the catalog chosen is not more than five years old. Continuous enrollment may be maintained by enrollment in one credit or PSAV course for a minimum of one term per academic year.

If students choose a new catalog, all requirements from the new catalog must be met for graduation. If continuous enrollment is maintained for a period of more than five years, the catalog five years previous will be chosen for them, unless students specify otherwise. If attendance is interrupted by 12 months, students must graduate under the catalog in effect when they are readmitted or any future catalog within five years of the date of graduation (as in above statement). The College does not guarantee that courses will always be available. Some courses or programs may be discontinued. The College reserves the right to change the curriculum as necessary.

Note: Students must graduate under the program requirements in effect the term they enter a limited access program.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. Florida statutes and the State Board of Education mandate the test for all students seeking an A.A. degree.

CLAST applications can be filled out at any campus; however, the test is administered at the Lake Worth and Belle Glade Testing Centers only.

Eligibility

Students seeking associate in arts or baccalaureate degrees are eligible to register for the CLAST provided the following criteria have been met:

1. Satisfactory completion of at least 18 semester hours of college level course work, and
2. Completion of the A.A. General Education requirements in English composition and Gordon Rule mathematics.

CLAST is required for A.A. degree candidates only. Other degree seekers are not required to take the test unless they are planning to transfer to a university and the university requires the test. Students wanting to sit for the CLAST must apply to take the test by the registration deadline. Late registrants will be placed on stand-by status. Students who do not take and pass this test will not be awarded the associate in arts degree.

All students taking the CLAST after Oct. 1, 1992, must meet the following standard scores established by the state Board of Education:

| | |
|-------------------------|-----|
| Reading | 295 |
| English Language Skills | 295 |
| Computation | 295 |
| Essay | 6 |

Note: Students who took the CLAST before Oct. 1, 1992, should contact their advisor or review the Degree Audit on www.FACTS.org to determine successful completion or exemption.

Exemptions

- Students who have earned a cumulative grade point average (GPA) of 2.5 in ENC 1101 and ENC 1102 or ENC 1141 shall be exempt from the Reading, English Language Skills, and Essay sections of the CLAST.
- Students who have earned a cumulative grade point average (GPA) of 2.5 in two (2) Gordon Rule general education Mathematics courses shall be exempt from the Computation section of the CLAST.
- A score of 500 or higher in the Verbal section of the SAT1 earns an exemption in the Essay, English, Language Skills and Reading sections of the CLAST.
- A score of 500 or higher in the Math section of the SAT1 earns an exemption in the Math section of the CLAST.
- A score of 21 or higher in the English section of the ACT-E earns an exemption in the Essay & Language Skills sections of the CLAST.
- A score of 22 or higher in the Reading section of the ACT-E earns an exemption in the Reading section of the test. A score of 21 or higher in the Math section of the ACT-E earns an exemption in the Math section of the CLAST.

- There are also possible exemptions based on scores earned for AP & IB courses taken in high school. Candidates should check with an advisor concerning these exemptions.

Retakes

Students may not retake any subtest of the CLAST for which they already have a passing score. Students must wait 30 days between retakes. CLAST review courses and tutoring services are available. Contact the Student Learning Center/Vocational Preparatory Instruction Lab for more information.

DEGREE VERIFICATIONS

PBCC has entered into an agreement with Credentials, Inc. for the verification of degrees and earned certificates. Credentials, Inc. has been granted the authority to respond to these types of requests from interested third parties on PBCC's behalf. Verifications require student authorization.

PBCC warrants that the results delivered by Credentials, Inc., acting as the College's agent, should be considered equivalent in authority to information provided directly by the College. To begin an order at no cost to current or previous students, go to www.degreechk.com. Students must select a unique user ID and password, which is not their PBCC Student ID number and password.

GRADUATION CEREMONY - COMMENCEMENT

Participation in commencement exercises is expected of all degree, certificate and diploma students who are eligible for graduation. Commencement is held at the end of each fall and spring term. Students who apply for graduation receive ceremony information from the Graduation Office.

GRADUATION COMPETENCY STATEMENTS FOR DEGREES

The Southern Association of Colleges and Schools (SACS) requires that all institutions ensure that its degree program graduates (A.A., A.S. and A.A.S.) demonstrate competency in Reading, Writing, Oral Communications, Fundamental Mathematical Skills and the Basic Use of Computers (SACS 4.2.2). In addition PBCC requires that degree program graduates are competent in Information Literacy. The competencies can be achieved through the coursework listed for each competency area.

Expected Student Outcomes for Competency in Fundamental Reading Skills

All students in A.A., A.S., and A.A.S. programs should be able to demonstrate literal and critical reading comprehension skills:

- Literal comprehension skills include recognizing main ideas in a given passage, identifying supporting details and determining meaning of words on the basis of context.
- Critical comprehension skills include recognizing the author's purpose, tone and overall organizational pattern; distinguishing between fact and opinion; detecting bias; recognizing explicit and implicit relationships within and between sentences; recognizing valid arguments; and drawing logical inferences and conclusions.

Methods of Assessment:

1. Students will complete one of the following course series:

- ENC 1101 and ENC 1102
- ENC 1121 and ENC 1122
- ENC 1101 and ENC 1210 with grades of C or better

OR

2. For programs that do not require ENC 1102 or ENC 1210, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

Expected Student Outcomes for Competency in Fundamental Writing Skills

All students in A.A., A.S., and A.A.S. programs should be able to demonstrate the ability to develop a thesis or main idea statement by:

- Providing adequate support that reflects the ability to distinguish between generalized and concrete evidence
- Arranging the ideas and supporting details in an organizational pattern appropriate to the purpose and the focus
- Writing unified prose in which all supporting material is relevant to the thesis or main idea statement
- Writing coherent prose and providing effective transitional devices that clearly reflect the organizational pattern and the relationship of parts.

Methods of Assessment:

1. Students will complete one of the following course series:

- ENC 1101 and ENC 1102
- ENC 1121 and ENC 1122
- ENC 1101 and ENC 1210 with grades of C or better.

OR

2. For programs that do not require ENC 1102 or ENC 1210, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

Expected Student Outcomes for Competency in Fundamental Oral Communication Skills

All students in A.A., A.S., and A.A.S. programs should be able to demonstrate:

- An understanding of the basic principles of human communication, both verbal and nonverbal
- An understanding of the dynamics and skills of interpersonal, small group and public communication
- Effective oral presentation skills through the preparation and delivery of speeches for an audience
- Effective critical and constructive listening skills
- An understanding of the subjective nature of perception and its effect on communication
- An understanding of their ethical and social obligations by utilizing careful research and solid supporting materials when engaged in informative and persuasive public communication.

Methods of Assessment:

1. Students will complete SPC 1016 with a grade of C or better.

OR

2. For programs that do not include SPC 1016, students will demonstrate competency through the successful completion of other college-level courses that are identified by the program manager as being able to satisfy the above outcomes.

Expected Student Outcomes for Competency in Fundamental Mathematical Skills

All students in A.A., A.S., and A.A.S. programs should be able to:

- Demonstrate basic number sense, using the four operations (+, -, *, /) involving integers, fractions and decimals
- Solve real-world problems that require the use of variables and the use of percents
- Interpret information from simple graphs
- Demonstrate skills in elementary geometry (including calculations of areas and perimeters).

Methods of Assessment:

1. Students will complete at least one Gordon Rule mathematics course with a grade of C or better.

OR

2. For programs that do not include a Gordon Rule mathematics course, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

Expected Student Outcomes for Competency in Basic Computer Use

All students in A.A., A.S., and A.A.S. programs should be able to:

- Input data (type) and word process
- Save files, edit and print
- Navigate the Internet, utilize e-mail and conduct electronic research.

Methods of Assessment:

1. Students will complete CGS 1570, at least one Gordon Rule social science course or EME 2040.

OR

2. For programs that do not include CGS 1570, a Gordon Rule social science course, or EME 2040, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

Expected Student Outcomes for Competency in Information Literacy

The information literate student is able to recognize when information is needed, locate information in many formats, and evaluate and effectively use the information needed to become an independent life-long learner.

All students in A.A., A.S., and A.A.S. programs will make significant progress to complete the following competencies:

- Determine the nature and extent of the information needed
- Access needed information effectively and efficiently
- Evaluate information and its sources critically and incorporate selected information into his or her knowledge base and value system
- Use information effectively to accomplish a specific purpose
- Understand many of the ethical, legal and socio-economic issues surrounding the use of information
- Access and use information ethically and legally.

Methods of Assessment:

1. Students will complete one of the following courses with a grade of C or better: ENC 1102, LIS 2004, or an Honors course.

OR

2. Students demonstrate competencies through other courses or online tutorial that are identified by the program manager to satisfy the outcomes listed.

GRADUATION DISTINCTIONS

Students who graduate with a 3.2 overall GPA or higher will be noted in the Commencement Bulletin as graduating with the following distinctions:

| | |
|------------|---------------------------|
| 3.2 - 3.49 | Academic Distinction |
| 3.5 - 3.79 | High Academic Distinction |
| 3.8 - 4.0 | Presidential Distinction |

Students who graduate with 12 hours of Honors course work completed with a minimum grade of B and a minimum cumulative GPA of 3.5, and who have applied for Honors graduation will be designated as Honors Graduates. Honors graduates will be recognized with the following:

- Honors notation on Commencement Bulletin
- Honors gold seal on diploma
- Honors notation on transcript
- Honors medallion to be worn at Commencement.

GRADUATION REQUIREMENTS

Students may graduate from PBCC after meeting all the following requirements (as applicable for their programs). Exceptions to these requirements are noted in specific program descriptions.

1. All financial obligations to the College must be satisfied.
2. All official high school and postsecondary transcripts must be received.
3. Graduation Application Requirement
 - Students must make formal application for graduation before the deadline. Deadlines are listed on the calendar in the front of this catalog.
 - The Request for Graduation Form (Graduation Application) is available online at www.pbcc.edu/graduation.xml.
4. Grade Point Average (GPA) Requirement
 - Institutional GPA of 2.0 for all work taken at PBCC
 - Cumulative GPA of 2.0 for all college courses, regardless of where taken (College Credit Certificates need a 2.0 GPA in program courses only)
5. Courses taken at PBCC (Residency Requirement)
 - Students must complete at least 25 percent (15 credits for A.A. students) of the program or certificate credit at PBCC, also known as “courses in residence” (no relationship to in-state resident tuition).
 - Transfer coursework, credits-by-exam, and credits for prior learning cannot be used to satisfy the Residency Requirement.
6. Preparatory Course/Testing Completion Requirement
 - Students must test out of English, reading and mathematics preparatory coursework.

OR

 - Students must successfully complete all required preparatory coursework.
7. General Education Requirement
 - A grade of C or higher is required for all General Education courses. General Education courses are listed in the Areas of Study section of this catalog.
 - A statement certifying completion of the full 36-Credit-Hour General Education package will be noted on students’ transcripts.

8. A.A. students also

- Must have 60 semester hours of academic work exclusive of occupational (A.S.) courses.
- Must also include an approved General Education program of not less than 36 semester hours.
- Must pass all four sections of CLAST, or qualify for one of the exemptions. (See Testing Center for exemption requirements.) Passing scores are announced by the state of Florida each year. Responsibility for taking and passing the CLAST rests with the student.
- Must meet Gordon Rule Requirement - As part of graduation with an A.A. degree, students are required to fulfill the Gordon Rule requirement, in accordance with Florida statute. Courses that fulfill Gordon Rule requirements are noted with a “GR” designation on pages 46-47.

9. A.S. and A.A.S. students also

- Must complete the number of prescribed program credit hours.
- Must complete a minimum of 15 hours of program-specific General Education

10. Postsecondary Adult Vocational Certificate (PSAV) recipients: Only items 1, 2 and 5 above apply.

11. College Credit Certificate (CCC) recipients: In addition to items 1, 2 and 5 above, students must also meet GPA requirements and may have some preparatory course requirements (depending on program course prerequisites).

Graduation with Multiple Degrees

Students who have an A.A. degree or higher are eligible for any A.S. or A.A.S. degree upon completion of those degree requirements. Students who have an A.S. or A.A.S. degree are eligible for an A.A. degree upon completion of those requirements. Students with an A.A.S. may receive an A.S. degree in the same area upon completion of the additional coursework. However, students with an A.S. degree are not eligible to receive an A.A.S. in the same program area.

Maximum Physical Education or Music Ensemble Credits for Graduation

Students may use a maximum of two credit hours in Physical Education activity courses and a maximum of four credit hours of MUN ensemble courses for graduation.

Policy Changes

Any statement in the PBCC Catalog is subject to change by the College. A Catalog Addendum may be published online by July 1 of each year, depending on the number of changes incurred since the Catalog was printed. Availability of a Catalog Addendum (if published) would be on the College's Web site only. Many policy changes are listed on the Student Updates Web page, located at www.pbcc.edu/StudentUpdates.xml.

Prerequisites

A student who wishes to register for any course for which the prerequisites have not been completed must consult with the associate dean of the department offering the course. The associate dean may make the decision to require the student to take the prerequisite for the course, move the student to the prerequisite course, or allow the student to remain in the course. Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher-level course in the same logical sequence.

Students may pre-register for a future term for a course with a prerequisite requirement while they are still enrolled in the prerequisite course. However, the registration for the higher-level course may be dropped if the prerequisite course is not completed successfully.

Security of Student Records

DEFINITION OF STUDENT RECORDS

Student records may include, but are not limited to, applications, test scores, transcripts, photos and correspondence. All received transcripts and documents are the property of the College and may not be copied or transmitted to third parties, except in accordance with state law.

INSPECTION OF RECORDS

Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment), student records at PBCC (located in the Office of the Registrar) are open for inspection only by the student and, as per FERPA guidelines:

- School officials, as determined by the College Registrar to have legitimate educational interests
- State educational authorities
- Federal and state officials representing state or federal programs

- Persons having written authorization for release
- Officials in compliance with judicial orders.

The College forwards educational records on request to a school in which a student seeks or intends to enroll.

Viewing the Records

- Permanent records are never permitted out of the Office of the Registrar.
- Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.
- Students may make an appointment to view their records at the counter in the presence of Registrar's Office personnel.

REQUESTS FOR COPIES OF RECORDS

- PBCC transcripts are released only upon written consent of the student.
- If a student cannot have access to the record, i.e., if he/she lives too far away (minimally outside of Palm Beach County) or extenuating circumstances exist, students may request copies of their records through written requests to the College registrar. The request must specify the types of records to be copied. The registrar will comply with a request for a meeting and/or copies in a reasonable timeframe (no more than 30 days), depending upon the complexity of the records requested and the time during the term in which the request is received.
- Students will pay a fee of 50 cents per page, up to 49 pages, then \$1.00 per page thereafter for any approved copies of their records.
- Subpoenas of student records must be issued by a court of competent jurisdiction and specify the type of records being requested. A fee of \$35 will be charged per subpoena. Those requesting records by subpoena must allow sufficient time (at least 10 working days) for the affected student to be notified prior to the issuance of records.

RETENTION OF RECORDS

Student records will be maintained for a maximum of five years from the student's attendance. Certain documents, such as grades, will be maintained longer in accordance with state archiving and records retention laws and the PBCC College Registrar Records and Retention Schedule.

STUDENT DIRECTORY INFORMATION

FERPA requires each institution to determine directory information that may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released. PBCC has identified the following as directory information:

- Student name*
- Student street address*
- Date of birth
- E-mail address*
- Phone number*
- Photo ID picture/video*
- Dates of attendance (session dates only)
- Major field of study
- Weight and height of members of athletic teams
- Degrees and awards received
- Educational institution attended.

**Important Directory Information Note:*

*Although PBCC has designated student name, street and e-mail addresses, phone number, and photographs/videos as directory information, these will appear in PBCC-generated information such as the commencement ceremony programs, PBCC publications, Student IDs (PantherCard), and news releases of awards. Date of birth is used for identification purposes within PBCC. E-mail addresses may be made available to students in distance learning environments where electronic communication between students is required. In addition, students' names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines. Military branches also will be given phone numbers. **According to the Florida Records Act s.119, your information may be given to requesting parties. If you do not wish to have this information released, please complete the non-disclosure form at www.pbcc.edu/pantherweb.xml.***

STUDENT RIGHT TO PRIVACY

The College respects students' personal information and guards information carefully. The student's Social Security number is not used as a student's primary identifier (although it is collected); an institutional Student ID number is assigned for student use to access records and receive services. A student may choose to withhold directory information but must submit a written notice to the Registrar's Office stating which of the above directory information items are not to be released to the general public or the above organizations.

STUDENT RECORDS AMENDMENT APPEAL PROCESS

If a student believes there is an error in the permanent record, the student should contact the Registrar's Office to arrange a hearing. A hearing will be conducted according to FERPA.

- The hearing will be within a reasonable period of time after the request is received.
- The student shall be given notice of date, place and time reasonably in advance.
- A written decision shall be made by the registrar within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

Student Conduct

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. The PBCC District Board of Trustees, administration and faculty formulate policies and regulations of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the student handbook.

Unpaid Accounts

Unpaid student accounts, including past due fees or returned checks, will prevent graduation, granting of credit or release of transcript. Amounts remaining unpaid also will be subject to collection agency action.



Degrees and Certificates

Palm Beach Community College awards three degrees:

A.A. - Associate in Arts

A.S. - Associate in Science

A.A.S. - Associate in Applied Science

The College offers numerous certificate and diploma programs in a variety of fields:

ATC - Advanced Technical Certificate

ATD - Applied Technology Diploma

CCC - College Credit Certificate

PSAV - Post Secondary Adult Vocational Certificate

Palm Beach Community College offers many degree and certificate programs to help students transfer to an upper-division college or university or prepare them for immediate employment on their career path. This section describes each of the award types offered and gives detailed descriptions and course listings for each program. For graduation requirements for each of these awards, please see the Academic Policies section of this catalog.

Degrees

ASSOCIATE IN ARTS

This degree is 60 credit hours in length and is designed for the student who plans to transfer and complete a bachelor's degree.

ASSOCIATE IN SCIENCE

This degree ranges from 60 to 88 credit hours depending on the program. It is designed for students who wish to enter the workforce in a skilled field. Some limited transfer is available.

ASSOCIATE IN APPLIED SCIENCE

This degree ranges from 60 to 72 credits in length. Some programs are only available as an associate in applied science degree, while some degree programs are available with options for either an associate in science or associate in applied science degree. In this case, the associate in applied science degree has less rigorous English and mathematics courses.

Certificates

ADVANCED TECHNICAL CERTIFICATE

These certificate programs range from 9 to 16 credit hours and are designed for students who have already earned an associate's degree. They provide advanced skills in a specific area to be studied.

APPLIED TECHNOLOGY DIPLOMA

These programs are either clock-hour noncredit or credit hour based. They provide entry-level courses in a specific area that usually can be applied towards an associate in science or associate in applied science degree.

COLLEGE CREDIT CERTIFICATE

These are programs that vary in length from 12 to 42 credit hours and provide the student with a set of technical skills in a specific area of study. Each college credit certificate applies towards an associate in science or associate in applied science degree.

POSTSECONDARY ADULT VOCATIONAL CERTIFICATE

These are clock-hour based noncredit programs that provide the student with broad entry-level skills in the chosen field of study. Many of these programs can apply towards an associate in science or associate in applied science degree.

Program Groups

Associate in Arts Degree
(Transfer)

Business and Office
Management

Child Care, Human Services
and Teacher Education

Computer Science
and Information
Technology

Creative Arts and
Communications

Environmental Science
and Horticulture

Health Care

Public Safety

Trade and Industrial

Associate in Arts Degree (Transfer) 44

Business and Office Management 52

Life, Health and Variable Annuities Agent (PSAV)
Property and Casualty General Lines Agent (PSAV)
Real Estate Broker (PSAV)
Real Estate Sales Associate (PSAV)
Accounting Technology (CCC)
Banking Specialist-Financial Services (CCC)
Business Administration and Management (CCC)
Business Operations (CCC)
Business Specialist (CCC)
Food Service Management (CCC)
Hospitality (CCC)
Legal Office Management (CCC)
Marketing (CCC)
Office Management (CCC)
Office Software Applications (CCC)
Office Specialist (CCC)
Office Support (CCC)
Accounting Technology (AAS/AS)
Business Administration and Management (AAS)
Hospitality and Tourism Management (AAS)
Office Administration (AAS)
Paralegal (AS)
Business Corporate & Continuing Education

**Child Care, Human Services
and Teacher Education 65**

Child Care – 40-Hour Introductory Child Care Training
Certification (Birth to 5 Years) (PSAV)
Child Care – Introductory Child Care Training Certification
(School Age Children 5 years and Up – through Grade 5) (PSAV)
Child Care – 30-Hour Family Child Care Certification (PSAV)
Child Care – Early Childhood Professional
Certificate (ECPC) – Preschool (PSAV)
Child Care – Bilingual Early Childhood Professional
Certificate (ECPC) – Preschool (PSAV)
Child Care – School Age Professional Certificate (SAPC) (PSAV)
Child Care Center Management (CCC)
Educational Assisting (CCC)
Infant/Toddler (CCC)
Pre-School (CCC)
School Age (CCC)
Human Services (CCC)
Early Childhood Education (AS)
Educational Assisting (AS)
Human Services (AAS/AS)
Child Care Corporate & Continuing Education
Certified Addiction Professional
Teacher Certification Program

Computer Science and Information Technology 78

- Computer Support Specialist (PSAV)
- Cisco CCNA (CCC)
- Information Management (CCC)
- Programming (CCC)
- Web Development Specialist (CCC)
- Computer Programming (AAS/AS)
- Internet Services Technology (AAS/AS)
- Networking Administrator (AAS/AS)
- Computer Information Security (ATC)
- Computer Science Corporate & Continuing Education

Creative Arts and Communications 85

- Graphic Design Technology (CCC)
- Motion Picture & Television Production Technology (CCC)
- Graphic Design Technology (AAS/AS)
- Interior Design Technology (AS)
- Motion Picture and Television Production Technology (AS)

Environmental Science and Horticulture 90

- Landscape and Horticulture Specialist (CCC)
- Landscape and Horticulture Professional I (CCC)
- Landscape and Horticulture Professional II (CCC)
- Environmental Science Technology (AS)
- Landscape and Horticulture Management (AS)

Health Care 94

- Dental Assisting (PSAV)
- Massage Therapy (PSAV)
- Medical Assisting (PSAV)
- Patient Care Assistant (PSAV)
- Practical Nursing (PSAV)
- Surgical Technology (PSAV)
- Medical Coder/Biller (ATD)
- Medical Transcription (ATD)
- Medical Information Coder/Biller (CCC)
- Sonography (CCC)
- Biotechnology (AS)
- Dental Hygiene (AS)
- Health Information Management (AS)
- Nursing (AAS)
- Radiography (AS)
- Respiratory Care (AS)
- Sonography (AS)
- Adult Echo Sonography (ATC)
- Cardiovascular Intervention Technology (ATC)
- Computed Tomography (ATC)
- Critical Care Nursing (ATC)
- Magnetic Resonance Imaging (ATC)
- Perioperative Nursing (ATC)
- Health Care Corporate & Continuing Education

Public Safety 116

- Auxiliary Law Enforcement Officer (PSAV)
- Criminal Justice Academies (PSAV)
- Cross-Over CMS Law Enforcement to Correctional Officer (PSAV)
- Cross-Over Correctional Officer to CMS Law Enforcement (PSAV)
- Firefighter (PSAV)
- Fire Apparatus Operator (PSAV)
- Fire Inspector I (PSAV)
- Fire Instructor (PSAV)
- Fire Investigator I (PSAV)
- Fire Officer I (PSAV)
- Public Safety Telecommunications Dispatcher (PSAV)
- Special Fire Safety Inspector (PSAV)
- Emergency Medical Technician (EMT-B) (ATD)
- Crime Scene Technology (CCC)
- Emergency Management (CCC)
- Paramedic (CCC)
- Crime Scene Technology (AS)
- Criminal Justice Technology (AAS/AS)
- Emergency Medical Services (AS)
- Fire Science Technology (AS)
- Public Safety Corporate & Continuing Education

Trade and Industrial 128

- Apprenticeship Programs (PSAV)
- Automotive Body Repair (PSAV)
- Automotive Service Technology (PSAV)
- Commercial Vehicle Driving (PSAV)
- Cosmetology (PSAV)
- Diesel Technology (PSAV)
- Facials Specialty (PSAV)
- Heating, Ventilation, Air Conditioning and Refrigeration (PSAV)
- Machining Technology (PSAV)
- Nails Technician (PSAV)
- Welding Technology (PSAV)
- Building Construction Specialist (CCC)
- Drafting and Construction Technology (CCC)
- Sugar Technology Milling (CCC)
- Sugar Technology Processing (CCC)
- Electrical Power Technology (AS)
- Industrial (Operations) Management Technology (AAS)
- Professional Pilot Technology (AAS/AS)
- Sugar Technology (AS)



Associate in Arts

AA

Transfer Degree

GENERAL EDUCATION REQUIREMENTS

COMMON PRE-MAJORS OR TRANSFER PROGRAMS

FACTS.ORG

Associate in Arts (A.A.)

Transfer Degree

Palm Beach Community College's associate in arts (A.A.) transfer degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. Students spend the first two years at PBCC, where they prepare for hundreds of possible transfer majors, then their last two years at a university.

During their two years at PBCC, students take the same courses that they would take as a freshman or sophomore at a university. That means a student plans his/her program of study around a planned major or career and the state university he/she wants to attend. A student graduates with an A.A. degree from PBCC, transfers to a university, and earns a bachelor's degree in one of hundreds of different major areas available at the state universities.

A list of popular Associate in Arts pre-majors is found toward the end of this section, and additional pre-majors are listed on the Web.

The A.A. degree requirements include:

36 credit hours of general education courses and

24 credit hours of university transfer program courses.

It is important that a student select appropriate courses in both the General Education and university transfer program areas. A PBCC advisor can assist with course selection, or students can use the FACTS.org online system, as detailed in this catalog section.

ASSOCIATE IN ARTS DEGREE TRANSFER PROGRAMS

State universities in Florida offer more than 200 different majors that PBCC students can pursue. Before planning a major, students are advised to:

- speak with a PBCC advisor
- consult the catalog or the specific department at the university to which they plan to transfer to confirm which courses they should take at PBCC.

For a complete list of these programs see

www.pbcc.edu/acsv/majors.asp.

GUARANTEED TRANSFER TO THE STATE UNIVERSITY SYSTEM

All Florida community college associate in arts graduates are guaranteed certain rights under the statewide Articulation Agreement listed in Florida Administrative Code 6A-10.024. The Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system. Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher grade point average (GPA), higher test scores, auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, community college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

FOREIGN LANGUAGE REQUIREMENT

For undergraduate admission to a state university, students must have earned two credits of sequential foreign language at the high school level. If a student did not complete this requirement while in high school, the requirement can be met through successful completion of eight credit hours in one foreign language, or demonstration of proficiency by passing a College Level Examination Program (CLEP) foreign language test. Satisfaction of this university admission requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged to determine the graduation requirements for the university they plan to attend.

CHOOSING THE PROPER COURSES TO SATISFY UNIVERSITY ADMISSION REQUIREMENTS

All state universities have provided lists of courses that meet admission requirements for each of its majors. These lists, also known as “common prerequisites,” detail the required courses needed in both General Education and university transfer program courses. In order to have each course at PBCC count towards A.A. graduation and facilitate transfer to the desired major at the university, students should target their desired transfer university and major early in their coursework at PBCC. Once a student has identified the university and program, finding the correct courses to take at PBCC can be accomplished by:

1. Meeting on a regular basis with a PBCC advisor who can track your progress and make sure you are taking the correct courses for your desired university and major;

OR

2. Using the Web site developed by the State of Florida to facilitate student transfer called FACTS.org (Florida Academic Counseling and Tracking for Students), which is detailed at the end of this section.

OTHER TRANSFER OPPORTUNITIES FOR THE ASSOCIATE IN ARTS DEGREE

PBCC has transfer agreements with several private colleges and universities from around the nation. Included are all the members of Independent Colleges and Universities of Florida (ICUF). For transfer agreement information, visit www.pbcc.edu/transfer.xml.

GRADUATION REQUIREMENTS FOR THE A.A. DEGREE

Responsibility for understanding and meeting the requirements for graduation rests with the student. Refer to the Graduation Requirements information provided in the Academic Policies section of this catalog.

GENERAL EDUCATION REQUIREMENTS

The associate in arts degree contains 36 hours of General Education. Each A.A student must complete these courses with a “C” or higher to meet graduation requirements. The student must carefully choose the courses that will satisfy General Education requirements. By checking the FACTS.org system, students can determine which courses the university to which they would like to transfer accepts as satisfying program requirements. For example, MGF 1106 Liberal Arts Mathematics will satisfy the associate in arts degree requirements in mathematics but will not satisfy entrance requirements for a student who wishes to transfer to an upper division business administration program. It is imperative to check the FACTS.org Web site to find the correct courses, or see a PBCC advisor.

GENERAL EDUCATION PHILOSOPHY

General Education requirements at PBCC represent a foundation for active lifelong learning. These outcomes are designed to promote personal development and provide a comprehensive base of knowledge and skills necessary to participate effectively in a diverse community and the global workplace.

GENERAL EDUCATION LEARNING OUTCOMES

Communications: Develop effective reading, writing, speaking, listening, and nonverbal communication skills for a variety of audiences.

Global Awareness: Exhibit a sense of community and be sensitive to cultural and global diversity; exercise civic responsibility; give service to others; and respect and care for our natural environment.

Critical Thinking: Evaluate arguments; separate fact and opinion; recognize points of view; understand implications and consequences, and acknowledge diverse values.

Technology and Information Literacy: Use printed materials, personal communication, observation, and technological applications to find, evaluate organize, and present information in order to achieve educational and professional success.

Quantitative Reasoning: Use college-level mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms.

Ethics: Demonstrate a responsibility for personal, social, professional, educational and natural environments and make informed decisions based on those responsibilities.

Personal Development: Develop an ability to understand and manage self, adapt to change, enhance wellness, learn effectively, establish a framework for aesthetic responsiveness, and set personal and professional goals.

Florida Statute 1007.25 specifies that General Education courses come from five core areas: communications, humanities, mathematics, natural science and social science. In accordance with the state articulation agreement (Florida Administrative Code 6A-10.024), each community college and/or university shall honor the completion of General Education courses if such completion is noted on the student's transcript. The State of Florida requires all public community colleges and universities to include a specified amount of writing and mathematics in their curriculum to ensure students have achieved substantial competency in these areas as specified in Florida Administrative Code 6A-10.30 (Gordon Rule).

To earn an A.A. degree, students must complete 36 hours of General Education courses from the following six areas of General Education. Courses that meet Gordon Rule requirements are listed with "GR".

General Education courses must be completed with a "C" or higher to apply to any A.A., A.A.S. or A.S. degree program.

AREA I

COMMUNICATIONS 9 CREDIT HOURS

Select one of the following courses:

| | | |
|----------|------------------------------|----------|
| ENC 1101 | College Composition 1 | (GR) (3) |
| ENC 1121 | Honors College Composition 1 | (GR) (3) |

Select one of the following courses:

| | | |
|----------|------------------------------|----------|
| ENC 1102 | College Composition 2 | (GR) (3) |
| ENC 1122 | Honors College Composition 2 | (GR) (3) |
| ENC 1141 | Writing About Literature | (GR) (3) |

Students must take the following course:

| | | |
|----------|--------------------------------------|----------|
| SPC 1016 | Fundamentals of Speech Communication | (GR) (3) |
|----------|--------------------------------------|----------|

AREA II

HUMANITIES 6 CREDIT HOURS

Select one of the following courses:

| | | |
|----------|---|----------|
| AML 2010 | American Literature to 1865 | (GR) (3) |
| AML 2020 | American Literature after 1865 | (GR) (3) |
| AML 2600 | African American Literature | (GR) (3) |
| AML 2631 | Hispanic American Literature | (GR) (3) |
| ENL 2012 | English Literature before 1800 | (GR) (3) |
| ENL 2022 | English Literature after 1800 | (GR) (3) |
| LIT 1370 | The Bible as Literature | (GR) (3) |
| LIT 2090 | Contemporary Literature | (GR) (3) |
| LIT 2110 | World Literature before the Renaissance | (GR) (3) |
| LIT 2120 | World Literature after the Renaissance | (GR) (3) |
| LIT 2190 | Introduction to Afro-Caribbean Literature | (GR) (3) |
| LIT 2380 | Women in Literature | (GR) (3) |

Approved Transfer Literature*

**(Verify course credit with an advisor.)*

Select one of the following courses:

| | | |
|----------|----------------------------------|----------|
| ARH 1000 | Art Appreciation | (GR) (3) |
| ARH 2050 | Art History 1 | (GR) (3) |
| ARH 2051 | Art History 2 | (GR) (3) |
| MUH 2018 | History and Appreciation of Jazz | (GR) (3) |
| MUL 1010 | Music Appreciation | (GR) (3) |
| MUT 1001 | Fundamentals of Music | (GR) (3) |
| THE 1000 | Theatre Appreciation | (GR) (3) |

Approved Transfer Humanities*

**(Verify course credit with an advisor.)*

AREA III

MATHEMATICS 6 CREDIT HOURS

Select two of the following courses:

| | | |
|----------|---|----------|
| MAC 1105 | College Algebra | (GR) (3) |
| MAC 1114 | Trigonometry | (GR) (3) |
| MAC 1140 | Precalculus | (GR) (3) |
| MAC 2233 | Survey of Calculus (for Business Majors) | (GR) (3) |
| MAC 2311 | Calculus with Analytic Geometry 1 | (GR) (4) |
| MAC 2312 | Calculus with Analytic Geometry 2 | (GR) (4) |
| MAC 2313 | Calculus with Analytic Geometry 3 | (GR) (4) |
| MAP 2302 | Differential Equations | (GR) (3) |
| MAS 2103 | Matrix Theory | (GR) (3) |
| MGF 1106 | Liberal Arts Mathematics | (GR) (3) |
| -or- | | |
| MGF 1111 | Geometry -and- | (1) |
| MGF 1112 | Math Logic -and- | (1) |
| STA 1021 | Probability/Statistics | (1) |
| MGF 1107 | Finite Mathematics | (GR) (3) |
| MTG 2206 | College Geometry | (GR) (3) |
| STA 2023 | Statistics | (GR) (3) |

Approved Transfer Mathematics*

**(Verify course credit with an advisor.)*

AREA IV**NATURAL SCIENCES 6 CREDIT HOURS****Select two of the following courses:**

| | | |
|--------------------|---|-----|
| AST 1002 | Descriptive Astronomy | (3) |
| AST 1003 | Planetary Astronomy | (3) |
| AST 1004 | Stellar & Galactic Astronomy | (3) |
| BOT 1010/BOT 1010L | General Botany 1 and Lab | (4) |
| BSC 1005 | Concepts of Biology (Non-Science Major) | (3) |
| | (Lab BSC 1005L optional) | (1) |
| BSC 1010 | Principles of Biology 1 | (3) |
| | (Lab BSC 1010L optional) | (1) |
| BSC 1011/BSC 1011L | Principles of Biology 2 and Lab | (4) |
| BSC 1050 | Environmental Conservation | (3) |
| BSC 2085/BSC 2085L | Anatomy and Physiology 1 and Lab | (4) |
| BSC 2086/BSC 2086L | Anatomy and Physiology 2 and Lab | (4) |
| CHM 1020 | Principles of Chemistry | (3) |
| | (Lab CHM 1020L optional) | (1) |
| CHM 1025 | Introductory Chemistry | (3) |
| CHM 1045/CHM 1045L | General Chemistry 1 and Lab | (4) |
| CHM 1046/CHM 1046L | General Chemistry 2 and Lab | (4) |
| ESC 1000 | Earth Science | (3) |
| GLY 1000 | Descriptive Geology | (3) |
| HUN 1201 | Elements of Nutrition | (3) |
| MCB 2010/MCB 2010L | Microbiology and Lab | (4) |
| OCE 1001 | Introduction to Oceanography | (3) |
| | (Lab OCE 1001L Optional) | (1) |
| PHY 1001 | Applied Physics | (3) |
| PHY 2048/PHY 2048L | General Physics with Calculus 1 and Lab | (5) |
| PHY 2049/PHY 2049L | General Physics with Calculus 2 and Lab | (5) |
| PHY 2053 | General Physics 1 | (4) |
| PHY 2054 | General Physics 2 | (4) |
| PSC 1341 | Physical Science for Today's World | (3) |
| | Approved Transfer Science* | |

*(Verify course credit with an advisor.)

AREA V**SOCIAL SCIENCE 6 CREDIT HOURS****Select one of the following courses:**

| | | |
|----------|--|----------|
| ANT 2000 | Anthropology | (GR) (3) |
| ECO 2013 | Principles of Macroeconomics | (GR) (3) |
| GEA 1000 | Principles of Geography & Conservation | (GR) (3) |
| PSY 2012 | General Psychology | (GR) (3) |
| SYG 1230 | American Minorities Today | (GR) (3) |
| SYG 2000 | Introduction to Sociology | (GR) (3) |
| SYG 2010 | American Social Problems | (GR) (3) |
| | Approved Transfer Social Science* | |

*(Verify course credit with an advisor.)

Select one of the following courses:

| | | |
|----------|--------------------------------------|----------|
| AMH 2010 | US History to 1865 | (GR) (3) |
| AMH 2020 | US History from 1865 to Present | (GR) (3) |
| POS 1001 | Introduction to Political Science | (GR) (3) |
| POS 1041 | Introduction to American Government | (GR) (3) |
| POS 2112 | American State and Local Government | (GR) (3) |
| | Approved Transfer Political Science* | |

*(Verify course credit with an advisor.)

AREA VI**HEALTH and FOREIGN LANGUAGE 3 CREDIT HOURS****Select one of the following courses:****Health**

| | | |
|----------|--------------------------------|-----|
| HSC 1101 | Contemporary Issues in Health | (3) |
| HSC 2100 | Health Concepts and Strategies | (3) |
| HSC 2204 | Community Health Education | (3) |

Foreign Language

| | | |
|----------|------------------------|-----|
| FRE 1120 | Elementary French 1 | (4) |
| FRE 1121 | Elementary French 2 | (4) |
| FRE 2200 | Intermediate French 1 | (3) |
| FRE 2201 | Intermediate French 2 | (3) |
| GER 1120 | Elementary German 1 | (4) |
| GER 1121 | Elementary German 2 | (4) |
| GER 2200 | Intermediate German 1 | (3) |
| GER 2201 | Intermediate German 2 | (3) |
| SPN 1120 | Elementary Spanish 1 | (4) |
| SPN 1121 | Elementary Spanish 2 | (4) |
| SPN 2200 | Intermediate Spanish 1 | (3) |
| SPN 2201 | Intermediate Spanish 2 | (3) |

Approved Transfer Health and Foreign Language*

*(Verify course credit with an advisor.)

COMMON PRE-MAJORS OR TRANSFER PROGRAMS

The following pre-majors represent some of the most common transfer programs for PBCC students, with the common prerequisites for each. These are just a few of the transfer possibilities with the Associate in Arts degree. For an expanded list of other pre-major options at PBCC and a complete list of university majors available in Florida, visit www.pbcc.edu/acsv/majors.asp.

It is highly recommended that students speak with a PBCC advisor before planning their course of study. Completion of the following pre-majors does not guarantee admission to an upper-division program if that program has restricted or limited access status.

Students should consult the current catalog of the university from the upper-division they plan to attend for more information and an exact course sequence needed for that university.

Pre-Major – Art (General)

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in the visual arts. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|----------|---|-----|
| ARH 2050 | Art History 1 | 3 |
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| POS 1001 | Introduction to Political Science | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | One course from AREA II – Humanities | 3 |
| | Two courses from AREA III – Mathematics | 6 |
| | Two courses from AREA IV – Natural Sciences | 6 |
| | One course from AREA VI – Health & Foreign Language | 3-4 |

Total **36-37**

PROGRAM TRANSFER COURSES

| | | |
|-----------|--|----|
| ARH 2051 | Art History 2 | 3 |
| ART 1201C | Design Fundamentals | 3 |
| ART 1300C | Drawing 1 | 3 |
| ART 1330C | Drawing 2 | 3 |
| | Other ART (prefix) courses (Contact advisor) | 12 |

Total **24**

Total AA Degree **60**

Pre-Major – Biology

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in biology. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|------------|---|-----|
| BSC 1010/L | Principles of Biology 1/Lab | 4 |
| BSC 1011/L | Principles of Biology 2/Lab | 4 |
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| MAC 2311 | Calculus with Analytic Geometry 1 | 4 |
| MAC 2312 | Calculus with Analytic Geometry 2 | 4 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Two courses from AREA II – Humanities | 6 |
| | Two courses from AREA V – Social Science | 6 |
| | One course from AREA VI – Health & Foreign Language | 3-4 |

Total **40-41**

PROGRAM TRANSFER COURSES

| | | |
|------------|--|---|
| CHM 1045/L | General Chemistry 1/Lab | 4 |
| CHM 1046/L | General Chemistry 2/Lab | 4 |
| CHM 2210/L | Organic Chemistry 1/Lab | 4 |
| CHM 2211/L | Organic Chemistry 2/Lab | 4 |
| | Other selected courses (Contact advisor) | 4 |

Total **20**

Total AA Degree **60**

Pre-Major – Business Administration

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in business administration. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|----------|---|-----|
| ECO 2013 | Principles of Macroeconomics | 3 |
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| MAC 2233 | Survey of Calculus | 4 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| STA 2023 | Statistics | 3 |
| | Two courses from AREA II – Humanities | 6 |
| | Two courses from AREA IV – Natural Sciences | 6 |
| | One course from AREA V – Social Science | 3 |
| | One course from AREA VI – Health & Foreign Language | 3-4 |

Total **37-38**

PROGRAM TRANSFER COURSES

| | | |
|----------|--|------|
| ACG 2022 | Financial Accounting | 4 |
| ACG 2071 | Managerial Accounting | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| ECO 2023 | Principles of Microeconomics | 3 |
| | Other selected courses (Contact advisor) | 9-10 |

Total **22-23**

Total AA Degree **60**

Pre-Major – Computer Science

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in computer science. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|------------|---|-----|
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| MAC 2311 | Calculus with Analytic Geometry 1 | 4 |
| MAC 2312 | Calculus with Analytic Geometry 2 | 4 |
| PHY 2048/L | General Physics with Calculus 1 and Lab | 5 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Two courses from AREA II – Humanities | 6 |
| | One course from AREA IV – Natural Sciences | 3 |
| | Two courses from AREA V – Social Science | 6 |
| | One course from AREA VI – Health & Foreign Language | 3-4 |

Total **40-41**

PROGRAM TRANSFER COURSES

| | | |
|---------|--|----|
| CGS1100 | Microcomputer Applications | 3 |
| COP1002 | Introduction to Programming Logic | 3 |
| COP1220 | Introduction to Programming in C | 3 |
| | Other Selected Courses (Contact advisor) | 11 |

Total **20**

Total AA Degree **60**

Pre-Major – Criminal Justice

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in criminal justice. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|----------|---|-----|
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| MGF 1106 | Liberal Arts Mathematics | 3 |
| POS 1001 | Introduction to Political Science | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| STA 2023 | Statistics | 3 |
| | Two courses from AREA II – Humanities | 6 |
| | Two courses from AREA IV – Natural Sciences | 6 |
| | One course from AREA VI – Health & Foreign Language | 3-4 |

Total **36-37**

PROGRAM TRANSFER COURSES

| | | |
|----------|--|----|
| POS 1041 | Introduction to American Government | 3 |
| | CCJ/CJE/CJL prefix courses (Contact advisor) | 21 |

Total **24**

Total AA Degree **60**

Pre-Major – Elementary Education

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in elementary education. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|---------|--|---|
| ENC1101 | College Composition 1 | 3 |
| ENC1102 | College Composition 2 | 3 |
| MGF1106 | Liberal Arts Mathematics | 3 |
| SPC1016 | Fundamentals of Speech Communication | 3 |
| | Two courses from AREA II – Humanities | 6 |
| | One course from AREA III – Mathematics | 3 |
| | Two courses from AREA IV – Natural Science | 6 |
| | One course from AREA VI – Foreign Language | 4 |
| | Two courses from AREA V – Social Science | 6 |

Total **37**

PROGRAM TRANSFER COURSES

| | | |
|---------|---|----|
| EDF2005 | Foundations in Education | 3 |
| EDG2701 | Teaching Diverse Populations | 3 |
| EME2040 | Introduction to Educational Technology | 3 |
| | One course from AREA VI – Foreign Language | 4 |
| | Other selected courses (please see advisor) | 10 |

Total **23**

TOTAL AA DEGREE **60**

Pre-Major – Engineering

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in engineering. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|------------|---|-----|
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| MAC 2311 | Calculus with Analytic Geometry 1 | 4 |
| MAC 2312 | Calculus with Analytic Geometry 2 | 4 |
| PHY 2048/L | General Physics with Calculus 1 | 4 |
| PHY 2049/L | General Physics with Calculus 2 | 4 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Two courses from AREA II – Humanities | 6 |
| | Two courses from AREA V – Social Science | 6 |
| | One course from AREA VI – Health & Foreign Language | 3-4 |

Total **40-41**

PROGRAM TRANSFER COURSES

| | | |
|------------|--|---|
| CHM 1045/L | General Chemistry 1/Lab | 4 |
| MAC 2313 | Calculus with Analytic Geometry 3 | 4 |
| MAP 2302 | Differential Equations | 3 |
| | Other selected courses (Contact advisor) | 9 |

Total **20**

Total AA Degree **60(61)**

Pre-Major – English

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in English. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|---------------------------|--------------------------------------|-----|
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Two courses from AREA II | – Humanities | 6 |
| Two courses from AREA III | – Mathematics | 6 |
| Two courses from AREA IV | – Natural Sciences | 6 |
| Two courses from AREA V | – Social Science | 6 |
| Once course from AREA VI | – Health & Foreign Language | 3-4 |

Total 36-37

PROGRAM TRANSFER COURSES

| | |
|--|----|
| Other Selected Courses (Contact Advisor) | 24 |
|--|----|

Total 24

Total AA Degree 60

Pre-Major – Psychology

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in psychology. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|--------------------------|--------------------------------------|-----|
| BSC 1005 | Concepts in Biology | 3 |
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| MGF 1106 | Liberal Arts Mathematics | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| STA 2023 | Statistics | 3 |
| Two courses from AREA II | – Humanities | 6 |
| One course from AREA IV | – Natural Sciences | 3 |
| One course from AREA V | – Social Science | 3 |
| One course from AREA VI | – Health & Foreign Language | 3-4 |

Total 36-37

PROGRAM TRANSFER COURSES

| | | |
|--|----------------------------|---|
| DEP 2102 | Child Growth & Development | 3 |
| Other selected courses (Contact advisor) | 21 | |

Total 24

Total AA Degree 60

Pre-Major – Social Science (General)

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in social science. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

| | | |
|--------------------------|--------------------------------------|---|
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| MGF 1106 | Liberal Arts Mathematics | 3 |
| POS 1001 | Introduction to Political Science | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| STA 2023 | Statistics | 3 |
| Two courses from AREA II | – Humanities | 6 |
| Two courses from AREA IV | – Natural Sciences | 6 |
| One course from AREA VI | – Foreign Language | 4 |

Total 37

PROGRAM TRANSFER COURSES

| | | |
|--|--|---|
| One course from AREA VI | – Foreign Language | 4 |
| GEA 1000 | Principles of Geography and Conservation | 3 |
| INR 2000 | International Relations | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| Other selected courses (Contact advisor) | 10 | |

Total 23

Total AA Degree 60

OVERVIEW OF "FACTS" WWW.FACTS.ORG

The FACTS online system is the first of its kind in the nation to provide comprehensive access to information for Florida high school and college students. The system, found at www.FACTS.org, provides the student with access to information on programs and courses at Florida's 28 community colleges and 11 universities. Students can access transcripts and grades, and they can "degree-shop" to see how effectively their credits can transfer to other colleges and universities. To take an online tour, go the FACTS.org Web site and click on "Site Tour" from the navigation bar. To fully appreciate the scope and depth of the information provided, you are encouraged to explore this site. Some of the main topics are highlighted below.

Career Planning

FACTS.org provides career planning tools such as Florida Choices Planner and SIGI 3, and "FRED" (Florida Research and Economic Database), which provides detailed information on employers, income and wages, geographic area profiles and economic indicators.

High School Planning

This section of FACTS.org helps high school students to fulfill graduation requirements, helps students choose a college and provides scholarship information.

College/Vocational-Technical Planning

This section of FACTS.org provides comprehensive search capability for finding degree and certificate programs at technical centers, colleges and universities. It also includes links to college catalogs, student services, orientation and information for students with disabilities.

Financial Aid Information

This section of FACTS.org provides information on financial aid availability and the ability to apply online for some types of state and federal financial aid.

Admissions

Using the FACTS online common admissions application, students can apply to PBCC or to multiple participating Florida colleges at one time. The student will only need to enter his/her personal information once but should keep in mind that most colleges charge application fees. It is important to visit individual Web sites for additional information on specific colleges or universities.

Transfer Services

This section of FACTS.org lists transfer requirements for graduating A.A. degree students, a transfer student bill of rights, and what to do if you have difficulty in transferring any courses. In addition, the site contains a transient student form.

College Advising Tools

Currently enrolled, transferring, or returning students may be able to access their personal information and utilize the following tools:

- Sample Degree Audit, to review requirements of a particular degree program at selected institutions.
- Institutional Degree Audit, to compare the student's academic record at his/her home institution to the major currently on record.
- Degree Program Shopping, to compare the student's academic record to the particular degree programs at his/her home institution.

- Remote Degree Program Shopping, to compare the student's academic record to particular degree programs at another institution.
- Planning, to compare the student's academic record along with courses he/she may want to take to particular degree programs at selected institutions.

College Transcripts & Grades

Currently enrolled, transferring or returning students may be able to access their unofficial PBCC transcript through FACTS.org. This transcript is unofficial because it does not contain the official registrar's seal and may not contain test information, enrollment history, major(s), classification, and degrees awarded. However, an unofficial transcript is an accurate list of courses and grades as recorded by the institution.

Fees & Payments

This link in the FACTS.org system provides access to pay fees online to PBCC.

Records & Registration

This link in the FACTS.org system provides access to records and registration through the PBCC PantherWeb system.

Distance Learning

This section of the FACTS.org system provides information on distance learning opportunities through the Florida Virtual School and the Florida Distance Learning Consortium.

Library Services

This area of the FACTS.org system provides links to electronic library systems such as SUNLINK, the K-12 library system; LINCCWEB, the community college library system; and WebLuis, the university library system, along with library links from all Florida institutions.

Advising Manuals

The Florida Department of Education publishes several official advising documents and manuals on FACTS.org for access by counselors, students and parents. These include the Statewide Articulation Manual, the common prerequisite manual and the Independent Colleges and Universities (ICUF) Articulation Manual.

How to use FACTS.org

Most of the FACTS.org system does not require a log-in or password; however, applying to a college or university online requires a FACTS sign-on. A FACTS sign-on is a self-assigned, unique, log-in/password combination that is associated with all student-based personal information entered on the FACTS Web site. This sign-on is used to send an online application to PBCC or another Florida college or university.

To access their transcripts or run a degree audit, students must use the student ID number and PIN code that they use to register online at PBCC. The FACTS system has online help and a glossary of terms to help users navigate through the system. PBCC student services personnel also can help students learn to navigate the FACTS system.



Business and Office Management

PSAV

Life, Health and Variable Annuities Agent
 Property and Casualty General Lines Agent
 Real Estate Broker
 Real Estate Sales Associate

CCC

Accounting Technology
 Banking Specialist-Financial Services
 Business Administration and Management
 Business Operations
 Business Specialist
 Food Service Management
 Hospitality
 Legal Office Management
 Marketing
 Office Management
 Office Software Applications
 Office Specialist
 Office Support

AAS/AS

Accounting Technology
 Business Administration and Management
 Hospitality and Tourism Management
 Office Administration
 Paralegal

CCE (Corporate & Continuing Education)

Business

Life, Health and Variable Annuities Agent

PSAV 5470

This PSAV program prepares the student to take the State of Florida licensing exam for a position as a life insurance agent, including health and variable annuities. This course is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license.

Employment Opportunities

This program prepares the student for an entry-level insurance position.

Program Description

Course content includes development of communication, critical thinking, human relations and employability skills. Topics included in the course: insurance terminology and concepts, federal and state regulations and legal contracts.

Career Path Notes

Upon successful completion of the program, the student may take the Florida Department of Insurance examination for licensure in Life, Health & Variable Annuities.

Admission Requirements

Students must complete a College Application along with a Course Request Form.

After completing registration for the online course, students must call 561-862-4705 or email: centralcteins@pbcc, and give their name, course name, telephone number, e-mail address and the desired class test date. The program office will send a confirmation email.

Completion Requirements

Students may take a 40-hour classroom lecture or participate in 36 hours online with the final four hours in the classroom. The first 36 hours of the state-approved online course will be on the Internet. Students will be working at their own pace with the instructor. All online courses must be completed within the designated semester. The final four hours will be in the classroom for a review and class exam. Textbook is required.

Program Length and Location

Total program hours: 40. Approximate program length: five weeks. It is offered at the Boca Raton, Lake Worth and Palm Beach Gardens campuses.

Program Web Site

www.pbcc.edu/Insurance.xml

| REQUIRED COURSES | CLOCK HOURS |
|---|-------------|
| RMI 0092 Life, Health, and Variable Annuities | 40 |
| Total Program Hours | 40 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5470.asp

Property and Casualty General Lines Agent

PSAV 5469

This PSAV program is designed to prepare students to take the State of Florida licensing examination for the Property & Casualty General Lines (2.20 authority), in preparation for the position of general lines agent.

Employment Opportunities

The entry-level insurance agent understands automobile insurance, fire and allied lines, general liability, homeowners insurance, crime and surety, workers compensation, inland and ocean marine and aviation.

Program Description

Topics include automobile, fire & allied lines, general liability, homeowner's insurance, crime & surety, worker's compensation, inland & ocean marine, aviation and boiler machinery. Course content includes development of communication, critical thinking, human relations and employability skills.

Career Path Notes

Upon successful completion of this program, the student may take the Florida Department of Insurance exam for licensure in Property & Casualty/General Lines.

Admission Requirements

Students must complete a College Application, along with a Course Request Form.

Online students must contact centralcteins@pbcc.edu with email address (after registering and paying).

Completion Requirements

The program is offered in two formats: lecture (all 200 hours are in the classroom); online (200 hours online, with final exam in a classroom). Textbook is required.

Program Length and Location

Total program clock hours: 200. Approximate program length: 14 weeks. The program is offered at the Boca Raton, Lake Worth and Palm Beach Gardens campuses.

Program Web Site

www.pbcc.edu/Insurance.xml

| REQUIRED COURSES | CLOCK HOURS |
|--|-------------|
| RMI 0091 Property and Casualty/General Lines | 200 |
| Total Program Hours | 200 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5469.asp

Real Estate Broker

PSAV 5475

This PSAV program is a study of the principles and practices needed to become a real estate broker. Topics include getting started as a broker, valuing real property, listing and selling real property and specialties such as zoning, environmental issues and property management and real estate closings.

Employment Opportunities

This is a career sales position and is based on industry opportunities.

Program Description

This program is designed to prepare students to become a real estate broker by successfully completing this course and then passing the state license exam. After obtaining a Florida real estate broker license, individuals are required to complete a 60-hour post licensing course before their state license expires prior to their initial renewal date.

Career Path Notes

Students must either have an active Florida real estate sales associate license for 12 months within the immediate past five years, or have an active real estate broker license, or sales associate license for 12 months within the immediate past five years from another state. Students should have a high school diploma or equivalent when applying for the state license. Also, students successfully passing the course and state exam will need to take 60 hours of post licensure courses before their license expires.

Admission Requirements

Students must complete a College Application at www.pbcc.edu/AdmissionsApplications.xml. Students must be 18 years of age and have an active real estate license per state statutes (see notes in Career Path).

Completion Requirements

Course must be completed in its entirety within a semester, and the student must receive a passing score on the final class exam.

Program Length and Location

The course is 72 hours in length available online only. Students can register at any PBCC location for the course, or online through PantherWeb (www.pbcc.edu/pantherweb.xml). The course is offered entirely online, including the final exam.

Program Web Site

www.pbcc.edu/RealEstate.xml

| REQUIRED COURSES | CLOCK HOURS |
|-----------------------------|-------------|
| REE 0042 Real Estate Broker | 72 |
| Total Program Hours | 72 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5475.asp

Real Estate Sales Associate

PSAV 5499

This PSAV program is a study of the basic principles, practices and theories of real property, economic value, legal implication and relationship to the sales associate and broker.

Employment Opportunities

The program is designed to begin preparing students for employment as a real estate sales associate or to provide supplemental education for those previously or currently employed in this occupation.

Program Description

The pre-license course for real estate sales associates must be successfully completed prior to taking the state license examination. After obtaining a Florida real estate sales associate license individuals are required to complete post-license education prior to the first license renewal and thereafter continuing education during each subsequent two-year license period. All of these are offered at PBCC.

Career Path Notes

Real estate is one of the major industry groups in the Florida economy. The selling and leasing of housing is an especially strong career opportunity in South Florida. Course work beyond licensing requirements is available at Florida Atlantic University and other major universities throughout the state.

Admission Requirement

Students must complete a College Application. Students must be 18 years of age to take the Real Estate Sales Associate – FREC 1 course.

Completion Requirements

TABE is encouraged to assess skill level for a student to be successful in this program. Students must attend all classes and pass the course examination with a score of 70 percent or higher to be eligible to take the state license examination.

Program Length and Location

Total program hours: 63. Approximate program length: eight to ten weeks. Program offered on the Boca Raton, Lake Worth and/or Palm Beach Gardens campuses. Class formats are lecture and online.

Program Web Site

www.pbcc.edu/RealEstate.xml

| REQUIRED COURSES | CLOCK HOURS |
|--|-------------|
| REE 0047 Florida Real Estate Sales Agent | 63 |
| Total Program Hours | 63 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5499.asp

Accounting Technology

CCC 6110

This college credit certificate program is designed to prepare the student for entry-level employment in the accounting field.

Employment Opportunities

This credit program is designed to prepare the student for employment as an accounting clerk, junior accountant or assistant accountant, or to provide supplemental training for persons previously or currently employed in the accounting field.

Program Description

Course content includes principles, procedures and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports.

Career Path Notes

Credits in this certificate program will transfer directly into the Associate in Science (A.S.) degree or Associate in Applied Science (A.A.S.) degree in Accounting Technology.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Students may complete the program in one year if they attend full time or two years part time. The entire program is offered at the Lake Worth campus on days and evenings. Total program credits: 27

Program Web Site

www.pbcc.edu/Accounting.xml

| REQUIRED COURSES | CREDITS |
|--|-----------|
| OST 1141L Keyboarding for Microcomputer | 1 |
| OST 1108 Building Typing Speed and Accuracy | 1 |
| MTB 1103 Business Mathematics | 3 |
| OST 2335 Business Communications | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| APA 1111 Bookkeeping | 3 |
| ACG 2022 Financial Accounting | 4 |
| ACG 2071 Managerial Accounting | 3 |
| ACG 2450 Microcomputer Operations Accounting | 3 |
| TAX 2000 Federal Income Tax 1 | 3 |
| Total Program Credits | 27 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6110.asp

Banking Specialist-Financial Services

CCC 6117

This program is a college credit certificate for individuals currently employed in the banking industry or for those who would like to pursue a career in the banking field.

Employment Opportunities

This certificate is well suited for individuals who plan to make banking a long-term career. Those individuals included career entry employees with clerical, administrative or customer service responsibilities.

Program Description

The Banking Specialist College Credit Certificate program provides students with both general knowledge and specific competencies that establish a foundation for a successful financial services career. This 12-credit certificate includes training in Banking Principles, Law and Banking, Marketing for Bankers and Business Communications.

Career Path Notes

Credits in this certificate program will transfer directly into the Associate in Applied Science (A.A.S.) degree in Business Administration Management.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Students may complete this program in one year. The entire program will be offered at the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Business.xml

| REQUIRED COURSES | CREDITS |
|--------------------------------------|-----------|
| BAN 1004 Principles of Banking | 3 |
| BAN 2800 Law and Banking: Principles | 3 |
| BAN 2511 Marketing for Bankers | 3 |
| OST 2335 Business Communications* | 3 |
| Total Program Credits | 12 |

**ENC1101 or ENC1121 will need to be completed as a prerequisite to OST2335 before this certificate can be awarded.*

Business Administration and Management

CCC 6111

This college credit certificate program is designed to prepare the student for employment in business.

Employment Opportunities

This program is designed to prepare the student for the operation of a small business or to become small business owners/entrepreneurs.

Program Description

Course content prepares the student to become proficient in the planning, organizing, directing and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises. It also provides supplemental training for persons previously or currently operating or owning a small business.

Career Path Notes

Credits earned in this certificate program will transfer into the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

This program is offered at Lake Worth campus both days and evenings. This program can be completed in one year full time or two years part time. Total program credits: 24

Program Web Site

www.pbcc.edu/Business.xml

| REQUIRED COURSES | CREDITS |
|--------------------------------------|-----------|
| APA 1111 Bookkeeping | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| GEB 1011 Introduction to Business | 3 |
| MNA 2100 Human Relations in Business | 3 |
| OST 2335 Business Communications | |
| -or- | |
| BUL 2241 Business Law 1 | 3 |
| MAR 2011 Principles of Marketing | 3 |
| MTB 1103 Business Mathematics | 3 |
| SBM 2000 Small Business Management | 3 |
| Total Program Credits | 24 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6111.asp

Business Operations

CCC 6481

This college credit certificate program is designed to prepare the student for entry-level employment in business.

Employment Opportunities

This program is designed to prepare the student for mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in management occupations.

Program Description

Course content prepares the student to become proficient in the planning, organizing, directing and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises. It also provides supplemental training for persons previously or currently operating or owning a small business.

Career Path Notes

Credits earned in this certificate program will transfer into the Business Administration & Management College Credit Certificate and the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

Admission Requirements

High school diploma or GED.

Completion Requirements

Students must successfully complete all courses listed for this program in the catalog.

Program Length and Location

This program is offered at Lake Worth campus both days and evenings. This program can be completed in one year full time or 1½ years part time. Total program credits: 18

Program Web Site

www.pbcc.edu/Business.xml

| REQUIRED COURSES | CREDITS |
|--------------------------------------|-----------|
| APA 1111 Bookkeeping | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| GEB 1011 Introduction to Business | 3 |
| MNA 2100 Human Relations in Business | 3 |
| MTB 1103 Business Mathematics | 3 |
| SBM 2000 Small Business Management | 3 |
| Total Program Credits | 18 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6481.asp

Business Specialist

CCC 6480

This college credit certificate program is designed to prepare the student for entry-level employment in business.

Employment Opportunities

This program is designed to prepare the student for mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in management occupations.

Program Description

Course content prepares the student to become proficient in the planning, organizing, directing and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making.

Career Path Notes

Credits earned in this certificate program will transfer into Business Operations and the Business Administration and Management College Credit Certificates and the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

Admission Requirements

High school diploma or GED.

Completion Requirements

Students must successfully complete all courses listed for this program in the catalog.

Program Length and Location

This program is offered at Lake Worth campus both days and evenings. This program can be completed in one semester full time or one year part time. Total program credits: 12

Program Web Site

www.pbcc.edu/Business.xml

| REQUIRED COURSES | CREDITS |
|--------------------------------------|-----------|
| CGS 1100 Microcomputer Applications | 3 |
| GEB 1011 Introduction to Business | 3 |
| MNA 2100 Human Relations in Business | 3 |
| MTB 1103 Business Mathematics | 3 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6480.asp

Food Service Management

CCC 6115

This certificate is designed to introduce food service management concepts. The courses will provide a broad range of skills and knowledge that will be needed to enter into an entry-level management position.

Employment Opportunities

Employment opportunities include restaurants, hotel food service, country club kitchen management, catering management, or retail food production.

Program Description

Course content includes sanitation, food production, dining room service and management, and cost control practices.

Career Path Notes

Courses earned in this certificate will transfer directly into the Associate of Applied Science (A.A.S.) degree in Hospitality and Tourism Management.

Admission Requirements

High school diploma and an application to enter PBCC.

Completion Requirements

Student must complete all 24 credit hours to receive a college credit certificate (CCC).

Program Length and Location

Approximate program length is one year and is offered on the Lake Worth campus. Total program credits: 24.

Program Web Site

www.pbcc.edu/Hospitality.xml

| REQUIRED COURSES | | CREDITS |
|--------------------------------------|--|-----------|
| HFT 1000 | Introduction to the Hospitality Business | 3 |
| FOS 1201 | Food Service Sanitation | 2 |
| FSS 1220 | Professional Cooking 1 | 1 |
| FSS 1220L | Professional Cooking Lab | 2 |
| HFT 1850C | Dining Room Management | 3 |
| FSS 1221C | Quantity Food Production 1 | 4 |
| FSS 2242C | International Foods | 3 |
| FSS 2500 | Food and Beverage Cost Control | 3 |
| Total Required Course Credits | | 21 |
| ELECTIVES* | | 3 |
| Total Program Credits | | 24 |

*Electives: select from courses with the prefixes FSS or HFT.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6115.asp

Hospitality

CCC 6116

This certificate is designed to introduce hotel management concepts. The courses will provide a broad range of skills and knowledge that will be needed to understand the management process within the lodging industry.

Employment Opportunities

Employment opportunities include motel and hotel rooms division, country clubs, time shares, extended living hotels or condo hotels.

Program Description

Course content includes security, personnel practices, purchasing, front office procedures, property operations management, and legal aspects of the hospitality industry.

Career Path Notes

Courses earned in this certificate will transfer directly into the Associate of Applied Science (A.A.S.) degree in Hospitality and Tourism Management

Admission Requirements

High school diploma and an application to enter PBCC.

Completion Requirements

Student must complete all 24 credit hours to receive a college credit certificate (CCC).

Program Length and Location

Approximate program length is one year and is offered on the Lake Worth campus. Total program credits: 24

Program Web Site

www.pbcc.edu/Hospitality.xml

| REQUIRED COURSES | | CREDITS |
|--------------------------------------|--|-----------|
| HFT 1000 | Introduction to the Hospitality Business | 3 |
| HFT 2220 | Personnel Management Practices | 3 |
| FSS 2105 | Purchasing for the Hospitality Industry | 3 |
| HFT 2600 | Hospitality Industry Law | 3 |
| HFT 2410 | Hotel-Motel Front Office and Procedures | 3 |
| HFT 1630 | Management of Security in Hospitality | 3 |
| HFT 1313 | Hospitality Property Management | 3 |
| Total Required Course Credits | | 21 |
| ELECTIVES* | | 3 |
| Total Program Credits | | 24 |

*Electives: select from courses with the prefixes FSS or HFT.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6116.asp

Legal Office Management

CCC 6112

This college credit certificate program is designed to prepare the student for entry-level employment in a law office.

Employment Opportunities

Course content prepares the student to work as a receptionist, word processor or office assistant in a law office. With additional training, the student can seek a career as a legal secretary or law office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

Program Description

The students will gain an understanding of the legal system and prepare legal documents. Course content includes keyboarding, computer applications and legal office procedures.

Career Path Notes

Credits earned in this college credit certificate program will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Office Administration.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Students may complete the program in one year if they attend full time or two years part time. The entire program is offered at the Lake Worth campus in the evenings.

Total program credits: 27

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

| REQUIRED COURSES | CREDITS |
|--------------------------------------|-----------|
| CGS 1100 Microcomputer Applications | 3 |
| MTB 1103 Business Mathematics | 3 |
| OST 1100C Beginning Keyboarding* | 3 |
| OST 1110C Intermediate Keyboarding** | 3 |
| OST 1355 Records Management | 3 |
| OST 2431 Legal Office Procedures | 3 |
| OST 2621C Legal Transcription | 3 |
| OST 2714C Word Processing | 3 |
| ELECTIVE*** | 3 |
| Total Program Credits | 27 |

*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

**OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.

***Elective: Select any credit course with the prefix BUL, OST, or PLA. OST 1141L cannot be used as an elective.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6112.asp

Marketing

CCC 6113

This college credit certificate program is designed to prepare the student for entry-level employment in the marketing field.

Employment Opportunities

This credit program is designed to prepare the student for employment as an advertising and display specialist or marketing, advertising, & public relations specialist. This program also provides supplemental training for persons previously or currently employed in these occupations.

Program Description

Course content includes marketing, human relations, business law, management and bookkeeping.

Career Path Notes

Credits earned in this certificate program will transfer into the Associate in Applied Science (A.A.S.) degree in Business Administration and Management.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Students may complete the program in one year if they attend full time or two years part time. The entire program is offered at the Lake Worth campus days and evenings.

Total program credits: 24

Program Web Site

www.pbcc.edu/Business.xml

| REQUIRED COURSES | CREDITS |
|--------------------------------------|-----------|
| APA 1111 Bookkeeping | 3 |
| BUL 2241 Business Law 1 | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| MAR 2011 Principles of Marketing | 3 |
| MKA 1511 Advertising | 3 |
| MKA 2021 Personal Selling | 3 |
| MNA 2100 Human Relations in Business | 3 |
| SBM 2000 Small Business Management | 3 |
| Total Program Credits | 24 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6113.asp

Office Management

CCC 6114

This college credit certificate program is designed to prepare the student for entry-level employment in an office setting.

Employment Opportunities

Course content prepares the student for employment as a receptionist, file clerk, general office clerk, or word processor. With additional training, a student can seek a career as an administrative assistant or office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

Program Description

Course content includes keyboarding, computer applications and office procedures.

Career Path Notes

Credits earned in this certificate program will transfer directly into the Associate in Science (A.S.) degree or Associate in Applied Science (A.A.S.) degree in Office Administration.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Students may complete the program in one year if they attend full time or two years part time. The entire program is offered at the Lake Worth campus in the evenings.

Total program credits: 27

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

REQUIRED COURSES

| | CREDITS |
|---|---------|
| APA 1111 Bookkeeping | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| MTB 1103 Business Mathematics | 3 |
| OST 1100C Beginning Keyboarding* | 3 |
| OST 1110C Intermediate Keyboarding** | 3 |
| OST 1355 Records Management | 3 |
| OST 2402 Office Procedures and Technology | 3 |
| OST 2714C Word Processing | 3 |

ELECTIVES (Select from the list below)

| | |
|---|-----|
| CGS 1513 Electronic Spreadsheets | (3) |
| CGS 1543 Database Management | (3) |
| or | |
| Select any credit course with the OST prefix*** | (3) |

Total Program Credits **27**

**OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.*

***OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.*

****OST 1141L cannot be used as an elective.*

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6114.asp

Office Software Applications

CCC 6484

This college credit certificate program is designed to prepare the student for entry-level employment in an office setting.

Employment Opportunities

Course content prepares the student for employment as an administrative support assistant or general office assistant with expertise in word processing, spreadsheets, database, presentation graphics and desktop publishing applications. With additional training, a student can seek a career as an administrative assistant or office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

Program Description

Course content includes keyboarding, computer applications and office procedures.

Career Path Notes

Credits earned in this certificate program will transfer directly into the Associate in Applied Science (A.A.S.) degree in Office Administration.

Admission Requirements

High school diploma or GED.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Students may complete the program in one year if they attend full time or two years part time. The entire program is offered at the Lake Worth campus in the evenings.

Total program credits: 27

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

REQUIRED COURSES

| | CREDITS |
|---|---------|
| CGS 1513 Electronic Spreadsheets | 3 |
| CGS 1543 Database Management | 3 |
| MTB 1103 Business Mathematics | 3 |
| OST 1100C Beginning Keyboarding* | 3 |
| OST 1811 Desktop Publishing | 3 |
| OST 1828 Presentation Graphics for Business | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| OST 2402 Office Procedures and Technology | 3 |
| OST 2714C Word Processing | 3 |

Total Program Credits **27**

**OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.*

***OST 1141L cannot be used as an elective.*

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6484.asp

Office Specialist

CCC 6483

This college credit certificate program is designed to prepare the student for entry-level employment in an office setting.

Employment Opportunities

Course content prepares the student for employment as an office assistant, receptionist, file room specialist, or word processor. With additional training, a student can seek a career as an administrative assistant or office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

Program Description

Course content includes keyboarding, computer applications and office procedures.

Career Path Notes

Credits earned in this certificate program will transfer directly into the Office Software Applications, Office Management, or Legal Office Management College Credit Certificates (CCC) or an Associate in Applied Science (A.A.S.) degree in Office Administration.

Admission Requirements

High school diploma or GED.

Completion Requirements

Students must successfully complete all course listed in the catalog for this program.

Program Length and Location

Students may complete the program in one year if they attend full time or a year and a half part time. The entire program is offered at the Lake Worth campus in the evenings.

Total program credits: 18

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

REQUIRED COURSES

| | CREDITS |
|---|---------|
| CGS 1100 Microcomputer Applications | 3 |
| OST 1100C Beginning Keyboarding* | 3 |
| OST 1355 Records Management | 3 |
| OST 2402 Office Procedures and Technology | 3 |
| OST 2714C Word Processing | 3 |

ELECTIVE

Select any credit course with the OST prefix** (3)

Total Program Credits 18

*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

**OST 1141L cannot be used as an elective.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6483.asp

Office Support

CCC 6482

This college credit certificate program is designed to prepare the student for entry-level employment in an office setting.

Employment Opportunities

Course content prepares the student for employment as an office assistant, receptionist, or word processor. With additional training, a student can seek a career as an administrative assistant or office manager. This program also provides supplemental training for persons previously or currently employed in office careers.

Program Description

Course content includes keyboarding, computer applications and office procedures.

Career Path Notes

Credits earned in this certificate program will transfer directly into the Office Specialist, Office Software Applications, Office Management, or Legal Office Management College Credit Certificates (CCC) or an Associate in Applied Science (A.A.S) degree in Office Administration.

Admission Requirements

High school diploma or GED

Completion Requirements

Students must successfully complete all courses listed for this program in the catalog.

Program Length and Location

Students may complete the program in one semester if they attend full time or one year part time. The entire program is offered at the Lake Worth campus in the evenings. Total program credits: 12

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

REQUIRED COURSES

| | CREDITS |
|---|---------|
| CGS 1100 Microcomputer Applications | 3 |
| OST 1100C Beginning Keyboarding* | 3 |
| OST 2402 Office Procedures and Technology | 3 |
| OST 2714C Word Processing | 3 |

Total Program Credits 12

*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6482.asp

Accounting Technology

AAS A042 / AS 2050

This degree program is designed for the student who will seek immediate employment in the accounting field upon graduation or who is presently employed in accounting and allied fields and desires advancement.

Employment Opportunities

The program prepares the student for employment as a para-professional accountant or an assistant to accountant (C.P.A.) performing tax and management advisory services, or as a full-charge bookkeeper to include management duties. Students can work in businesses, government agencies and accounting firms.

Program Description

Course content includes accounting, tax, computer applications and business communications.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Completion Requirements

Students must successfully complete all courses listed for this program in the catalog.

Program Length and Location

Students may complete the program in two years if they attend full time or three years if they attend part time. The entire program is offered at the Lake Worth campus days and evenings. Some courses are available on other campuses. (See schedules for availability or discuss with accounting faculty.) Total program credits: 64

Program Web Site

www.pbcc.edu/Accounting.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|-----------|
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | (3) |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (or higher level Math) (A.S. students)*3 | |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 18 |

REQUIRED COURSES

| | | |
|--------------------------------------|---------------------------------------|-----------|
| ACG 2022 | Financial Accounting | 4 |
| ACG 2071 | Managerial Accounting | 3 |
| ACG 2100 | Intermediate Accounting | 3 |
| ACG 2360 | Cost Accounting | 3 |
| ACG 2450 | Microcomputer Operations - Accounting | 3 |
| CGS 1513 | Electronic Spreadsheets | 3 |
| APA 1111 | Bookkeeping | 3 |
| APA 2172 | Computerized Bookkeeping | 4 |
| BUL 2241 | Business Law 1 | |
| | - or - | |
| GEB 1011 | Introduction to Business | |
| | - or - | |
| MAN 2021 | Principles of Management | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| OST 2335 | Business Communications | 3 |
| TAX 2000 | Federal Income Tax 1 | 3 |
| TAX 2010 | Federal Income Tax 2 | 3 |
| Total Required Course Credits | | 44 |

ELECTIVES

| | |
|------------------------------|-----------|
| Business Electives** | 2 |
| Total Program Credits | 64 |

* Students who complete the Accounting Technology College Credit Certificate (C.C.C.) can articulate that certificate into the Associate in Applied Science (A.A.S.). Those planning to complete the Associate in Science (A.S.) will also need to take MGF 1106.

**Business Electives: Select from courses with the prefixes BUL, CGS, ECO, ECS, GEB, MAN, MAR, MKA, MNA, OST, PLA, SBM, or TAX.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2050.asp

Business Administration and Management AAS A087

This degree program is designed for the student who seeks a broad background in business, seeks to start a small business, or wants to advance in a current position.

Employment Opportunities

Employment opportunities are very broad in scope. For more information, visit the Career Center.

Program Description

Course content includes bookkeeping concepts, management and supervision, human relations, marketing and communications.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For more information on transfer agreements in a course area, visit www.pbcc.edu/transfer.xml.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

This program is offered at Lake Worth both days and evenings and at Belle Glade in the evening. You can finish the program in two years if you attend full time or three years if you attend part time. Total program credits: 64

Program Web Site

www.pbcc.edu/Business.xml

GENERAL EDUCATION REQUIREMENTS CREDITS

| | | |
|---|--|-----------|
| ENC 1101 | College Composition 1 | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (or higher level Math) | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 18 |

REQUIRED COURSES

| | | |
|--------------------------------------|-----------------------------|-----------|
| APA 1111 | Bookkeeping | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| ENC 1102 | College Composition 2 | |
| | - or - | |
| ENC 1210 | Technical Communications | |
| | - or - | |
| OST 2335 | Business Communications | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MAR 2011 | Principles of Marketing | 3 |
| MNA 2100 | Human Relations in Business | |
| | - or - | |
| MNA 2345 | Principles of Supervision | 3 |
| MTB 1103 | Business Mathematics | 3 |
| | Business Electives * | 15 |
| | General Electives ** | 10 |
| Total Required Course Credits | | 46 |

Total Program Credits 64

*Business Electives: Select from courses with the prefixes ACC, ACO, APA, BUL, CGS, ECO, ECS, GEB, MAN, MAR, MKA MNA, OST, PLA, SBM or TAX.

**General Electives: Choose any credit course from any discipline to total 10 credits.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/A087.asp

Hospitality and Tourism Management

AAS A100

This degree program is designed for the student seeking a management career in the hospitality industry as well as other allied fields.

Program Description

Course content includes food service, menu planning, cooking, hospitality management and hotel administration.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 64. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/Hospitality.xml

GENERAL EDUCATION REQUIREMENTS CREDITS

| | | |
|---|---|--------------|
| ENC 1101 | College Composition 1 | 3 |
| MAT 1033 | Intermediate Algebra | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 15/18 |

REQUIRED COURSES

| | | |
|--------------------------------------|--|-----------|
| ACG 2022 | Financial Accounting | 4 |
| CGS 1100 | Microcomputer Applications | 3 |
| FOS 1201 | Food Service Sanitation | 2 |
| FSS 1220 | Professional Cooking | 2 |
| FSS 1220L | Professional Cooking Lab | 1 |
| FSS 1221C | Quantity Food Production 1 | 4 |
| FSS 2105 | Purchasing for the Hospitality Industry | 3 |
| FSS 2242C | International Foods | 3 |
| FSS 2500 | Food and Beverage Cost Control | 3 |
| HFT 1000 | Introduction to the Hospitality Business | 3 |
| HFT 1313 | Hospitality Property Management | 3 |
| HFT 1630 | Management of Security in the Hospitality Business | 3 |
| HFT 1850C | Dining Room Management | 3 |
| HFT 2220 | Personnel Management Practices | 3 |
| HFT 2410 | Hotel-Motel Front Office and Procedures | 3 |
| HFT 2510 | Sales Promotion and Advertising in Hotels and Food Service | 3 |
| HFT 2600 | Hospitality Industry Law | 3 |
| Total Required Course Credits | | 49 |

Total Program Credits 64

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2060.asp

Office Administration

AAS A52I

The Office Administration program is a 63-credit hour Associate in Applied Science degree that prepares the student to work in a variety of administrative and office environments.

Employment Opportunities

Upon completion you may be employed as an administrative assistant, secretary, office manager (with related experience), office assistant or legal secretary.

Program Description

The program offers course content which includes bookkeeping concepts, keyboarding skills, legal concepts, computer applications, office procedures and business communications.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements in a course area, visit www.pbcc.edu/transfer.xml.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Students may complete the program in two years if they attend full time or three years if they attend part time. The program is offered at the Lake Worth campus.

Total program credits: 63

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|-----------|
| ENC 1101 | College Composition 1 | 3 |
| MTB 1103 | Business Mathematics | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 15 |
| REQUIRED COURSES | | |
| APA 1111 | Bookkeeping | 3 |
| CGS 1513 | Electronic Spreadsheets | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CGS 1543 | Database Management | 3 |
| - or - | | |
| OST 1811 | Desktop Publishing | (3) |
| OST 1100C | Beginning Keyboarding* | 3 |
| OST 1108 | Building Typing Speed and Accuracy | 1 |
| OST 1110C | Intermediate Keyboarding** | 3 |
| OST 1355 | Records Management | 3 |
| OST 1783 | Workplace Technologies | 3 |
| OST 1828 | Presentation Graphics for Business | 3 |
| OST 1831 | Microsoft Windows | 1 |
| OST 2335 | Business Communications | 3 |
| OST 2339 | Business English Review | 1 |
| OST 2402 | Office Procedures and Technology | 3 |
| OST 2714C | Word Processing | 3 |
| OST 2501 | Administrative Office Management | 3 |
| OST 1384 | Customer Service | 3 |
| Total Required Course Credits | | 45 |
| ELECTIVES (Select 3 credits) | | |
| ACG 2022 | Financial Accounting | (4) |
| APA 2172 | Computerized Bookkeeping | (4) |
| ACG 2450 | Microcomputer Operations Accounting | (3) |
| BUL 2241 | Business Law 1 | (3) |
| CGS 2555 | Introduction to the Internet | (3) |
| CGS 1543 | Database Management | (3) |
| GEB 1011 | Introduction to Business | (3) |
| MNA 2100 | Human Relations in Business | (3) |
| OST 2431 | Legal Office Procedures | (3) |
| OST 2621C | Legal Transcription | (3) |
| OST 2603C | Machine Transcription | (3) |
| OST 1811 | Desktop Publishing | (3) |
| SBM 2000 | Small Business Management | (3) |
| TAX 2000 | Federal Income Tax 1 | (3) |
| Total Required Elective Credits | | 3 |
| Total Program Credits | | 63 |

*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

**OST 1110C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0131 or pass the challenge exam for the course.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2514.asp

Paralegal

AS 2505

This degree program prepares the student for employment as a legal assistant/paralegal in law-related occupations, including public and private law practice and/or corporate or government law-related activities.

Employment Opportunities

Graduation from this program will qualify a student to sit for the National Association of Legal Assistants national exam to become a Certified Legal Assistant (CLA). Students are encouraged to take this exam.

Program Description

Course content includes legal concepts, court systems, tort law, business law, real estate law, immigration, estate law, bankruptcy and legal communications.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements in a course area, visit www.pbcc.edu/transfer.xml.

Special Admission Requirements

Students must have a minimum 2.0 GPA. An interview with a faculty member or the department chair is recommended.

Completion Requirements

Students must complete all the required courses for the program.

Program Length and Location

Total program credits: 64. Approximate program length: two years. This program is offered on the Lake Worth and Palm Beach Gardens campuses.

Program Web Site

www.pbcc.edu/Paralegal.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|-----------|
| ENC 1101 | College Composition 1 | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Math or Science – Areas III or IV | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 18 |

REQUIRED COURSES

| | | |
|--------------------------------------|--|-----------|
| BUL 2241 | Business Law 1 | 3 |
| BUL 2242 | Business Law 2 | 3 |
| PLA 1003 | Introduction to Paralegalism | 3 |
| PLA 1104 | Legal Writing and Research 1 | 3 |
| PLA 1273 | Tort Law | 3 |
| PLA 2114 | Legal Writing and Research 2 | 3 |
| PLA 2209 | Court Systems: Procedures & Pleadings 1 | 3 |
| PLA 2229 | Court Systems: Procedures & Pleadings 2 | 3 |
| PLA 2483 | Administrative Law | 3 |
| PLA 2600 | Administration of Estates | 3 |
| PLA 2611 | Real Estate Law & Property Transactions | 3 |
| PLA 2630 | Real Estate Closing & Document Preparation | 3 |
| PLA 2465 | Bankruptcy Law and Procedures | 2 |
| PLA 2841 | Immigration Law and Procedures | 2 |
| Total Required Course Credits | | 40 |

ELECTIVES (Choose 6 credits)

| | | |
|--|-------------------------------------|----------|
| CJL 2100 | Criminal Law | 3 |
| PLA 1949C | Co-op: Legal Assistant 1 | 3 |
| PLA 2800 | Family Law | 3 |
| PLA 2762 | Paralegal Office Systems | 3 |
| POS 1041 | Introduction to American Government | 3 |
| Total Required Elective Credits | | 6 |

| | | |
|------------------------------|--|-----------|
| Total Program Credits | | 64 |
|------------------------------|--|-----------|

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2505.asp

Business

CCE

PBCC offers many continuing education courses in the business area, including customized business & industry training, insurance and many other exciting opportunities. Please visit www.pbcc.edu/cce.xml for more information.

Child Care, Human Services and Teacher Education

PSAV

40-Hour Introductory Child Care Training Certification

BIRTH TO 5 YEARS

SCHOOL AGE CHILDREN 5 YEARS AND UP – THROUGH GRADE 5

30-Hour Family Child Care Certification Early Childhood Professional Certificate (ECPC)

PRESCHOOL

BILINGUAL

School Age Professional Certificate (SAPC)

CCC

Child Care Center Management

Educational Assisting

Infant/Toddler

Pre-School

School Age

Human Services

AAS/AS

Early Childhood Education

SPECIALTY TRACKS:

EARLY CHILDHOOD EDUCATION

HIGH/SCOPE APPROACH

MONTESSORI

Educational Assisting

Human Services

CCE (Corporate & Continuing Education)

Child Care

Certified Addiction Professional (CAP)

Special Program

Teacher Certification Program

Child Care

PSAV 5348

40-Hour Introductory Child Care Training Certification (Birth to 5 Years)

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers working in a licensed child care facility.

Program Description

Child care providers serving children birth to 5 years old must complete: Part I Rules and Regulation–Center Based, Part II Introduction to Child Care Worker Certification, and Part III 10-Hour Component.

PART I – RULES AND REGULATION-CENTER BASED

This course fulfills Part I of three parts required to complete the 40-Hour Introductory Child Care Training mandated by the Department of Children and Families for child care workers. This course is designed to give child care facility providers an overview of state and local rules and regulations that govern the child care industry. It does not offer a formal award.

PART II – INTRODUCTION TO CHILD CARE WORKER CERTIFICATION

This course fulfills Part II of three parts required to complete the 40-Hour Introductory Child Care Training mandated by the Department of Children and Families for child care workers. This course combines the Introductory Child Care training with the 10-Hour Behavioral Observation and Screening component for a total of 24 hours of training. This course provides training on identifying and reporting child abuse and neglect; health, safety, and nutrition; child growth and development as well as behavioral observation and screening techniques.

PART III – 10-HOUR APPROPRIATE PRACTICES

These courses complete Part III of the 40-Hour Introductory Child Care Training mandated by the Department of Children and Families for child care worker certification necessary for employment in a licensed child care facility. This component includes appropriate practices for preschool, school-age children, infants and toddlers and children with special needs. It does not offer a formal award.

***Please note: The 10-Hour Preschool Appropriate Practices is required for students interested in participating in the Child Development Associate (CDA) program.*

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

After registering and paying the applicable tuition fee students must ALSO register for the class on the Department of Children and Families Web site: www.myflorida.com/childcare/training. For additional information regarding scheduling the exam visit www.pbcc.edu/childcare.xml (select Child Care Exam).

Completion Requirements

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests to be awarded their child care certification to work in a licensed child care facility.

For all information related to the competency exam required for childcare certification visit www.myflorida.com/childcare/training or www.pbcc.edu/childcare.xml (select Child Care Exam).

Program Length and Location

Total program hours: 40. Programs are offered on all PBCC campuses.

Program Web Site

www.pbcc.edu/childcare.xml

| REQUIRED COURSES | CLOCK HOURS |
|--|-------------|
| Part I – Introduction to Child Care | |
| HEV 0114 Rules & Regulations for Center Based | 6 |
| Part II – Child Care Certification | |
| HEV 0115 Introduction Child Care Worker Certification | 24 |
| Part III – 10-Hour Component-Student Specialty (select one) | |
| HEV 0167 10-Hour Preschool Appropriate Practices | 10 |
| HEV 0106 10-Hour Infant/Toddler Appropriate Practices | 10 |
| HEV 0198 10-Hour School Age Appropriate Practices | 10 |
| HEV 0123 10-Hour Special Needs Appropriate Practices | 10 |
| Total Program Hours | 40 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5348.asp

Child Care

PSAV 5362

Introductory Child Care Training Certification (School Age Children 5 Years and Up – Through Grade 5)

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for after-school providers working with children and youths ages 5 years old and up in a licensed a child care facility.

Program Description

Afterschool providers serving school age children 5 years and up (through grade 5) must complete: School Age Program Certification and Foundations of Advancing Youth Development (AYD) Principles.

SCHOOL AGE CHILD CARE CERTIFICATION

This certification is state mandated for afterschool providers serving school age children ages 5 and up (through grade 5). This training includes topics covering local rules and regulations; identifying and reporting child abuse and neglect; health, safety and nutrition and school age appropriate practices.

FOUNDATIONS OF ADVANCING YOUTH DEVELOPMENT (AYD) PRINCIPLES

This certification fulfills the remaining 12 hours of training required by the state for afterschool providers serving school

age children ages 5 and up (through grade 5). This training will introduce afterschool providers to a specialized school age curriculum focusing on the stages of development for children ages 5 and up.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

Follow this additional step if registering for PART 1-School Age Child Care Certification:

After registering and paying the applicable tuition fee students must ALSO register for the class on the Department of Children and Families Web site: www.myflorida.com/childcare/training. For additional information regarding scheduling your child care exam visit www.pbcc.edu/childcare.xml (select Child Care Exam).

Completion Requirements

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests for Part 1 School Age Child Care. For all information related to the DCF competency exam required for child care certification visit www.myflorida.com/childcare/training or www.pbcc.edu/childcare.xml (select Child Care Exam).

Students are required to successfully pass with a score of 70 percent or better the exam for Part 2 Foundations of Advancing Youth Development (AYD) administered the last class session.

Certification will be awarded to work in a licensed after-school program to those students passing the required exam for both Part I & II classes.

Program Length and Location

Total program hours: 40. Programs are offered on all PBCC campuses.

Program Web Site

www.pbcc.edu/childcare.xml

| REQUIRED COURSES | CLOCK HOURS |
|---|-------------|
| Part I – 28-Hour School Age Child Care Certification | |
| HEV 0803 Part 1 – School Age Program Certification | 28 |
| Part II – 12-Hour School Age Child Care Curriculum | |
| HEV 0804 Part 2 – Foundations of Advancing Youth Development (AYD) Principles | 12 |
| Total Program Hours | 40 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5362.asp

Child Care

PSAV 5363

30-Hour Family Child Care Certification

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers to operate a licensed family child care home.

Program Description

Home child care providers serving children birth to 5 years old must complete a two part course: Part I Rules and Regulations-Family and Part II Introduction to Child Care Worker Certification.

Part I – Rules and Regulations-Family

This course is designed to give family child care home providers an overview of the state and local rules and regulations that govern the child care industry. The goal of this course is to ensure family child care professionals recognize the primary laws that govern child care in Florida and understand the role of the regulatory agencies that enforce those laws. The student will be introduced to course material that will be covered on the Department of Children and Families mandated competency test:

1. Participants will understand how the law defines their roles and responsibilities as child care professionals.
2. Participants will understand the responsibilities of regulatory agencies involved in licensing and inspecting family child care home programs.
3. Participants will identify and understand the primary laws, rules and regulations that govern state and local licensing and child care practices.
4. Participants will understand key business practices related to providing licensed child care in Florida.

Part II – Introduction to Child Care Worker Certification

This course fulfills Part II of two Parts required to complete the 30-Hour Family Child Care Training mandated by the Department of Children and Families for child care workers. This course combines the Introductory Child Care training with the 10-Hour Behavioral Observation and Screening component for a total of 24 hours of training. This course provides training on identifying and reporting child abuse and neglect; health, safety and nutrition; child growth and development as well as behavioral observation and screening techniques.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

After registering and paying the applicable tuition fee students must ALSO register for the class on the Department of Children and Families Web site: www.myflorida.com/childcare/training. For additional information regarding scheduling the exam visit www.pbcc.edu/childcare.xml (select Child Care Exam).

Completion Requirements

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests to be awarded their child care certification to work in a licensed family child care home.

For all information related to the competency exam required for childcare certification visit www.myflorida.com/childcare/training or www.pbcc.edu/childcare.xml (select Child Care Exam).

Program Length and Location

Total required hours: 30. Program is offered on all PBCC campuses.

Program Web Site

www.pbcc.edu/childcare.xml

REQUIRED COURSE

CLOCK HOURS

Part I – Introduction to Childcare

HEV 0118 Rules & Regulations for Family Childcare 6

Part II – Child Care Certification

HEV 0115 Introductory Child Care Worker Certification 24

Total Program Hours 30

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5363.asp

Child Care

PSAV 5364

Early Childhood Professional Certificate (ECPC) – Preschool

The Department of Education Early Childhood Professional Certificate (ECPC) program prepares the student who works with children 3 to 5 years old in a licensed child care setting for the National CDA Credential. The program includes the state mandated introductory child care certification training, 120 hours of ECPC coursework, 480 hours of work experience and on-site observation in a classroom setting.

Program Description

The student will successfully complete 120 hours of formal classroom instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3, document 480 hours of work experience and complete all other PBCC requirements. Upon completion of the program the student will be awarded a Department of Education Early Childhood Professional Certificate (ECPC).

Career Path Notes

The student who has earned a Department of Education ECPC Certificate from PBCC can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4719.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

These requirements must be met before registering for the ECPC program:

PREREQUISITES

- Mastery of the English language
- 40-Hour Introductory Child Care Training Certification
- 10-Hour Preschool Appropriate Practices
- Employed in a licensed childcare setting working with children 3 to 5 years old
- 5 Hour Emergent Literacy course

An official high school diploma or GED transcript must be on file at the Registrar's Office. The transcript must show that the student graduated with a standard diploma from an accredited high school accepted by PBCC. The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

Completion Requirements

Students must successfully pass each ECPC module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Department of Education Early Childhood Professional Certificate (ECPC) will be awarded.

Program Length and Location

Total Required Hours: 600. Program offered on all PBCC campuses.

Program Web Site

www.pbcc.edu/childcare.xml

| REQUIRED COURSES | CLOCK HOURS |
|---|-------------|
| HEV 0130 Early Childhood Professional Certificate (ECPC) Module 1 | 42 |
| HEV 0131 Early Childhood Professional Certificate (ECPC) Module 2 | 40 |
| HEV 0132 Early Childhood Professional Certificate (ECPC) Module 3 | 42 |
| Total Program Hours | 124 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5364.asp

Child Care

PSAV 5371

Bilingual Early Childhood Professional Certificate (ECPC) – Preschool

This Bilingual Early Childhood Professional Certificate (ECPC) program prepares the Spanish-speaking student who works with children 3 to 5 years old in a licensed child care setting for the National CDA Credential. The program includes the state mandated introductory childcare certification training, 120 hours of ECPC coursework, 480 hours of work experience and on-site observations in a bilingual classroom setting.

Students enrolled in the bilingual ECPC program will also be required to complete 45 hours of customized ESOL instruction focusing on vocabulary from the ECPC course content and child care setting.

Program Description

The student will successfully complete 120 hours of formal classroom instruction delivered in Spanish and English covering the six competency goals, a 2-hour observation during Module 1 & Module 3, document 480 hours of work experience and complete all other PBCC requirements. The student will also be required to complete 45 hours of customized ESOL/ECPC instruction.

Upon completion of both programs (ECPC and ESOL) the student will be awarded a Department of Education Early Childhood Professional Certificate (ECPC) and ESOL/ECPC Certificate of Attendance.

Career Path Notes

The student who has earned a Department of Education ECPC Certificate from PBCC can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4719.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

These requirements must be met before registering for the Bilingual ECPC program:

PREREQUISITES:

- 40-Hour Introductory Child Care Training certification
- 10-Hour Preschool Appropriate Practices (if not included in the original 40-hour certification).
- Employed in a licensed child care setting working with children 3 to 5 years old.
- 5-Hour Emergent Literacy course
- Working knowledge of both languages

CO-REQUISITES:

Students must also register for the ESOL/ECPC modules (HEO0140, HEO0141, HEO0142) sequentially with the appropriate ECPC module (HEV0130, HEV0131, HEV0132).

An official high school diploma or GED transcript must be on file at the Registrar's Office. The transcript must show

that the student graduated with a standard diploma from an accredited high school accepted by PBCC. The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

Completion Requirements

Students must successfully pass each ECPC module with a passing grade of A, B or C and complete all additional requirements for each of the modules; and successfully pass each ESOL/ECPC module with a passing grade of S in order to be eligible to continue in the program.

Once the student has successfully passed all modules in both programs, a Department of Education Early Childhood Professional Certificate (ECPC) and ESOL/ECPC Certificate of Attendance will be awarded.

Program Length and Location

Total Required Hours: 600. Program offered on Lake Worth campus.

Program Web Site

www.pbcc.edu/childcare.xml

| REQUIRED COURSES | CLOCK HOURS |
|---|-------------|
| HEV 0130 Early Childhood Professional Certificate (ECPC) Module 1 | 42 |
| HEV 0131 Early Childhood Professional Certificate (ECPC) Module 2 | 40 |
| HEV 0132 Early Childhood Professional Certificate (ECPC) Module 3 | 42 |
| Total Program Hours | 124 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5371.asp

School Age Professional Certificate

PSAV 5373

The Department of Education School Age Professional Certificate (SAPC) program prepares the student who works with children 5 years and up (through grade 12) in a licensed afterschool program. The program includes the state mandated introductory certification training, 80 hours of SAPC coursework, 480 hours of work experience and on-site observation in an afterschool setting.

Program Description

The student must successfully complete the 40-Hour introductory certification training (Part 1- School Age Program Certification & Part 2-Foundations of Advancing Youth Development (AYD) Principles); 80 hours of formal instruction in the six competency goals of SAPC coursework, 480 hours of work experience in an afterschool program, formal interview, professional resource file/portfolio and complete all other PBCC requirements.

Upon completion of the program the student will be awarded a Department of Education School Age Professional Certificate.

Career Path Notes

The student who has earned a Department of Education SAPC from PBCC can receive college credits toward an associate in science degree (A.S.) in Educational Assisting or Early

Childhood Education.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfers agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

These requirements must be met before registering for the SAPC program:

Prerequisites:

- Part 1 – School Age Program Certification
- Part 2 – Foundations of Advancing Youth Development (AYD) Principles
- 10-Hour School Age Appropriate Practices (if not included in original 40-hour certification)
- Employed in a licensed afterschool program
- Must be at least 18 years of age
- Must have a high school diploma or GED equivalent

An official high school diploma or GED transcript must be on file at the Registrar's office. The transcript must show that the student graduated with a standard diploma from an accredited high school accepted by PBCC. The transcript must be received and accepted by the registrar before the end of Module 1 for the student to be eligible to continue in this program and register for Module 2.

Completion Requirements

Students must successfully pass the two 40-hour competency based modules with the appropriate passing grade and complete all additional requirements for each module in order to be eligible to continue in the program. Once the student has successfully passed each module, a Department of Education School Age Professional Certificate (SAPC) will be awarded.

Program Length and Location

Total program hours: 120. Programs are offered on all PBCC campuses.

Program Web Site

www.pbcc.edu/childcare.xml

| REQUIRED COURSES | CLOCK HOURS |
|--|-------------|
| Group A | |
| (Both courses must be completed for DCF Certification) | |
| Child Care PSAV 5362 - Introductory Child Care Training Certification (School Age Children 5 Years and Up – Through Grade 5) | |
| HEV 0803 Part 1 – School Age Program Certification | 28 |
| HEV 0804 Part 2 – Foundations of Advancing Youth Development (AYD)Principles | 12 |
| Total PSAV 5362 Program Hours | 40 |
| Group B | |
| (Both courses must be completed for SAPC Certification) | |
| HEV 0194 School Age Professional Certificate Mod 1 | 40 |
| HEV 0195 School Age Professional Certificate Mod 2 | 40 |
| Total School Age Professional PSAV 5373 Program Hours | 120 |

Child Care Center Management

CCC 6366

This college credit certificate (CCC) program consists of coursework in leadership, administration, educational programming and financial issues associated with managing a quality child care program.

Employment Opportunities

This certificate includes the coursework required for the foundational and/or advanced level of the Florida Director Credential. Students completing the CCC for Child Care Center Management will increase their marketability when searching for positions as directors, administrators or owners of child care centers.

Program Description

This CCC provides instruction consisting of college-level courses to prepare students for the management and administrative aspects of a child care program. The approved course for the foundational level of the Florida Director Credential is EEC 1523 Overview of Child Care Center Management.

Career Path Notes

These 12 credits can apply toward the A.S. degree in Early Childhood Education with a specialization in Child Care Center Management. The courses included in this certificate will satisfy the coursework requirements for child care center managers/administrators who are seeking their Florida Director Credential.

Admission Requirements

Students must complete a College Application along with a Course Request Form. A high school diploma or GED is required.

PBCC offers the coursework required for the foundational and advanced level credential; however, students must submit their application and additional documentation to the Florida Children's Forum for review and issuance of the Director Credential. Questions on the Florida Director Credential requirements should be directed to the Department of Children and Families at (850) 922-5416.

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 12. Program is offered at the Lake Worth campus.

Program Web Site

www.pbcc.edu/childcare.xml

| REQUIRED COURSES | CREDITS |
|--|-----------|
| EEC 1523 Overview of Child Care Center Management | 3 |
| EEC 2002 Child Care and Education Organization Leadership Management | 3 |
| EEC 2202 Child Care and Education Programming | 3 |
| EEC 2521 Child Care and Education Financial and Legal Issues | 3 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6366.asp

Educational Assisting

CCC 6370

This college credit certificate (CCC) program provides a strong foundation of education theory along with practical knowledge and skills needed in education assisting to students in the K-12 classrooms.

Employment Opportunities

Educational Assisting positions in K-12 classrooms include paraprofessionals and substitute teachers.

Program Description

The Educational Assisting Certificate Program provides a strong foundation of education theory along with practical knowledge and skills needed in education assisting to students employed or with employment plans in an educational assisting position, including paraprofessional and substitute teaching.

Career Path Notes

Credits earned in this program transfer into the Educational Assisting A.S. degree program.

Admission Requirements

Students must complete a College Application. A high school diploma or GED is required.

Completion Requirements

Successfully complete all of the courses in the program.

Program Length and Location

Total program credits: 15. Program is offered on all four campuses.

Program Web Site

www.pbcc.edu/PRO_Programs.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| DEP 2102 Child Growth & Development | |
| -or- | |
| EDP 2002 Introduction to Educational Psychology | 3 |
| EDF 1030 Behavior Management in the Classroom | 3 |
| EDF 2005 Foundations of Education | 3 |
| EDG 2701 Teaching Diverse Populations | 3 |
| EME 2040 Introduction to Educational Technology | 3 |
| Total Program Credits | 15 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6370.asp

Infant/Toddler

CCC 6367

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with infants and toddlers.

Employment Opportunities

Students who complete the CCC for infant/toddlers will increase their marketability when searching for positions as lead teachers and assistant teachers in infant/toddler classrooms.

Program Description

This CCC consists of college-level courses in infant/toddler development, curriculum, classroom environment, adult-child interaction and parent relationships.

Career Path Notes

These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in Infant/Toddler.

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 12. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/childcare.xml.

| REQUIRED COURSES | CREDITS |
|--|-----------|
| EEC 1001 Introduction to Early Childhood Education | 3 |
| EEC 1522 Infant/Toddler Environments | 3 |
| EEC 2201 Developing Curriculum for Infants and Toddlers | 3 |
| EEC 2407 Social-Emotional Growth and Socialization in Infants and Toddlers | 3 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/6367.asp

Pre-School

CCC 6368

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with pre-school children.

Employment Opportunities

The student who completes the CCC for pre-school children will increase his or her marketability when searching for positions as lead teacher and assistant teacher caring for pre-school children.

Program Description

This CCC provides college-level courses in child development, curriculum, classroom environments, adult-child interaction and parent relationships.

Career Path Notes

These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in Pre-School.

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 12. This program is offered on all four campuses.

Program Web Site

www.pbcc.edu/childcare.xml.

| REQUIRED COURSES | CREDITS |
|--|-----------|
| EEC 1001 Introduction to Early Childhood Education | 3 |
| -or- | |
| EEC 1309 Introduction to High/Scope | 3 |
| EEC 1300 Early Childhood Language Arts | 3 |
| EEC 1311 Early Childhood Science, Social Studies, & Math | 3 |
| EEC 1312 Early Childhood Fine Arts & Movement | 3 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/6368.asp

School Age

CCC 6365

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with school-age children (5 years and up through grade 5).

Employment Opportunities

The student who completes the CCC for school-age children will increase his or her marketability when searching for a position as a lead teacher or assistant teacher in after-school programs caring for school-age children.

Program Description

This CCC provides college-level courses in school-age care, development, curriculum, positive guidance and behavior management, adult-child interaction and parent relationships.

Career Path Notes

This certificate includes the coursework required for the Florida School Age Certification. The student who successfully completes EEC 1003 (Introduction to School Age Child Care) and EEC 1603 (Positive Guidance and Behavior Management in School Age Child Care) will be eligible to receive his or her Florida School Age Certification (Level I). These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in School Age.

Admission Requirements

The student seeking a Florida School Age Certification must have received a 40-Hour child care certification. The student also must be working in a licensed child care facility with school age children to complete the required on-site observation conducted by the instructor. The student will also be required to develop a resource file and portfolio and complete a formal interview.

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 12. This program is offered on all four campuses.

Program Web Site

www.pbcc.edu/childcare.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| EDF 2005 Foundations in Education | 3 |
| EME 2040 Introduction to Educational Technology | 3 |
| EEC 1003 Introduction to School Age Child Care | 3 |
| EEC 1603 Positive Guidance and Behavior Management in School Age Child Care | 3 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6365.asp

Human Services

CCC 6361

This college credit certificate program is designed to be the first educational step to a professional career in human services.

Employment Opportunities

Students who complete this program may find employment as services assistants, social service aides, and case management aides.

Program Description

This program will focus on broad introductory principles of human behavior specific to the good practices and techniques in human service. Course work will enable students to employ effective communications and interpersonal skills, understand the legal and ethical responsibilities of human services and demonstrate computer literacy.

Career Path Notes

Credits earned in this certificate program will transfer into the Associate in Applied Science/ Associate in Science (A.A.S./A.S.) degrees in Human Services.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Total program length is 27 hours. Approximate program length: 18 months. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/HumanServices.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| HUS 1001 Introduction to Human Services* | 3 |
| GEY 2000 Gerontology** | |
| -or- | |
| HUS 1424 Counseling the Chemically Dependent Person** | 3 |
| SYG 2361 Death and Dying | 3 |
| SYG 2430 Marriage & Family | 3 |
| PSY 2012 General Psychology | 3 |
| HUS 1302 Counseling and Interviewing* | 3 |
| HUS 1200 Principles of Group Dynamics | 3 |
| HUS 1850 Field Work in Human Services 1 | 3 |
| HUS 1850L Field Work in Human Services 1 Internship | 3 |
| Total Program Credits | 27 |

* Offered Fall Term only

** Offered Spring Term only

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6361.asp

Early Childhood Education

AS

This degree program provides the student with a thorough background in all aspects of child development while expanding classroom knowledge into practical hands-on teaching experience.

Employment Opportunities

Students who complete this program can seek educator, caregiver or manager positions within licensed child care centers; in private and public school settings and in after-school/mentoring programs, such as Head Start. Head Start is a federal program that requires its teachers to have earned at least an A.S. or A.A. degree.

Program Description

This degree program is intended to provide students with the training and information they need to pursue a career working with infants through school age children.

Career Path Notes

Students who have earned their Child Development Associate Certification at PBCC are eligible to receive nine credits that can be applied toward an A.S. degree in Early Childhood Education.

PBCC offers four College Credit Certificates that can apply toward the A.S. in Early Childhood Education: Child Care Center Management, Infant/Toddler, Pre-School and School Age.

The A.S. degree is a two-year, terminal degree and only some of the credits from coursework can be transferred to a four-year program at this time. If you are interested in a four-year degree, please find out more about an associate in arts (A.A.) degree.

Completion Requirements

Complete all required program courses.

Program Length and Location

Total program credits: 63. Associate degrees require approximately two years of full-time study. This complete program is offered at the Lake Worth campus only.

Program Web Site

www.pbcc.edu/childcare.xml

EARLY CHILDHOOD EDUCATION TRACK AS 2358

GENERAL EDUCATION REQUIREMENTS CREDITS

| | | |
|--|--------------------------------------|---|
| ARH 1000 | Art Appreciation | |
| -or- | | |
| Any course from Humanities - Area II | | 3 |
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2* | 3 |
| ESC 1000 | Earth Science | |
| -or- | | |
| Any course from Natural Sciences - Area IV | | 3 |
| MUL 1010 | Music Appreciation | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |

**EDG1315 Practicum II may be taken instead of ENC1102 only by students not planning to transfer to a university.*

Total Required General Education Credits 21

REQUIRED COURSES CREDITS

| | | |
|----------|---|---|
| CHD 1220 | Child Development Infancy/Preschool | 3 |
| DEP 2102 | Child Growth and Development | 3 |
| EDG 2701 | Teaching Diverse Populations | 3 |
| EDG 1314 | Education Practicum 1 | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EEC 1601 | Observation and Assessment in Early Childhood | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |
| EEC 2734 | Health, Safety, and Nutrition for the Young Child | 3 |
| MAT1033 | Intermediate Algebra* | 3 |

**(Or higher. Students planning to transfer to a university should see an advisor.)*

Total Required Course Credits 30

REQUIRED COLLEGE CREDIT CERTIFICATE (CCC) COURSES

Complete one of the following Certificates to complete this AS program:

| | |
|---|-------------|
| CHILD CARE CENTER MANAGEMENT CCC 6366 | (12) |
| EEC1523; EEC2002; EEC2202; EEC2521 | |
| INFANT/TODDLER CCC 6367 | (12) |
| EEC1001; EEC1522; EEC2201; EEC2407 | |
| PRE-SCHOOL CCC6368 | (12) |
| EEC1001 OR EEC1309; EEC1300; EEC1311; EEC1312 | |
| SCHOOL AGE CCC6365 | (12) |
| EDF2005; EME2040; EEC1003; EEC1603 | |

Total Program Credits 63

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2358.asp

HIGH/SCOPE APPROACH TRACK AS 2360**GENERAL EDUCATION REQUIREMENTS CREDITS**

| | | |
|----------|--|---|
| ARH 1000 | Art Appreciation | |
| | -or- | |
| | Any course from Humanities – Area II | 3 |
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2* | 3 |
| ESC 1000 | Earth Science | |
| | -or- | |
| | Any course from Natural Sciences – Area IV | 3 |
| MUL 1010 | Music Appreciation | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |

*EDG1315 Practicum II may be taken instead of ENC1102 only by students not planning to transfer to a university.

Total Required General Education Credits 21

REQUIRED COURSES

| | | |
|----------|---|---|
| CHD 1220 | Child Development Infancy/Preschool | 3 |
| DEP 2102 | Child Growth and Development | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EDG 1314 | Education Practicum 1 | 3 |
| EDG 2701 | Teaching Diverse Populations | 3 |
| EEC 1601 | Observation and Assessment in Early Childhood | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |
| EEC 2734 | Health, Safety, and Nutrition for the Young Child | 3 |
| MAT 1033 | Intermediate Algebra* | 3 |

*(Or higher. Students planning to transfer to a university should see an advisor.)

Total Required Course Credits 30

REQUIRED HIGH/SCOPE APPROACH COURSES

| | | |
|----------|---|---|
| EEC 1309 | Introduction to High/Scope | 3 |
| EEC 1220 | Curriculum: High/Scope Approach in Language and Literacy | 3 |
| EEC 1221 | Curriculum: High/Scope Approach in Logical Reasoning Skills | 3 |
| EEC 1222 | Curriculum: Adult/Child Interaction to Extend Learning | 3 |

Total Required High/Scope Approach Credits 12

Total Program Credits 63

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2360.asp

MONTESSORI TRACK AS 2349**GENERAL EDUCATION REQUIREMENTS CREDITS**

| | | |
|----------|--|---|
| ARH 1000 | Art Appreciation | |
| | -or- | |
| | Any course from Humanities - Area II | 3 |
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2* | 3 |
| ESC 1000 | Earth Science | |
| | -or- | |
| | Any course from Natural Sciences - Area IV | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |

*EDG1315 Practicum II may be taken instead of ENC1102 only by students not planning to transfer to a university.

Total Required General Education Credits 18

REQUIRED COURSES

| | | |
|----------|---|---|
| CGS 1030 | PC Starter | |
| | -or- | |
| CGS 1561 | Inside the PC | 1 |
| DEP 2102 | Child Growth and Development | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2710 | Conflict Resolution in Early Childhood | 3 |
| EEC 2734 | Health, Safety, and Nutrition for Young Child | 3 |
| MAT 1033 | Intermediate Algebra* | |

*(Or higher. Students planning to transfer to a university should see an advisor.)

Total Required Course Credits 16

REQUIRED MONTESSORI TRACK COURSES

| | | |
|----------|---|---|
| CHD 1220 | Child Development Infancy/Preschool | 3 |
| EEC 1006 | Montessori Philosophy | 3 |
| EEC 1010 | Montessori Sciences | 1 |
| EEC 2230 | Montessori Classroom Leadership | 1 |
| EEC 1233 | Montessori History and Geography | 1 |
| EEC 1316 | Montessori Fine Arts and Movement | 1 |
| EEC 1526 | Montessori Interpersonal Communication and Administration | 1 |
| EEC 2531 | Montessori Observation and Overview 1 | 1 |
| EEC 2533 | Montessori Observation and Overview 2 | 1 |
| EEC 2530 | Montessori Curriculum 1 | 5 |
| EEC 2532 | Montessori Curriculum 2 | 5 |
| EEC 2940 | Montessori Teaching Practicum 1 | 3 |
| EEC 2941 | Montessori Teaching Practicum 2 | 3 |

Total Required Montessori Track Credits 29

Total Program Credits 63

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2349.asp

Educational Assisting

AS 2369

This degree program provides the foundation in educational theory and practice within content areas for work in an educational assisting position.

Employment Opportunities

The Educational Assisting A.S. degree program prepares the student to work in an educational assisting position (i.e. paraprofessional, substitute teacher and other instructional support) in the K-12 classroom.

Program Description

This program provides a background in child development within the realm of education and expands this knowledge through application of required technical and content area skills needed in educational assisting. Instructional support staff such as paraprofessionals who graduate from this program are considered "highly qualified" according to the federal No Child Left Behind (NCLB) Act.

All General Education requirement courses must be completed with a grade of C or higher to apply to this A.S. degree program.

Career Path Notes

Courses from the Educational Assisting CCC articulate into this program. Many courses from this A.S. degree program articulate into the education program in a Florida university. Students who have earned a CDA from Palm Beach Community College have the opportunity to receive credits toward this A.S. degree. Please consult a College advisor regarding the process of receiving credits.

Admission Requirements

Students must complete a College Application. A high school diploma or GED is required.

Completion Requirements

Successfully complete all of the courses in the program.

Program Length and Location

Total program credits: 63. Complete program is offered on the Lake Worth campus.

Program Web Site

For more information about Teacher Education programs offered at PBCC, see the Institute of Teacher Education at www.pbcc.edu/PRO_Programs.xml.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|--|--|-----------|
| ARH 1000 | Art Appreciation | |
| | -or- | |
| MUL 1010 | Music Appreciation | |
| | -or- | |
| THE 1000 | Theater Appreciation | 3 |
| ENC 1101 | College Composition 1 | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| ESC 1000 | Earth Science | |
| | -or- | |
| | Any course from Natural Science – Area IV | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any Literature course from Humanities – Area II | 3 |
| AMH 2010 | United States History to 1865 | 3 |
| BSC 1005 | Concepts of Biology | |
| | -or- | |
| | Any course from Natural Science – Area IV | 3 |
| Total General Education Credits | | 27 |
| REQUIRED COURSES | | |
| CGS 1100 | Microcomputer Applications | 3 |
| DEP 2102 | Child Growth & Development | |
| | -or- | |
| EDP 2002 | Introduction to Educational Psychology | 3 |
| EDF 1030 | Behavior Management in the Classroom | 3 |
| EDF 2005 | Foundations of Education | 3 |
| EDG 2701 | Teaching Diverse Populations | 3 |
| EME 2040 | Introduction to Educational Technology | 3 |
| MTB 1103 | Business Mathematics | |
| | -or- | |
| MAT 1033 | Intermediate Algebra | |
| | -or- | |
| | Any course from Mathematics – Area III | 3 |
| SLS 1501 | Strategies for College Success | 3 |
| SYG 2010 | American Social Problems | |
| | -or- | |
| SYG 2430 | Marriage and Family | 3 |
| Total Required Course Credits | | 27 |
| ELECTIVES - Choose 9 credits | | |
| CHD 1220 | Child Development, Infancy/Preschool | 3 |
| EDF 1001 | Paraeducators in Special and General Education Classrooms | 3 |
| EEC 1003 | Introduction to School Age Child | 3 |
| EEC 1603 | Positive Guidance and Behavior Management in School Age Child Care | 3 |
| EEC 2271 | Teaching Children with Special Needs | 3 |
| EEC 2734 | Health, Safety & Nutrition for the Young Child * | 3 |
| ENC 1102 | College Composition 2 | 3 |
| HUS 1001 | Introduction to Human Services | 3 |
| HUS 1200 | Principles of Group Dynamics | 3 |
| MGF 1106 | Liberal Arts Mathematics or higher | 3 |
| PHI 1010 | Introduction to Philosophy | 3 |
| PHI 1600 | Ethics | 3 |
| SPC 2601 | Public Speaking | 3 |
| Total Required Elective Credits | | 9 |
| Total Program Credits | | 63 |

* Students who earned a CDA after 2001 at PBCC may qualify to receive college credit toward this A.S. degree and should see an advisor.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2369.asp

Human Services

AAS A353 / AS 2345

This degree program is designed to prepare the student for an entry-level position as a human services specialist in areas such as children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, the elderly, socially and economically handicapped, mentally or emotionally handicapped and others. Course content includes psychological theories, group dynamics, counseling and interviewing, and supervised clinical fieldwork experiences.

Employment Opportunities

Upon completion of this program, students may seek employment in social service agencies, government and community agencies, drug and alcohol rehabilitation treatment facilities, group homes, nursing homes, and educational settings. Some job titles include: outreach worker, youth program assistant, mental health technician, family support worker, addictions counselor, job coach, behavioral technician, habilitation coach, residential worker, and team/group Facilitator.

Program Description

An important part of the program at PBCC is the supervised clinical field work experience that the student receives in an agency, organization or program of his/her choice.

Career Path Notes

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. Over 90 percent of Human Services graduates go on to complete undergraduate or graduate degrees.

Admission Requirements

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Total program length is 65 credits. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/HumanServices.xml.

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|-----------|
| ARH 1000 | Art Appreciation | |
| | - or - | |
| MUL 1010 | Music Appreciation | |
| | - or - | |
| THE 1000 | Theater Appreciation | 3 |
| ENC 1101 | College Composition 1 | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Natural Sciences - Area IV | 3 |
| Total Required General Education Credits | | 18 |
| REQUIRED COURSES | | |
| CLP 2001 | Personality Development and Adjustment | 3 |
| DEP 2102 | Child Growth and Development | 3 |
| ENC 1102 | College Composition 2 | 3 |
| HUS 1001 | Introduction to Human Services* | 3 |
| HUS 1302 | Counseling and Interviewing* | 3 |
| HUS 1200 | Principles of Group Dynamics* | 3 |
| GEY 2000 | Gerontology** | |
| | - or - | |
| HUS 1424 | Counseling the Chemically Dependent Person** | 3 |
| HSC 2100 | Health Concepts & Strategies | 3 |
| HUS 1850 | Field Work in Human Services 1 | 3 |
| HUS 1850L | Field Work in Human Services 1 Internship | 3 |
| HUS 2308 | Psychotherapy: Theory & Practice | 3 |
| HUS 2851 | Field Work in Human Services 2 | 2 |
| HUS 2851L | Field Work in Human Services 2 Internship | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| SYG 2361 | Death and Dying | 3 |
| SYG 2430 | Marriage and Family | 3 |
| Total Required Course Credits | | 47 |
| Total Program Credits | | 65 |

* Offered Fall Term only

** Offered Spring Term only

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2345.asp

Child Care

CCE

PBCC offers a variety of early care and education courses in continuing education designed to enhance the knowledge, skills and professional development of those working in the child care field.

Areas of focus for the continuing education courses include VPK performance standards, early literacy, preschool curriculum, infant/toddler curriculum, afterschool and leadership. Students seeking more specialized training can attend one of the continuing education series offered on a yearly basis, including:

- Trainer Approval Series
- Director Training Series
- Preschool Curriculum Series
- Infant/Toddler Curriculum Series

Many of the continuing education course content areas meet the criteria to fulfill one of the requirements for renewal of certifications, such as, FCCPC, ECPC or Director Credential.

Human Services

CCE

CERTIFIED ADDICTION PROFESSIONAL (CAP)

PBCC offers coursework that leads to the Certified Addiction Professional certificate issued by Florida Certification Board. Certified Addiction Professional is viewed as the title for the addiction treatment professional primarily involved in providing direct treatment services in addictions. Please visit www.pbcc.edu/CCE.xml for more information.

Teacher Certification Program

F225

This institutional credit program is designed for professionals with non-education bachelor's degrees to help them transition into teaching careers through competency-based coursework, portfolios, and field experience.

Employment Opportunities

Employment opportunities include working as a certified teacher in a public or private K-12 school setting.

Program Description

This teacher certification program consists of seven classroom courses and two field experience courses. The courses provide the student with a baseline of knowledge in educational theory, effective teaching strategies, classroom management and instructional technology.

Career Path Notes

Students who successfully complete the program will be eligible to take Florida Teacher Certification Examinations.

Admission Requirements

Candidates for the program must have: 1) a non-education bachelor's degree from a regionally accredited college or university, and 2) a minimum 2.5 grade point average. Candidates must complete a College application, a program application and be interviewed by the program manager.

Completion Requirements

Students must complete all the coursework with a 2.5 GPA or higher, complete a portfolio, demonstrate teaching skills, and pass the state Professional Educator's Exam. For state certification, students must also pass the state General Knowledge Test and Subject Area Exam.

Program Length and Location

Total program institutional credit hours: 21. Approximate program length: one year. The program is offered on the Lake Worth and Palm Beach Gardens locations.

Program Web Site

www.pbcc.edu/teachered.xml

REQUIRED COURSES INSTITUTIONAL CREDIT HOURS

| | | |
|----------|---|---|
| EPI 0001 | Classroom Management | 3 |
| EPI 0002 | Instructional Strategies | 3 |
| EPI 0003 | Educational Technology | 3 |
| EPI 0004 | The Teaching and Learning Process | 3 |
| EPI 0010 | Foundations of Research-Based Practices In Reading | 3 |
| EPI 0020 | Professional Foundations | 2 |
| EPI 0030 | Diversity in the Classroom | 2 |
| EPI 0940 | Field Experience 1 | 1 |
| EPI 0945 | Field Experience 2 | 1 |

Total Program Institutional Credit Hours 21

For suggested course sequence, check the Web at www.pbcc.edu/transfer/F225.asp



Computer Science and Information Technology

PSAV

Computer Support Specialist

CCC

CISCO CCNA

Information Management

Programming

Web Development Specialist

AAS/AS

Computer Programming

Internet Services Technology

Networking Administrator

ATC

Computer Information Security

CCE (Corporate & Continuing Education)

Computer Science

Computer Support Specialist

PSAV 5520

Beginning with the 2008-09 academic year, this program is suspended. Please see an academic advisor for more information.

This PSAV program prepares students to enter the technology workforce in an entry-level position and earn a competitive wage. Project-oriented study trains students to use their knowledge in work-related situations.

Employment Opportunities

Employment opportunities include help desk assistant, computer technician, or PC administrator in a small business. Computer support specialists provide assistance and training to users. They interpret problems and provide technical support for hardware, software and operating systems. Support specialists may work within an organization or directly for a computer or software vendor.

Program Description

The foundation courses teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced software courses teach Microsoft Office applications which include Word, Excel, PowerPoint, Access and Outlook. The advanced hardware courses teach skills which include computer networking and administration; troubleshooting; hardware and software installation; and preventative hardware maintenance. The curriculum is based on state guidelines.

Career Path Notes

Students who complete this program will be eligible to receive credits toward any of the A.A.S./A.S. degrees in the Computer Science and Information Technology area.

Admission Requirements

Students must complete a College Application along with a Course Request Form. No high school diploma or GED is required.

Completion Requirements

1. Students are required to take the Test of Adult Basic Education (TABE) within six weeks of enrolling in this PSAV program. Students must pass with or above the minimum TABE scores: Reading: 9; English: 9; Mathematics: 9, OR qualify for test exemption.

Students who have an A.A. degree or higher or who successfully completed the CLAST or have already met the minimum cut scores (within the last two years) on the FCELPT, SAT1 or ACT-E are exempt from the TABE. Documentation is required.

2. Successfully complete all of the courses in the program.

Program Length and Location

Total program hours: 900. Approximate program length: one year. This program is offered on the Lake Worth campus only.

Program Web Site

www.pbcc.edu/ComputerScience.xml

REQUIRED COURSES

| Group A | General Office Clerk | CLOCK HOURS |
|----------|---|-------------|
| OTA 0100 | Introduction to Keyboarding/ Word Processing | 60 |

| | | |
|--|---|------------|
| OTA 0421 | Introduction to Office Operations | 90 |
| Group B Help Desk Support Assistant | | |
| OCA 0501 | Word Processing Using MS Word | 150 |
| OCA 0502 | Presentation Graphics Using MS PowerPoint | 50 |
| CTS 0263 | Electronic Spreadsheets Using MS Excel | 100 |
| CTS 0414 | Database Management Using MS Access | 100 |
| Group C Help Desk Specialist | | |
| CGS 0250 | A+ Certification | 100 |
| CGS 0251 | Computer User Support | 100 |
| Group D Help Desk Analyst | | |
| CTS 0090 | Network Plus Certification | 75 |
| CTS 0095 | Security Plus Certification | 75 |
| Total Program Hours | | 900 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5520.asp

CISCO CCNA

CCC 6135

This college credit certificate consists of four modules. The program is designed to teach students the skills necessary to design, build, and maintain small to medium-sized networks. The knowledge gained will allow networking for the Small Office, Home Office (SOHO) market and the ability to work in small businesses or organizations with networks of fewer than 100 nodes.

Employment Opportunities

Employment opportunities include network administration and networking infrastructure support.

Program Description

Based on the Cisco Networking Academy materials, this CCC has courses in networking, network terminology and protocols, network standards, local-area networks, wide area networks, Open System Interconnection models, cabling, cabling tools, Cisco routers, router programming, Cisco switches, and configuring switches. This course covers the competencies for the Cisco CCNA certification.

Career Path Notes

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Networking Administrator.

Completion Requirements

Students must successfully complete 12 credit hours of course work.

Program Length and Location

Total program credits: 12. Approximate program length: nine months. This program is offered on the Lake Worth Campus.

Program Web Site

www.pbcc.edu/ComputerScience.xml

| REQUIRED COURSES | CREDITS |
|---|---------|
| CEN 1509 Cisco 1 (Networking Essentials) | 3 |
| CEN 2527 Cisco 2 (Router Technology) | 3 |
| CEN 2528 Cisco 3 (Advanced Router Technology) | 3 |

| | |
|---|-----------|
| CEN 2529 Cisco 4 (Project Based Learning) | 3 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6135.asp

Information Management

CCC 6136

This college credit certificate program prepares individuals to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program. This certificate covers the core competencies for networking, but does not contain General Education requirements.

Employment Opportunities

Employment opportunities include information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

Program Description

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP and MCSA.

Career Path Notes

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Networking Administrator.

Completion Requirements

Students must successfully complete 30 hours of course work.

Program Length and Location

Total program credits: 30. Approximate program length: one year. This program is offered on the Lake Worth and Boca Raton campuses.

Program Web Site

www.pbcc.edu/ComputerScience.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| CEN 2503 Local Area Networks | 3 |
| CEN 2504 Wide Area Networks | 3 |
| CNT 2700 TCP/IP and Network Administration | 3 |
| CNT 2000 Network Technologies | 3 |
| CGS 1565 Microcomputer Operating Systems | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| CTS 1740 Computer Maintenance and Repair | 3 |
| COP 1002 Introduction to Programming Logic | 3 |
| CTS 2173 UNIX Installation and Administration using Linux | 3 |
| CNT 2402 Implementing and Administering Network Security | 3 |
| Total Program Credits | 30 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6136.asp

Programming

CCC 6137

This college credit certificate program prepares students to analyze business situations and to design, develop, and write computer programs. Individuals also learn to store, locate, and retrieve specific documents, data, and information, analyze problems using logic/analysis tools, and write code in several computer languages and how to test, monitor, debug, document, and maintain computer programs.

Employment Opportunities

This program prepares students for employment as entry level programmers, programmer specialists, or computer programmers.

Program Description

Course content includes computer programming concepts, programming languages and software project management.

This certificate covers the core competencies for programming, but does not contain General Education requirements.

Career Path Notes

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Computer Programming.

Completion Requirements

Students must successfully complete 33 credit hours of course work.

Program Length and Location

Total program credits: 33. Approximate program length: 1/2 years. This program is offered on the Lake Worth and Boca Raton campuses.

Program Web Site

www.pbcc.edu/ComputerScience.xml

REQUIRED COURSES

| | CREDITS |
|---|---------|
| CGS 1100 Microcomputer Applications | 3 |
| COP 1002 Introduction to Programming Logic | 3 |
| CIS 2321 Systems and Applications | 3 |
| COP 2700 Data Structures (SQL) | 3 |
| CIS 2513 Information Technology Project Management | 3 |
| CNT 2000 Network Technologies | 3 |
| CTS 2173 Unix Installation and Administration Using Linux | 3 |

Total Required Course Credits 21

PROGRAMMING LANGUAGES

Choose 4 of the following Courses:

| | |
|--|---|
| COP 1220 Introduction to Programming in C | 3 |
| COP 2334 Programming in C++ | 3 |
| COP 2800 Programming in Java | 3 |
| COP 2840 Server-side Programming | 3 |
| COP 1332 Visual Basic Programming | 3 |
| COP 2838 Advanced Visual Basic .NET | 3 |
| COP 2805 Advanced Java Programming | 3 |
| COP 2831 Advanced Web Page Applications (XML and JavaScript) | 3 |

Total Programming Languages Credits 12

Total Program Credits 33

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6137.asp

Web Development Specialist

CCC 6138

This college credit certificate prepares students to work in Internet and Intranet environments. The student will learn how to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security, and manage Intranet and Web-based resources.

Employment Opportunities

This program prepares students for employment as Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects.

Program Description

Course content includes computer programming concepts, Web design languages, computer programming, Web page design, server-side and client side scripting and network security.

This certificate covers the core competencies for Web development, but does not contain General Education requirements.

Career Path Notes

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree in Internet Services Technology.

Completion Requirements

Students must successfully complete 35 credit hours of course work.

Program Length and Location

Total program credits: 35. Approximate program length: one year. This program is offered on the Lake Worth and Boca Raton campuses.

Program Web Site

www.pbcc.edu/ComputerScience.xml

REQUIRED COURSES

| | CREDITS |
|--|---------|
| COP 1002 Introduction to Programming Logic | 3 |
| CNT 2000 Network Technologies | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| CGS 2555 Introduction to the Internet | 3 |
| COP 2840 Server-side Programming | 3 |
| COP 2831 Advanced Web Page Applications (XML and JavaScript) | 3 |
| CGS 2801 Advanced Web Page Media | 3 |
| CNT 2402 Implementing and Administering Network Security | 3 |
| COP 2822 Web Page Design | 3 |
| CGS 2802 Web Site Administration | 3 |
| CGS 1800 Introduction to Web Site Development | 3 |
| CGS 1561 Inside the PC | 1 |
| OST 1831 Microsoft Windows | 1 |

Total Program Credits 35

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6138.asp

Computer Programming

AAS AI33 / AS 2126

This degree program prepares students to analyze business situations and to design, develop, and write computer programs. Individuals learn to store, locate and retrieve specific documents, data and information, analyze problems using logic/analysis tools, and write code in several computer languages. They also learn how to test, monitor, debug, document and maintain computer programs.

Employment Opportunities

The purpose of this program is to prepare students for employment as entry-level programmers, programmer specialists or computer programmers.

Program Description

Computer programming course content includes computer programming concepts, programming languages and software project management.

Career Path Notes

Credits earned in the Programming College Credit Certificate (CCC) will transfer directly into the Computer Programming A.A.S./A.S.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml. Many of the courses in this degree are A.A. courses and are transferable to four-year institutions.

Completion Requirements

Students must successfully complete 63 credit hours of course work.

Program Length and Location

Total program credits: 63. Approximate program length: two years. This program is offered on the Lake Worth and Boca Raton campuses.

Program Web Site

www.pbcc.edu/ComputerScience.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|-----------|
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | (3) |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MAC 1105 | College Algebra (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | (3) |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 18 |

REQUIRED COURSES

| | | |
|--------------------------------------|---|-----------|
| CGS 1100 | Microcomputer Applications | 3 |
| COP 1002 | Introduction to Programming Logic | 3 |
| CIS 2321 | Systems and Applications | 3 |
| COP 2700 | Data Structures (SQL) | 3 |
| CIS 2513 | Information Technology Project Management | 3 |
| CNT 2000 | Network Technologies | 3 |
| CTS 2173 | Unix Installation and Administration Using Linux | 3 |
| Total Required Course Credits | | 21 |

PROGRAMMING LANGUAGES

15 credits required

| | | |
|--|--|-----------|
| COP 1220 | Introduction to Programming in C | 3 |
| COP 2334 | Programming in C++ | 3 |
| COP 2800 | Programming in Java | 3 |
| COP 2840 | Server-side Programming | 3 |
| COP 1332 | Visual Basic Programming | 3 |
| COP 2838 | Advanced Visual Basic .NET | 3 |
| COP 2805 | Advanced Java Programming | 3 |
| COP 2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| Total Programming Languages Credits | | 15 |

BUSINESS/COMPUTER ELECTIVES - 9 credits required

Any courses with the prefix CEN, CIS, CGS or COP, CTS, ACG, APA, ECO, or GEB *

| | | |
|---|--|-----------|
| Total Business/Computer Elective Credits | | 9 |
| Total Program Credits | | 63 |

* A course cannot be used more than once in the program.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2126.asp

Internet Services Technology

AAS A121 / AS 2122

This degree program teaches students to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security and manage Intranet and Web-based resources.

Employment Opportunities

Employment opportunities include Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects. The content prepares individuals to work in Internet and Intranet environments.

Program Description

Course content includes computer programming concepts, Web design languages, computer programming, Web page design, server-side and client side scripting, and network security.

Career Path Notes

Credit earned in the Web Development Specialist College Certificate (CCC) will transfer directly into the Internet Services Technology A.A.S./A.S. degree.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml. Many of the courses in this degree are A.A. courses and are transferable to four-year institutions.

Completion Requirements

The student must successfully complete 63 hours of credit course work.

Program Length and Location

Total program credits: 63. Approximate program length: two years. This program is offered on the Lake Worth and Boca Raton campuses.

Program Web Site

www.pbcc.edu/ComputerScience.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|-----------|
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | (3) |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | |
| - or - | | |
| MGF 1107 | Finite Mathematics (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | (3) |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science-Area V | | 3 |
| Total Required General Education Credits | | 18 |

REQUIRED COURSES

| | | |
|--------------------------------------|---|-----------|
| CNT 2000 | Network Technologies | 3 |
| CGS 1561 | Inside the PC | 1 |
| CGS 1100 | Microcomputer Applications | 3 |
| CGS 2555 | Introduction to the Internet | 3 |
| CGS 1800 | Introduction to Web Site Development | 3 |
| CGS 2802 | Web Site Administration | 3 |
| CIS 2321 | Systems and Applications | 3 |
| CNT 2402 | Implementing and Administering Network Security | 3 |
| COP 1002 | Introduction to Programming Logic | 3 |
| COP 1220 | Introduction to Programming in C | 3 |
| COP 2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| COP 2840 | Server-side Programming | 3 |
| COP 2822 | Web Page Design | 3 |
| CGS 2801 | Advanced Web Page Media | 3 |
| OST 1831 | Microsoft Windows | 1 |
| Total Required Course Credits | | 41 |

BUSINESS/COMPUTER/ART ELECTIVES - 4 credits required

Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, GEB, ART, or GRA *

Total Business/Computer Elective Credits 4

Total Program Credits 63

**A course cannot be used more than once in the program.*

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2122.asp

Networking Administrator

AAS A131 / AS 2123

This degree prepares students to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Employment Opportunities

This program prepares students for employment as information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

Program Description

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP, and MCSA.

Career Path Notes

Credits earned in the Information Management and CISCO CCNA College Credit Certificates (CCC) will transfer directly into the Networking Administrator A.A.S./A.S.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml. Many of the courses in this degree are A.A. courses and are transferable to four-year institutions. For more information, call (561) 967-7222.

Completion Requirements

Students must successfully complete 63 credit hours of course work.

Program Length and Location

Total program credits: 63. Approximate program length: two years. This program is offered on the Lake Worth and Boca Raton campuses.

Program Web Site

www.pbcc.edu/ComputerScience.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|-----------|
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | (3) |
| HSC 2100 | Health Concepts & Strategies | 3 |
| MGF 1106 | Liberal Arts Mathematics (A.S. students) | |
| | - or - | |
| MGF 1107 | Finite Mathematics (A.S. students) | 3 |
| MAT 1033 | Intermediate Algebra (A.A.S. students) | (3) |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 18 |

REQUIRED COURSES

| | | |
|--------------------------------------|--|-----------|
| CEN 2503 | Local Area Networks | 3 |
| CEN 2504 | Wide Area Networks | 3 |
| CNT 2700 | TCP/IP and Network Administration | 3 |
| CNT 2000 | Network Technologies | 3 |
| CGS 1565 | Microcomputer Operating Systems | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| CTS 1740 | Computer Maintenance and Repair | 3 |
| CIS 2321 | Systems and Applications | 3 |
| CNT 2404 | Implementing and Administering Network Security | 3 |
| COP 1002 | Introduction to Programming Logic | 3 |
| CTS 2173 | UNIX Installation and Administration using Linux | 3 |
| Total Required Course Credits | | 33 |

BUSINESS/COMPUTER ELECTIVES - 12 credits required

Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB *

| | |
|---|-----------|
| Total Business/Computer Elective Credits | 12 |
| Total Program Credits | 63 |

* A course cannot be used more than once in the program.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2123.asp

Computer Information Security

ATC 4139

This advanced technical certificate program will focus on the critical need for security policies, implementation techniques, intrusion detection and prevention, vulnerabilities, encryption, authentication, compromised networks, and different tools to address these topics.

Employment Opportunities

Upon completion of this program, you may seek employment as an information security technician, information security administrator, information security manager or chief information security officer based on the certificate and your previous work experience and degrees.

Program Description

Students will learn to recognize computer attacks, identify intrusion methods, prevent network attacks, respond to computer attacks and use security tools.

Career Path Notes

A course or courses from other Computer Science programs at PBCC may transfer into this program.

Admission Requirements

Students must have one of the following:

- An A.S. or A.A.S. degree or higher in Computer Science or a related field.
- An A.S. or A.A.S. degree or higher in an unrelated field with substantial work experience in a computer-related field.

Completion Requirements

Students must successfully complete 10 credit hours of course work.

Program Length and Location

Total program credits: 10. Program is offered on the Lake Worth and Boca Raton campuses.

Program Web Site

www.pbcc.edu/ComputerScience.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| CNT 2401 Computer Network Security Policy Development | 2 |
| CNT 2407 Information Security Implementation and Standards | 2 |
| CNT 2404 Network Attacks and Introduction to TCP/IP Security | 3 |
| CNT 2405 Intrusion Detection Systems, Countermeasures and PKI | 3 |
| Total Program Credits | 10 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4139.asp

Computer Science

CCE

PBCC offers a full line of continuing education classes in computers designed for both professionals and those interested in learning more about computers. Courses include computer basics, Photoshop, Microsoft Office, eBay, digital photography, Web page design and more. Please visit www.pbcc.edu/CCEComputers.xml for more information.



Creative Arts and Communications

CCC

Graphic Design Technology
MULTIMEDIA ARTS
WEB DESIGN

Motion Picture and Television Production Technology
POST PRODUCTION TECHNOLOGY
PRODUCTION TECHNOLOGY
PRODUCTION MANAGEMENT TECHNOLOGY

AS/AAS

Graphic Design Technology
Interior Design Technology
Motion Picture and Television Production Technology

Graphic Design Technology

CCC

This college credit certificate program has two certificates that allow the student to focus on specific areas of Graphic Design Technology: Multimedia Arts or Web Design.

Program Description

These certificates are valuable to the student who plans to enter the field, as well as the student who is already working in the industry and wishes to update his or her skills.

Career Path Notes

Credits earned in these certificates will transfer directly into the associate in applied science/associate in science degrees in Graphic Design Technology.

Admission Requirements

A high school diploma or GED is required.

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 24. Programs are offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/GraphicDesign.xml

MULTIMEDIA ARTS CCC 6022*

| REQUIRED COURSES | | CREDITS |
|------------------------------|-----------------------------|-----------|
| ART 1201C | Design Fundamentals | 3 |
| ART 1300C | Drawing 1 | 3 |
| GRA 2131C | Multimedia Graphics | 3 |
| ART 1205C | Color Design | 3 |
| PGY 1401C | Introduction to Photography | 3 |
| GRA 2132C | Multimedia Design | 3 |
| GRA 2160C | Multimedia Animation | 3 |
| GRA 2136C | Multimedia Video Editing | 3 |
| Total Program Credits | | 24 |

* Those students going onto the AAS/AS degree would reduce their AS elective courses to 1 credit.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6022.asp

WEB DESIGN CCC 6023**

| REQUIRED COURSES | | CREDITS |
|---|----------------------|-----------|
| ART 1201C | Design Fundamentals | 3 |
| ART 1300C | Drawing 1 | 3 |
| GRA 2131C | Multimedia Graphics | 3 |
| ART 1205C | Color Design | 3 |
| GRA 2144C | Graphic Web Design | 3 |
| GRA 2160C | Multimedia Animation | 3 |
| GRA 2722C | Dreamweaver | 3 |
| Graphic Design Elective (GRA, ART, PGY) | | 3 |
| Total Program Credits | | 24 |

** Students completing the AS degree with this certificate may substitute GRA 2131 for the required course GRA 2100C. Students pursuing the AAS and AS will reduce their AS elective courses to 1 credit.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6023.asp

Motion Picture and Television Production Technology

CCC

This program is under revision. Please go to the Areas of Study Web page at www.pbcc.edu/AreasofStudy.xml to see the revised program offerings

This credit program has three certificates that allow the student to focus on three specific areas of Motion Picture and Television Production Technology: Post Production Technology, Production Technology and Production Management Technology.

Program Description

A certificate can be earned in as little as one semester. The certificates are valuable to the student who plans to enter the field, as well as the student who is already working in the industry and wishes to update her or his skills.

Career Path Notes

Credits earned in these programs will transfer directly into the associate in science (A.S.) degree in Motion Picture and Television Production.

Admission Requirements

High school diploma or GED is required.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program credits: 16. Programs are offered at the Lake Worth campus.

Program Web Site

www.pbcc.edu/MotionPictureandTelevisionProduction.xml

POST PRODUCTION TECHNOLOGY CCC 6019

| REQUIRED COURSES | | CREDITS |
|------------------------------|--|-----------|
| FIL 1420 | Motion Picture and Television Production 1 | 3 |
| FIL 2000 | Introduction to Film Communication | 3 |
| FIL 2432C | Motion Picture and Television Production 2 | 4 |
| FIL 2571C | Editing and Post Production | 3 |
| FIL 2941 | Motion Picture and Television Internship 1 | 3 |
| Total Program Credits | | 16 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6019.asp

PRODUCTION TECHNOLOGY CCC 6020

| REQUIRED COURSES | | CREDITS |
|----------------------------------|--|-----------|
| FIL 1420 | Motion Picture and Television Production 1 | 3 |
| FIL 2432C | Motion Picture and Television Production 2 | 4 |
| - or the following two courses - | | |
| FIL 2941 | Motion Picture and Television Internship 1 | (3) |
| FIL 2943 | Motion Picture and Television Internship 3 | (1) |
| FIL 2461 | Cinematography and Lighting | 3 |
| FIL 2537 | Sound | 3 |
| RTV 2000C | Television Studio Production | 3 |
| Total Program Credits | | 16 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6020.asp

PRODUCTION MANAGEMENT TECHNOLOGY CCC 6021

| REQUIRED COURSES | | CREDITS |
|----------------------------------|--|-----------|
| FIL 1420 | Motion Picture and Television Production 1 | 3 |
| FIL 1620 | Computer Applications for Motion Pictures and Television | 3 |
| FIL 2432C | Motion Picture and Television Production 2 | 4 |
| - or the following two courses - | | |
| FIL 2941 | Motion Picture and Television Internship 1 | (3) |
| FIL 2943 | Motion Picture and Television Internship 3 | (1) |
| FIL 2611 | The Business and Marketing of Motion Pictures and Television | 3 |
| RTV 2000C | Television Studio Production | 3 |
| Total Program Credits | | 16 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6021.asp

Graphic Design Technology

AAS A018 / AS 2011

This degree program is designed to prepare the student to enter the graphic design field, especially as it relates to the printing industry.

Employment Opportunities

Students who complete this program may find work as graphic designers, artists, Web page designers, illustrators, preflight administrator service providers, art directors, freelance designers, or junior designers.

Program Description

Each student will develop a portfolio, crucial for employment, while enrolled in the program. Course content includes design fundamentals, Macintosh computer applications, typography, photography and color design.

Career Path Notes

The Graphic Design program is approved for transfer to Florida Atlantic University's B.F.A. Graphic Design Program. Courses with an asterisk indicate transferability to FAU. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

All General Education courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Graphic Design Transfer Students: Approval of transferred courses is by the graphic design department chair and is based on an official transcript accredited of coursework submitted through the Office of Admissions. Experiential credit may be approved for students with field experience through portfolio review. A committee review will determine placement.

Program/Interview Counseling: Students are required to seek advisement from the graphic design department chair to assure they enroll in the necessary courses to graduate on schedule.

Special Notes: Students are encouraged to enroll in GRA 2940, Graphic Design Internship, in order to gain experience and a better understanding of the graphics industry. Students must have a 3.0 minimum GPA in all graphic design coursework, have finished all other required courses for the Graphic Design A.A.S. or A.S. program and have permission of the graphic design department chair.

Completion Requirements

A grade of C or higher is required to advance in the program. All Macintosh computer courses must to be taken within five years of graduation or must be repeated. For exceptions, see department chair. Students should be prepared to take day, evening and summer courses to complete their degree requirements.

Program Length and Location

Total program hours: 64. Approximate program length: two years. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/GraphicDesign.xml

| GENERAL EDUCATION REQUIREMENTS | CREDITS |
|---|-----------|
| ARH 1000 Art Appreciation * | 3 |
| ENC 1101 College Composition 1 (A.S. students) | 3 |
| ENC 1210 Technical Communications (A.A.S. students) | (3) |
| Any course from Mathematics - Area III (MAC 1105 recommended)** (A.S. students) | 3 |
| MTB 1103 Business Mathematics (A.A.S. students) | (3) |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Social Science - Area V (SYG 2000 recommended)** | 3 |
| Total Required General Education Credits | 15 |

REQUIRED COURSES

| | |
|--|-----------|
| ART 1201C Design Fundamentals * (a) (b) | 3 |
| ART 1205C Color Design* (a) (b) | 3 |
| ART 1300C Drawing 1* (a) (b) | 3 |
| GRA 2171C Portfolio Composition* | 3 |
| GRA 1190C Graphic Design 1* | 3 |
| GRA 1530C Typography | 3 |
| GRA 2100C Introduction to Macintosh Graphics | 3 |
| GRA 2121C QuarkXPress 1 | 3 |
| GRA 2151C Illustrator 1 | 3 |
| GRA 2191C Graphic Design 2* | 3 |
| GRA 2156C Photoshop 1 | 3 |
| PGY 1401C Introduction to Photography* (a) | 3 |
| Total Required Course Credits | 36 |

ELECTIVES - Choose 13 credits

| | |
|--|-----------|
| ART 1330C Drawing 2 | 3 |
| CGS 1030 PC Starter | 1 |
| COP 2822 Web Page Design (b) | 3 |
| GRA 2122C QuarkXPress 2 | 3 |
| GRA 2131C Multimedia Graphics (a) (b) | 3 |
| GRA 2152C Illustrator 2 | 3 |
| GRA 2160C Multimedia Animation (a) (b) | 3 |
| GRA 2722C Dreamweaver (b) | 3 |
| GRA 2144C Graphic Web Design (b) | 3 |
| GRA 2157C Photoshop 2 | 3 |
| GRA 2940 Graphic Design Internship | 3 |
| GRA 2132C Multimedia Design (a) | 3 |
| GRA 2136C Multimedia Video Editing (a) | 3 |
| PGY 2801C Digital Photography 1 | 3 |
| Total Required Elective Credits | 13 |

Total Program Credits 64

(a) Students completing these courses can apply for and receive the Multimedia Arts College Credit Certificate. Those certificate students going onto the AAS/AS degree would reduce their elective courses to 1 credit.

(b) Students completing these courses can apply for and receive the Web Design College Credit Certificate. Those certificate students going on to complete the AS degree may substitute GRA 2131 for the required course GRA 2100C and will reduce their elective courses to 1 credit.

* These courses articulate with the B.F.A. Graphic Design Program at Florida Atlantic University.

** Students planning to participate in the transfer agreement with Florida Atlantic University must take MAC 1105 and SYG 2000 to be considered.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2011.asp

Interior Design Technology

AS 2012

This degree program offers courses in interior design that focus on professional and technical knowledge, client needs, cost effectiveness, building systems, health, safety and environmental issues, as well as aesthetic principles essential to understanding space planning and the design process.

Employment Opportunities

An interior designer may be self-employed, or may work in areas such as hotel and restaurant chains, government agencies, and furniture and home stores.

Program Description

This program was established to meet the educational requirements set by the state of Florida Board of Architecture and Interior Design for interior design licensing.

Career Path Notes

After completion of this program, four years of work experience under a licensed interior designer or registered architect is required to apply for licensing and to take the National Council for Interior Design Qualification (NCIDQ) Examination.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs. Transfer students must have a minimum 2.0 GPA. Acceptance into the program is not guaranteed. Counseling is required prior to enrollment. This program has limited enrollment capacity.

Completion Requirements

Students must have a minimum 2.0 GPA in all major coursework. A grade of C or higher is required to advance in the program.

Program Length and Location

Total program credits: 70. Approximate program length: two years. The program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/InteriorDesign.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|-----------|
| ARH 1000 | Art Appreciation | |
| | -or- | |
| | Any course from Humanities - Area II | 3 |
| ENC 1101 | College Composition 1 | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| PSY 2012 | General Psychology | |
| | -or- | |
| | Any course from Social Science – Area V | 3 |
| | Any course from either Math – Area III or Natural Science – Area IV | 3 |
| Total Required General Education Credits | | 15 |

REQUIRED COURSES

| | | |
|--------------------------------------|--|-----------|
| IND 1233C | Design Studio 1 | 4 |
| IND 1234C | Design Studio 2 | 4 |
| IND 1401C | Technical Design 1 | 3 |
| IND 1935 | Building and Barrier Free Codes | 3 |
| IND 2100 | History of Interiors 1 | 3 |
| IND 2130 | History of Interiors 2 | 3 |
| IND 2202C | Introduction to Kitchen and Bath Design | 3 |
| IND 2237C | Design Studio 3 | 4 |
| IND 2238C | Design Studio 4 | 4 |
| IND 2307C | Interior Design Graphics | 3 |
| IND 2420 | Materials, Estimating and Specifications | 3 |
| IND 2424C | Technical Design 2 | 3 |
| IND 2432C | Interior Lighting | 3 |
| IND 2460C | CAD for Interiors 1 | 4 |
| IND 2505 | Professional Practices | 3 |
| IND 2608C | Sustainable Design | 4 |
| IND 2941 | Interior Design Internship | 1 |
| IND 2463C | CAD for Interiors 2 | 3 |
| IND 2203C | Advanced Kitchen and Bath Design | 2 |
| Total Required Course Credits | | 60 |

Total Program Credits **75**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2012.asp

Motion Picture and Television Production Technology

AS 2282

The Motion Picture and Television Production Technology A.S. degree is under revision. Please go to the Areas of Study Web page at www.pbcc.edu/AreasofStudy.xml to see the revised program offerings.

This degree program provides professional training for those wishing to enter the exciting field of media production and prepares the student to work in a technical capacity. The program offers internship experiences in cooperation with the local television and motion picture industry, and through student motion picture production projects.

Employment Opportunities

Student may find internships or employment in local and national television, motion pictures and commercial advertising studios.

Program Description

The motion picture and television courses are offered on a block schedule that requires the student to enroll in two or more major courses each term. Course content includes motion picture & television production, cinematography and lighting, sound, editing and post-production, and business concepts in the motion picture industry.

Career Path Notes

PBCC offers three College Credit Certificates which transfer directly into this A.S. degree.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program credits: 64. Approximate program length: two years. The program is offered at the Lake Worth campus.

Program Web Site

www.pbcc.edu/MotionPictureandTelevisionProduction.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|-----------|
| ENC 1101 | College Composition 1 | 3 |
| ARH 1000 | Art Appreciation | |
| | - or - | |
| THE 1000 | Theatre Appreciation | 3 |
| | Any course from Mathematics - Area III | 3 |
| | Any course from Social Sciences - Area V | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Total Required General Education Credits | | 15 |

REQUIRED COURSES

| | | |
|--------------------------------------|--|-----------|
| FIL 1420 | Motion Picture and Television Production 1 | 3 |
| FIL 2000 | Introduction to Film Communication | 3 |
| FIL 2100 | Writing for Motion Pictures and Television | 3 |
| FIL 2461 | Cinematography and Lighting | 3 |
| FIL 2432C | Motion Picture and Television Production 2 | 4 |
| FIL 2571C | Editing and Post Production | 3 |
| FIL 2480 | Motion Picture and Television Direction | 3 |
| FIL 2537 | Sound | 3 |
| FIL 2361 | News and Documentary Production | 3 |
| FIL 2030 | History of Motion Pictures | 3 |
| FIL 1620 | Computer Applications for Motion Pictures and Television | 3 |
| FIL 2611 | The Business and Marketing of Motion Pictures and Television | 3 |
| FIL 2941 | Motion Picture and Television Internship 1 | 3 |
| MMC 1000 | Survey of Mass Communications | 3 |
| RTV 2000C | Television Studio Production | 3 |
| Total Required Course Credits | | 46 |

ELECTIVES

Choose 3 credits

| | | |
|--|---|----------|
| FIL 2952 | Portfolio Preparation | 2 |
| FIL 2770 | Introduction to Digital Animation | 3 |
| FIL 2910 | Independent Project in Motion Picture and Television Production | 3 |
| FIL 2942 | Motion Picture and Television Internship 2 | 3 |
| FIL 2943 | Motion Picture and Television Internship 3 | 1 |
| PGY 1401C | Introduction to Photography | 3 |
| Total Required Elective Credits | | 3 |

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2282.asp



Environmental Science and Horticulture

CCC

Landscape and Horticulture Specialist
Landscape and Horticulture Professional I
Landscape and Horticulture Professional II

AS

Environmental Science Technology
Landscape and Horticulture Management

Landscape and Horticulture Specialist CCC 6219

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

Program Description

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional I certificate. All of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

Completion Requirements

Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location

Total program credits: 12. This program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/EnvironmentalHorticulture.xml

REQUIRED COURSES*

| | CREDITS |
|--|-----------|
| BOT 2000 Plant Physiology | 3 |
| SOS 1102 Soils and Fertilizers | |
| -or- | |
| GCO 2230 Pumps and Irrigation | 3 |
| HOS 1010 Introduction to Horticulture | |
| -or- | |
| ORH 2251 Florida Horticulture Professional Preparation | 3 |
| ORH 2510 Ornamental Plant Identification 1 | |
| -or- | |
| ORH 2511 Introduction to Plants of the South Florida Ecosystems | 3 |
| Total Program Credits | 12 |

**With written departmental chair permission, one horticulture elective of at least 3 credit hours not used to meet any other program requirement may be substituted for one of the above requirements.*

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/6219.asp

Landscape and Horticulture Professional I CCC 6220

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

Program Description

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional II certification. All of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

Special Admission Requirements

Completion of Landscape & Horticulture Specialist Certificate.

Completion Requirements

Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location

Total program credits: 18. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/EnvironmentalHorticulture.xml

| REQUIRED COURSES* | CREDITS |
|---|-----------|
| BOT 2000 Plant Physiology | 3 |
| SOS 1102 Soils and Fertilizers | |
| -or- | |
| GCO 2230 Pumps and Irrigation | 3 |
| HOS 1010 Introduction to Horticulture | |
| -or- | |
| ORH 2251 Florida Horticulture Professional Preparation | 3 |
| ORH 2510 Ornamental Plant Identification 1 | |
| -or- | |
| ORH 2511 Introduction to Plants of the South Florida Ecosystems | 3 |
| IPM 1301 Pesticides | |
| -or- | |
| PMA 2213 Plant Pest Management | 3 |
| Any 3-credit course in landscape design, landscape installation & maintenance or landscape management | 3 |
| Total Program Credits | 18 |

*With written departmental chair permission, one horticulture elective of at least 3 credit hours not used to meet any other program requirement may be substituted for one of the above requirements.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6220.asp

Landscape and Horticulture Professional II CCC 6221

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises, and garden centers. Many of our students are self-employed in landscaping.

Program Description

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Career Path Notes

All of the courses required for this certification can be applied to an A.S. in Landscape and Horticulture Management.

Special Admission Requirements

Completion of Landscape and Horticulture Professional I Certificate.

Completion Requirements

Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location

Total program credits: 30. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/EnvironmentalHorticulture.xml

| REQUIRED COURSES* | CREDITS |
|---|---------|
| BOT 2000 Plant Physiology | 3 |
| SOS 1102 Soils and Fertilizers | |
| -or- | |
| GCO 2230 Pumps and Irrigation | 3 |
| HOS 1010 Introduction to Horticulture | |
| -or- | |
| ORH 2251 Florida Horticulture Professional Preparation | 3 |
| ORH 2510 Ornamental Plant Identification 1 | |
| -or- | |
| ORH 2511 Introduction to Plants of the South Florida Ecosystems | 3 |
| IPM 1301 Pesticides | |
| -or- | |
| PMA 2213 Plant Pest Management | 3 |
| Any 3-credit course in landscape design, landscape installation & maintenance or landscape management | 3 |
| PLS 2220 Plant Propagation | 3 |
| ORH 1016 Environmental Issues in Horticulture | 3 |

APPROVED ELECTIVES - Choose 6 hours

Courses with prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used to meet other requirements 6

Total Program Credits 30

*With departmental chair permission, a 3-credit horticulture elective not used to meet other requirements may be substituted for one of these requirements.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6221.asp

Environmental Science Technology

AS 2216

This degree program prepares students for rewarding and meaningful careers in which they can impart a lasting change on the future of Florida's natural environment.

Employment Opportunities

The purposes for studying Environmental Science Technology are diverse. Positions range from working in ecological restoration, eco-tourism, and hazardous materials detection in the environment, to monitoring the quality, quantity and safety of surface and groundwater supplies, to public education and conservation.

Upon completion of this program, students may seek employment as an environmental technician, or as a field technician with government agencies, engineering or environmental consulting firms.

Program Description

Courses include a wide range of environmental focuses, providing students with a well founded education that prepares them for positions in environmental assessment, restoration, research and public education.

Students receive quality, hands-on experience that apply toward many critical initiatives for Florida's environment.

Career Path Notes

Educational options include: taking classes for career advancement for those already working in the environmental field; completing a two-year A.S. degree for those ready to begin immediate employment; or completing an A.A. degree with the inclusion of many Environmental Science Technology courses as electives for those working toward a four-year degree.

PBCC has an articulation agreement with the University of Florida's College of Agricultural and Life Sciences, including the School of Forest Resources and Conservation and the School of Natural Resources and Environment. Transfer requirements vary depending on the student's future major. For more information, contact the program chair or a PBCC advisor, go to www.cals.ufl.edu. (www.cals.ufl.edu/documents/prospective/transferguide.pdf)

Completion Requirements

Total program credits: 64.

Program Length and Location

The A.S. degree can be completed in two years, full time, excluding summer. It is not necessary to begin the program in the fall term. This program is located at the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/EnvironmentalScience.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|-----------|
| ENC 1101 | College Composition 1 | 3 |
| MAC 1105 | College Algebra | 3 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| GEA 1000 | Principles of Geography and Conservation | |
| - or - | | |
| | Any course from Social Science – Area V | 3 |
| | Any course from Humanities – Area II | 3 |
| Total Required General Education Credits | | 18 |
| REQUIRED COURSES | | |
| BSC 1050 | Environmental Conservation | 3 |
| BSC 1005 | Concepts in Biology* | 3 |
| CHM 1020 | Principles of Chemistry** | 3 |
| CHM 1020L | Principles of Chemistry Lab** | 1 |
| GLY 2030C | Environmental Geology | 3 |
| ORH 2511 | Introduction to Plants of South Florida Ecosystems | 3 |
| EVR 2266 | Survey of Environmental Mapping/ GIS/Remote Sensing | 3 |
| EVR 1007 | Florida's Environmental History | 3 |
| EVR 2940 | Cooperative Work Experience - Environmental Science | 4 |
| EVS 2193C | Environmental Sampling Techniques | 4 |
| EVR 2858 | Environmental Law | 3 |
| EVS 2601 | Hazardous Materials and Environmental Air Quality | 3 |
| EVS 2015 | Writing for Science | 3 |
| EVS 2020 | Scientific Monitoring and Data Methods | 3 |
| EVS 2870C | Wildlife Ecology | 4 |
| Total Required Courses | | 46 |
| Total Program Credits | | 64 |

*Students meeting certain articulation agreement requirements for a bachelor's degree must take BSC1010/BSC1010L Principles of Biology 1 lecture and lab for 4 credits instead of BSC1005

**Students meeting certain articulation agreement requirements for a bachelor's degree must take CHM1045/CHM1045L General Chemistry 1 lecture and lab for 4 credits instead of CHM1020/1020L.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2216.asp

Landscape and Horticulture Management

AS 2191

This degree program is designed to prepare the student for management and technical positions in the green industry.

Employment Opportunities

Students may work in at golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises or garden centers. Many students are self-employed in landscaping.

Program Description

Course content provides broad and well-rounded training in such areas as turfgrass culture, pesticides, plant physiology, nursery management and landscape construction.

Career Path Notes

Courses required to earn a certificate in environmental horticulture can be applied toward this program.

Completion Requirements

Complete the PBCC General Education requirements. Complete the environmental horticulture required courses and electives for a total number of 64 credit hours.

Program Length and Location

Total Program Credits: 64. Approximate program length: two years. This program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/EnvironmentalHorticulture.xml

GENERAL EDUCATION REQUIREMENTS

| | CREDITS |
|---|-----------|
| ENC 1101 College Composition 1 | 3 |
| BOT 1010 General Botany 1 | 3 |
| BOT 1010L General Botany 1 Lab | 1 |
| HSC 2100 Health Concepts & Strategies | 3 |
| MAT 1033 Intermediate Algebra | |
| -or- | |
| Any course from Mathematics - Area III | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | 22 |

REQUIRED COURSES

| | |
|---|---|
| GCO 2230 Pumping and Irrigation Systems | 3 |
| IPM 1301 Pesticides | |
| -or- | |
| PMA 2213 Plant Pest Management | 3 |
| MAN 2021 Principles of Management | |
| -or- | |
| MNA 2345 Principles of Supervision | |
| -or- | |
| SBM 2000 Small Business Management | 3 |
| ORH 1005L Professional Landscape Installation and Maintenance | 3 |
| BOT 2000 Plant Physiology | 3 |
| ORH 2510 Ornamental Plant Identification 1 | 3 |
| HOS 1010 Introduction to Horticulture | |
| -or- | |
| ORH 2251 Florida Horticulture Professional Preparation | 3 |
| LDE 2000 Introduction to Landscape Design | 3 |
| ORH 1016 Environmental Issues in Horticulture | 3 |
| PLS 2220 Plant Propagation | 3 |
| SOS 1102 Soils and Fertilizers | 3 |

Total Required Courses 33

ELECTIVES - Choose 9 credits*

| | |
|--|-----|
| APA 1111 Bookkeeping 1 | (3) |
| BSC 1010 Principles of Biology 1 | (3) |
| BSC 1050 Environmental Conservation | (3) |
| BUL 2241 Business Law 1 | (3) |
| CGS 1100 Microcomputer Applications | (3) |
| CHM 1020 Principles of Chemistry | (3) |
| CHM 1045 General Chemistry 1 | (3) |
| IPM 1301 Pesticides | (3) |
| MAN 2021 Principles of Management | (3) |
| MNA 2345 Principles of Supervision | (3) |
| ORH 1281 Introduction to Orchids and Their Culture | (3) |
| ORH 1320 Introduction to Palms and Their Culture | (3) |
| ORH 1840 Landscape Construction | (3) |
| ORH 2220 Turfgrass Culture | (3) |
| ORH 2241 Arboriculture | (3) |
| ORH 2511 Introduction to Plants of South Florida Ecosystems | (3) |
| ORH 2521 Horticultural Taxonomy | (3) |
| ORH 2601 Horticulture Sales and Services | (3) |
| LDE 2403 Landscape Design 2 | (3) |
| LDE 2510 Computer-Aided Landscape Design | (3) |
| ORH1230 Landscape Management | (3) |
| ORH1230L Landscape Management Lab | (1) |
| PMA 2213 Plant Pest Management | (3) |
| SBM 2000 Small Business Management | (3) |
| ORH 1512 Plant Selection for Landscape Situations | (3) |
| ORH 2516 Annuals, Bedding Plants, Groundcovers, and Small Perennials | (3) |

Total Elective Credits 9

Total Program Credits 64

* Completed courses can only be used to meet one program requirement.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2191.asp



Health Care

PSAV

Dental Assisting
 Massage Therapy
 Medical Assisting
 Patient Care Assistant
 Practical Nursing
 Surgical Technology

ATD

Medical Coder/Biller
 Medical Transcription

CCC

Sonography
 Medical Information Coder/Biller

AAS/AS

Biotechnology
 Dental Hygiene
 Health Information Management
 Nursing
 Radiography
 Respiratory Care
 Sonography

ATC

Adult Echo Sonography
 Cardiovascular Intervention Technology
 Computed Tomography
 Critical Care Nursing
 Magnetic Resonance Imaging
 Perioperative Nursing

CCE (Corporate & Continuing Education)

Health Care

Dental Assisting

PSAV 5155

Limited Access

This PSAV program is intended to provide individuals with the certification and educational training they need to pursue a career as an expanded function dental assistant in the dental profession.

Employment Opportunities

Upon completion of this program, you may seek employment as a dental assistant in various environments such as a general dentist's office, specialty dentist's office, public health department, or Veterans Administration clinic.

Program Description

This certification course includes 19 college credits and 21 vocational-educational credits. Some of the topics discussed are dental anatomy, dental radiology, clinical practice and office management.

This certificate program is accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

Career Path Notes

A student who completes the Dental Assisting program will be eligible to transfer up to 19 credit hours toward the A.S. degree in Dental Hygiene. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Special Admission Requirements

The Dental Assisting program is limited to the number of students it may admit to each class. The following criteria are established as the minimum to be eligible for placement in the selection pool. Meeting minimum criteria for selection does not guarantee admission to the Dental Assisting program. Final selection will be based on the applicant pool and space available.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Assisting Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by July 1 of each year to be eligible for consideration for selection into the program. The Dental Assisting program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

2. High School Graduation

All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing agency.

3. College Transcripts

All applicants who have attended other colleges/universities must have official transcripts submitted directly to the Registrar's Office at the Lake Worth location. A minimum 2.0 cumulative college GPA is required to be eligible for selection.

4. Student Selection

A. TABE TEST: All students must take the Test of Adult Basic Education (TABE), Survey, Level A, prior to the start of the dental assistant program. A score at least at the 12th grade competency level in all parts of the examination must be achieved in order to graduate from the program and receive the certificate of completion. The VPI lab offers remediation if the student is unsuccessful in attaining the required 12th grade competency level. Your scores are valid for two years.

B. HOBET TEST: All students must take the Health Occupations Basic Entrance Test (HOBET), prior to the start of the dental assisting program. A score of 40 must be achieved on both the reading and math sections in order to be considered for selection into the program.

5. Program Counseling

All students are strongly urged to speak with the dental health services coordinator for counseling as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu.

6. Special Notes

- A. Once officially accepted into the Dental Assisting program, a criminal background assessment, a medical examination including a record of immunizations, and a drug screening dated within one year prior to the start of the program must be submitted by the applicant.
- B. All accepted applicants for the Dental Assisting program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of or refusal to obtain Hepatitis B immunization must be provided upon entrance into the program.
- C. The student will be automatically enrolled in the student accident/health insurance coverage program provided by PBCC.
- D. All program courses with the prefix DEA plus DES 1800, DES 1800L, DES 1200 and DES 1200L must be passed in sequence with a grade of Pass, or C or higher to continue in the program. Other courses may be passed at the level of D to continue, but students who receive one grade of D and who at a later time wish to apply to the PBCC Dental Hygiene program would not be granted admission to that program until that course has been repeated and a grade of C or higher earned. See 6.E below for additional information regarding grades and Dental Hygiene program admission policies.
- E. Any student who has withdrawn from or failed one Dental Assisting (DEA) or Dental Hygiene (DEH or DES) course and wishes to re-enter the program must re-apply for a place in the following year's class. If advanced standing in the class is requested, it will be granted on a space available basis only. That student will also be required to: (1) repeat any failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. Two separate failures of any Dental Assisting and/or Dental Hygiene course(s) will render the student ineligible for readmission to a Dental Assisting class. In addition, two separate grades of D or F in any DEA, DEH or DES course(s) will render the student ineligible for selection for admission to any subsequent Dental Hygiene class.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

This full-time day, nine-month program begins once a year in the Fall Term on the Lake Worth campus.

Program Web Site

www.pbcc.edu/DentalHealth.xml

REQUIRED COURSES CREDIT HRS/VOC. CREDITS

Term One (Fall Term—First Eight Weeks)

| | | |
|-----------|---|-----|
| DES 1020 | Dental Anatomy * | 3/0 |
| DES 1200 | Dental Radiology * | 2/0 |
| DES 1200L | Dental Radiology Lab * | 1/0 |
| DES 1600 | Office Emergencies * | 1/0 |
| DES 1800 | Introduction to Clinical Procedures * | 3/0 |
| DES 1800L | Introduction to Clinical Procedures Lab * | 1/0 |

Total 11/0

Term Two (Fall Term—Second Eight Weeks)

| | | |
|-----------|-------------------------|-----|
| DEA 0130 | Related Dental Theory | 0/1 |
| DEA 0800 | Clinical Practice 1 | 0/1 |
| DEA 0800L | Clinical Practice 1 Lab | 0/4 |
| DEA 0940L | Dental Practicum 1 Lab | 0/1 |
| DES 1100 | Dental Materials * | 2/0 |
| DES 1100L | Dental Materials Lab * | 1/0 |

Total 3/7

Term Three (Spring Term)

| | | |
|-----------|--------------------------------------|-----|
| DEA 0153 | Dental Psychology and Communication | 0/1 |
| DEA 0801 | Clinical Practice 2 | 0/1 |
| DEA 0801L | Clinical Practice 2 Lab | 0/8 |
| DEA 0850 | Dental Assisting Clinical Practice 3 | 0/1 |
| DEA 0941L | Dental Practicum 2 Lab | 0/3 |
| DES 1830 | Expanded Functions Lecture* | 1/0 |
| DES 1830L | Expanded Functions Lab* | 1/0 |
| DES 1840 | Preventive Dentistry * | 2/0 |
| DES 2502 | Office Management * | 1/0 |

Total Required Courses 5/14

Total Program Credit Hours/Voc Credits 19/21

* This course articulates with the PBCC Dental Hygiene Program.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5155.asp

Massage Therapy

PSAV 5232

This PSAV program prepares the student for employment as a licensed massage therapist. Massage therapy is the manipulation of the soft tissues of the human body by a person who is licensed for compensation.

Employment Opportunities

Upon completion of this program, you may seek employment as a massage therapist (after obtaining your license) in a private office or clinic, health club, sports facility, resort, spa, rehabilitation clinic, medical facility, cruise ship, or in private client homes.

Program Description

Courses will include lecture and laboratory/clinical experience. Course content includes anatomy and physiology, hydrotherapy, Myology, pathology, health care concepts, medical errors, HIV/AIDS education, history, state law, ethics, a variety of Allied Modalities and traditional oriental medicine.

Career Path Notes

Upon completion of the Massage Therapy Program, students receive a Massage Therapy Program certificate. The student is then eligible to take the Florida State massage therapy examination. Since the Florida State Board of Massage Therapy has adopted the national examination, once passing this exam, students are granted a Florida State Massage Therapy license and a national certification for Therapeutic Massage and Bodywork.

Admission Requirements

1. Submit a College Application to the Admissions Office.
2. Submit a copy of original high school diploma or transcripts to the Massage Therapy office in Boca Raton.
3. Students must be 18 years of age or older.
4. Register using a Course Request Form.
5. Course HSC 0003 Health Care Concepts is required prior to entrance into Massage Therapy I.
6. Health examination, criminal background check and drug screen results are required to be submitted to the program manager six weeks prior to the first day of Massage Therapy I. Examination, background check & drug screening must have been performed within the six months prior to the first day of Massage Therapy I class.
7. An interview with the program manager is required prior to Massage Therapy I.

Completion Requirements

1. Pass the TABE at the 10th level for language and reading and the 9th level for math OR qualify for test exemption (see Testing Center or catalog for details).
2. Successfully complete all of the courses in the program.

Program Length and Location

Total program hours: 750, including HSC 0003 Health Care Concepts, which is offered each semester. The program is offered at the Boca Raton campus.

Course offerings:

Full-time Day programs:

- January – July or
- June – December

Part-time evening program:

January – December.

Program Web Site

www.pbcc.edu/MassageTherapy.xml.

REQUIRED COURSES

| | CLOCK HOURS |
|-------------------------------|-------------|
| HSC 0003 Health Care Concepts | 78 |
| MSS 0252 Massage Therapy 1 | 200 |
| MSS 0262 Massage Therapy 2 | 235 |
| MSS 0263 Massage Therapy 3 | 237 |

Total Program Hours

750

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5232.asp

Medical Assisting

PSAV 5236

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

This PSAV program prepares students for employment as vital members of a physician's health care team. This program is taught in an office-like setting, allowing students to learn the necessary skills to work in both the administrative and clinical settings of a physician's office or an outpatient clinic.

Employment Opportunities

Upon completion of this program, you may seek employment as a medical assistant in a physician's office or outpatient clinic.

Program Description

Coursework for the Medical Assisting program covers anatomy, physiology, medical terminology, pathophysiology, basic accounting and insurance processing. Students learn laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, medication administration and first aid. Coursework also includes practice with such skills as insurance coding and billing, posting charges, basic book-keeping, front office reception, patient assessment, assisting with examinations, giving injections, phlebotomy, taking vital signs, and doing electrocardiography.

Career Path Notes

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE), Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

Upon program completion, students may take the American Association of Medical Assisting (AAMA) national certification exam to become a Certified Medical Assistant (CMA).

Admission Requirements

1. Hold a standard high school diploma or GED.

2. Complete a College Application.
3. PSAV students are required to take the TABE test before registering for foundation (entry-level) courses. (See VPI Lab at ETA 253 or call 868-3795 for evaluation)
4. Send request for official high school transcripts, GED, or validated foreign equivalent to the Admissions Office.
5. Complete a Course Request Form for each course registration.
6. Physical examination with required immunizations will be required prior to participation in any clinical experience.
7. A negative drug screen and a criminal background check must be on file with the Medical Assisting program manager prior to participation in any clinical experience.

Completion Requirements

1. Pass the Test of Adult Basic Education (TABE) at the 10th grade level for language, reading, and math OR qualify for test exemption. (See Testing Center for details.)
2. Successfully complete all of the courses in the program.
3. All financial responsibilities must be satisfied.

Program Length and Location

1,300 hours, or approximately 18 months. Medical Assisting is a daytime program only. Only foundation (entry-level) courses can be completed at night. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/MedicalAssistant.xml

REQUIRED COURSES

CLOCK HOURS

| | | |
|----------------------------|---|--------------|
| HSC 0003 | Health Care Concepts * | 78 |
| PRN 0022 | Body Structure and Function * | 69 |
| MEA 0230 | Medical Terminology by Body Systems * | 95 |
| OTA 0100 | Introduction to Keyboarding/Word Processing * | 60 |
| MEA 0310 | Introduction to Medical Office Procedures | 90 |
| MEA 0520 | Phlebotomy for the Medical Assistant | 75 |
| MEA 0242 | Pharmacology for the Medical Assistant | 95 |
| MEA 0540 | Electrocardiography for the Medical Assistant | 75 |
| MEA 0234 | Diseases, Disorders and Treatment for Medical Assisting 1 | 120 |
| MEA 0258 | Radiology for the Medical Assistant | 50 |
| MEA 0334 | Medical Insurance and Coding | 75 |
| MEA 0237 | Diseases, Disorders and Treatment for Medical Assisting 2 | 120 |
| MEA 0254 | Basic Medical Laboratory Techniques for the Medical Assistant | 50 |
| MEA 0322 | Advanced Medical Office Procedures | 75 |
| MEA 0801 | Externship in Medical Assisting | 173 |
| Total Program Hours | | 1,300 |

*ENTRY LEVEL PROGRAM COURSES

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5236.asp

Patient Care Assistant

PSAV 5233

This PSAV program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Students can begin their health careers by enrolling in the Patient Care Assistant program. This is the first step on the nursing or health care career ladder.

Employment Opportunities

Students who complete this program may provide patient care in hospitals, long-term care facilities, rehabilitation clinics or private homes.

Program Description

The Patient Care Assistant curriculum integrates classroom with clinical performance. Course content includes basic concepts in health science, nursing assistant, home health aide and patient care assisting.

Career Path Notes

The Patient Care Assistant program is designed to have multiple career options. Students who complete the program will have a base on which more complex skills can be added.

Students who complete the program will receive certificates in nursing assisting (75 hours), home health aide (50 hours) and patient care assisting (75 hours) and will be eligible to take the Florida Certification Exam for Nursing Assistants.

Admission Requirements

1. Submit a College Application to the Admissions office.
2. Attend a mandatory information session to obtain documentation needed to register for the first course.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program hours: 290. Approximate length: 3 1/2 months. Program is offered full-time days and part-time evenings. It is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/PCA.xml

REQUIRED COURSES

CLOCK HOURS

Group A

| | | |
|-----------|--------------------------|----|
| HSC 0003 | Health Care Concepts | 78 |
| HSC 0003L | Health Care Concepts Lab | 12 |
| HCP 0120 | Nursing Assistant | 75 |

Group B

| | | |
|----------|------------------|----|
| HCP 0300 | Home Health Aide | 50 |
|----------|------------------|----|

Group C

| | | |
|----------|------------------------|----|
| HCP 0620 | Patient Care Assistant | 75 |
|----------|------------------------|----|

Total Program Hours

290

This program does not offer a formal award.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5233.asp

Practical Nursing

PSAV 5234

Limited Access

This PSAV program prepares graduates for employment as licensed practical nurses.

Employment Opportunities

The Licensed Practical Nurse is qualified for employment in hospitals, long-term care facilities, rehabilitation medical offices or clinics and as a private care provider.

Program Description

The program includes but is not limited to theoretical instruction and clinical experience in: medical-surgical nursing, pharmacology and medication administration, geriatric and long term care nursing, and obstetrical and pediatric nursing.

The program is approved by the Florida State Board of Nursing. Graduates are eligible to take the NCLEX-PN state boards to become licensed practical nurses.

Clinical experiences are included as an integral part of this program.

Career Path Notes

An LPN to RN transition program is available.

Admission Requirements

1. Show proof of an academic high school diploma, GED, or validated foreign equivalent.
2. Take the Test of Adult Basic Education (TABE).
3. Achieve an 80% on the Practical Nursing Procalc (test of math proficiency).
4. Take and pass the Test of Essential Academic Skills (TEAS) during the application period. This test can only be taken once during any one application period.

In addition, students must complete a Practical Nursing application, which is available online at www.pbcc.edu/lpn.xml or in the Registrar's Office.

Completion Requirements

Successfully complete all of the courses and achieve the required test scores in the program. Achieve an 11th grade level or higher in math, reading and language on the TABE.

Program Length and Location

Total program hours: 1,350.

Lake Worth: Program length: approximately 16 months. This is a full-time day program. Classroom hours are 8:00 a.m. until 1:30 p.m. Monday through Thursday. Clinical hours are 7:00 a.m. until 3:30 p.m. Monday through Thursday.

Belle Glade: Program length: approximately 22 months. This is a part-time program. Classes will meet Monday, Wednesday and Thursday.

Program Web Site

www.pbcc.edu/LPN.xml

REQUIRED COURSES

Group A

| | | CLOCK HOURS |
|----------|------------------------------------|-------------|
| HSC 0003 | Health Care Concepts | 78 |
| PRN 0500 | Principles of Basic Nursing Skills | 90 |

Group B

| | | |
|----------|---|-----|
| PRN 0000 | Fundamentals of Nursing | 100 |
| PRN 0010 | Comprehensive Nursing and Transitional Skills | 106 |
| PRN 0021 | Growth/Development and Nutrition | 96 |
| PRN 0022 | Body Structure and Function | 69 |
| PRN 0030 | Introduction to Drug Therapy | 100 |
| PRN 0100 | Maternal and Newborn Health | 86 |
| PRN 0201 | Medical-Surgical Nursing 1 | 104 |
| PRN 0202 | Medical-Surgical Nursing 2 | 115 |
| PRN 0203 | Medical-Surgical Nursing 3 | 123 |
| PRN 0206 | Medical-Surgical Nursing 4 Including Pediatrics | 101 |
| PRN 0385 | Introduction to Medical/Surgical Nursing 1 | 78 |
| PRN 0386 | Introduction to Medical/Surgical Nursing 2 | 104 |

Total Program Hours **1,350**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5234.asp

Surgical Technology

PSAV 5235

Limited Access

This program is designed to prepare the student for employment as a surgical technologist. In a simulated surgical environment, the student will practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation. Course content includes surgical technology concepts, surgical techniques and procedures. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Employment Opportunities

Graduates of the program may find employment in hospital operating rooms, outpatient surgical centers, labor and delivery units, physician's offices and medical sales positions.

Program Description

Students in the surgical technology program learn through classroom instruction and six months of clinical experience in operating room and related areas. In a simulated surgical environment, students practice: preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation.

Career Path Notes

The Surgical Technology Program provides students with necessary job skills and motivation in keeping with standards of practice as established by the Association of Surgical Technologists and the Association of Operating Room Nurses enabling them to qualify for, secure, maintain, and advance in gainful employment in the field of Surgical Technology. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Admission Requirements

Applicants to this program must provide proof of a standard high school diploma, U.S. GED or foreign equivalent. Other special admissions requirements are associated with this program.

Students must complete a Surgical Technology application, which is available online or in the Registrar's Office.

Students must take the Testing of Adult Basic Education (TABE) test.

Students must take the Health Occupations Basic Entrance Exam (HOBET).

Completion Requirements

Must pass the Test of Adult Basic Education (TABE) with minimum scores: Reading: 11; English: 11; Mathematics: 10

No minimum scores for HOBET but must still take test.

Students must successfully complete all courses listed in the Catalog for this program.

Program Length and Location

Total program hours: 1,340 hours, three terms or approximately one year. This is a full-time day program from 8:00 a.m. until 3:00 p.m. Monday through Thursday. (Clinical hours are 6:45 a.m. until 3:15 p.m.). There are two admission opportunities each year – Summer B (June) and Spring (January). Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/SurgicalTechnology.xml

REQUIRED COURSES

CLOCK HOURS

Group A – Central Supply Assistant

| | | |
|-----------|-------------------------------------|----|
| HSC 0003 | Health Care Concepts | 78 |
| PRN 0022 | Body Structure and Function | 69 |
| STS 0003 | Introduction to Surgical Technology | 96 |
| STS 0155L | Operating Room Technique | 96 |
| STS 0005C | Principles of Asepsis | 96 |
| STS 0150C | Surgical Technology Procedures | 96 |

Group B

| | | |
|-----------|--|-----|
| STS 0805 | Perioperative Anatomy and Medical Terminology | 48 |
| STS 0805L | Perioperative Anatomy Lab | 48 |
| STS 0008 | Pharmacology for the Surgical Technologist | 48 |
| STS 0003L | Introduction to Clinical Practicum | 48 |
| STS 0120 | Surgical Specialties 1 | 32 |
| STS 0255L | Surgical Specialties 1 Clinical | 184 |
| STS 0121 | Surgical Specialties 2 | 32 |
| STS 0256L | Surgical Specialties 2 Clinical | 184 |
| STS 0949C | Clinical Practicum (4 Clinical days per week for 6 weeks) | 185 |

Total Program Hours

1,340

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5235.asp

Medical Coder/Biller

ATD B526

This applied technology diploma program prepares students for employment as medical coders and insurance billers. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients' medical records to assure appropriate medical insurance billing.

Employment Opportunities

Medical record coders assign a code to each diagnosis and procedure documented in the patient's record. They code symptoms, diseases, operations, and treatments according to a recognized classification system. After the information is coded the medical record coder may use a computer program to assign the patient to one of several hundred. Upon completion of this program, you may seek employment as a medical coder or biller in a physician's office, clinic or hospital for medical billing services.

Program Description

The program content is comprehensive to include medical terminology, anatomy and physiology, computer skills, health information management and extensive inpatient and outpatient coding.

Career Path Notes

The Approval Committee for Certification Programs (ACCP) certifies that the Medical Coder/Biller Program at PBCC is approved as a Comprehensive Coding Program-233 North Michigan Avenue, Chicago, IL. 60601-5800, 312-233-1132.

Students who complete this program are eligible to sit for the American Health Information Management Association (AHIMA) CCA examination and the American Academy of Certified Professional Coders (AAPC) CPC examination.

Admission Requirements

Students must have a high school diploma or GED; high school transcripts must be on file with the Registrar's Office.

PSAV students are required to take the TABE test before registering for foundation (entry-level) courses. (See VPI Lab at ETA 253 or call 868-3795 for evaluation)

Test of Adult Basic Education (TABE) minimum scores: Language 11; Math 10; Reading 11.

Completion Requirements

All courses must be successfully completed. TABE scores must be at or above minimum level (See Admission Requirements). All financial responsibilities must be satisfied.

Program Length and Location

Total Program Clock Hours: 1,000. Approximate program length is 18 months daytime or longer as a part-time program at night. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/MedicalCode.xml

REQUIRED COURSES

| | | CLOCK HOURS |
|-----------|---|-------------|
| HSC 0003 | Health Care Concepts * | 78 |
| OTA 0100 | Introduction to Keyboarding/Word Processing * | 60 |
| PRN 0022 | Body Structure and Function * | 69 |
| MEA 0230 | Medical Terminology for Body Systems * | 95 |
| HIM 0439 | Pathophysiology and Pharmacology for Health Professions | 90 |
| HIM 0280 | Fundamentals of Medical Coding | 75 |
| HIM 0001 | Health Information Management | 90 |
| HIM 0220 | Medical Coding 1 | 120 |
| HIM 0270 | Insurance Billing & Claims | 95 |
| HIM 0250 | Medical Coding 2 | 120 |
| HIM 0812L | Advanced Coding Practicum | 108 |

Total Program Hours

1,000

*ENTRY LEVEL PROGRAM COURSES

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B526.asp

Medical Transcription

ATD B525

This applied technology diploma program prepares the student for employment as a medical transcriptionist. These professionals listen to medical dictation and produce typed reports from them, which become part of a patient's permanent health record. Medical transcription is the only completely portable health care occupation available today!

Employment Opportunities

Students completing this program are employable as medical transcriptionists in a variety of settings including hospitals, clinics, private doctor's offices and nursing homes.

Program Description

Course content is comprehensive to serve the student with no previous medical background or experience. It includes medical terminology, anatomy and physiology and health information management and employs the SUM program for actual dictation of medical reports.

Career Path Notes

Students who complete this program are eligible to take the American Association of Medical Transcriptionists (AAMT) national certification examination.

Admission Requirements

A high school diploma or GED is required; high school transcripts must be on file with the Registrar's Office.

PSAV students are required to take the TABE test before registering for foundation (entry-level) courses. (See VPI Lab at ETA 253 or call 868-3795 for evaluation) Students must have a typing speed entry level for Core (advanced) courses of 35 words per minute (wpm). Exit level should have 60 wpm for employment.

Test of Adult Basic Education (TABE) minimum scores: Language 11; Math 10; Reading 11.

Completion Requirements

All courses must be successfully completed. TABE scores must be at or above minimum level (see Admission Requirements). All financial responsibilities must be satisfied.

Program Length and Location

Total program clock hours 1,200. Approximate program length is 18 months daytime or longer as a part-time program at night. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/MedicalTranscription.xml

| REQUIRED COURSES | | CLOCK HOURS |
|----------------------------|---|--------------|
| HSC 0003 | Health Care Concepts * | 78 |
| MEA 0230 | Medical Terminology for Body Systems * | 95 |
| PRN 0022 | Body Structure and Function * | 69 |
| OTA 0100 | Introduction to Keyboarding/Word Processing * | 60 |
| OTA 0131 | Intermediate Keyboarding and Document Processing | 60 |
| HIM 0263 | Professional Skills for the Medical Transcriptionist | 90 |
| HIM 0030 | Fundamentals of Medical Transcription | 140 |
| HIM 0001 | Health Information Management | 90 |
| HIM 0439 | Pathophysiology and Pharmacology for Health Professions | 90 |
| HIM 0060 | Medical Transcription 1 | 140 |
| HIM 0062 | Medical Transcription 2 | 140 |
| HIM 0812 | Medical Transcription Externship | 148 |
| Total Program Hours | | 1,200 |

***ENTRY LEVEL PROGRAM COURSES**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B525.asp

Medical Information Coder/Biller

CCC 6528

This program prepares students for employment as medical coders and health insurance specialists. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients' medical records to assure appropriate medical insurance reimbursement and compliance.

Employment Opportunities

Upon completion of this program, the student may seek employment as a medical coder or health insurance specialist in a hospital, physician's office, intermediate care facility, insurance company, billing company, or clinic. A medical information coder/biller uses the clinical documentation, diagnosis and procedures, and translates them into numeric codes. These numeric codes are input into the computer system and use for reimbursement, quality assurance, and research.

Program Descriptions

The Medical Information Coder/Biller program content is comprehensive, covering both inpatient and outpatient coding and documentation principles. This requires knowledge and abilities in anatomy and physiology, pathophysiology, pharmacology, computer software, reimbursement, health insurance, ethics, legal and regulatory requirements, and health information management. The Approval Committee

for Certification Programs (ACCP), established by AAMT and AHIMA, certifies that the Medical Coder/Biller program at PBCC is approved as a Comprehensive Coding Program – 223 North Michigan Avenue, Chicago, IL 60601-5800, (312)233-1132.

Career Path Notes

Completion of the program will provide students with 34 credits, which may be applied to the Health Information Management Associate in Science degree.

Upon completion of the program students can sit for the American Health Information Management Association (AHIMA) CCA certification examination and/or the American Academy of Professional Coders (AAPC) CPC-A certification examination.

Admission Requirements

Acceptance is through the limited access application process. Completion Requirements All courses must be successfully completed.

Program Length and Location

Total program credits: 34. Total program length: 7 semesters part-time. Program offered at the Lake Worth campus. Many general education courses can be taken at another campus. Most of the Medical Information Coder/Biller courses are formatted as hybrid online courses.

Program Website

www.pbcc.edu/MedicalCode.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|------------------------------|-----------|
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| CGS1100 | Microcomputer Applications | 3 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| Total Required General Education Credits | | 11 |

REQUIRED COURSES

| | | |
|--------------------------------------|---|-----------|
| HSC2531 | Medical Terminology | 3 |
| HIM1000 | Introduction to Health Information Management | 3 |
| HIM1433 | Pathophysiology for Health Information Management | 2 |
| HIM1442 | Pharmacology for Health Information Management | 2 |
| HIM1282 | Fundamentals of Medical Coding | 3 |
| HIM2222 | Medical Coding 1 | 3 |
| HIM2270 | Medical Reimbursement and Revenue Cycle | 3 |
| HIM2253 | Medical Coding 2 | 3 |
| HIM2810L | Advanced Coding Practicum | 1 |
| Total Required Course Credits | | 23 |

Total Program Credits 34

Sonography

CCC 6312

Limited Access

This college credit certificate program prepares students for a career as a sonographer, who combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

Program Description

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes

Sonographers may choose to achieve advanced certification in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

Credits earned in this program will transfer directly into the associate in science (A.S.) degree in sonography.

Admission Requirements

Applicants to this limited access program must document one of the following:

- Completion of a two-year allied health education program that is patient care related, including but not limited to radiography, respiratory therapy or nursing
- Bachelor degree with required classes. Included must be Anatomy & Physiology with a lab, General Physics, College English and College Algebra (C or higher).

Those applicants who have a bachelor's degree are required to have direct patient-care experience (minimum of one year) or complete HSC0003 or equivalent.

Completion Requirements

Successful completion of all program requirements.

Program Length and Location

Total program credits: 42. This is a four-semester curriculum that begins in summer term each year. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term. Program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Sonography.xml

REQUIRED COURSES

CREDIT HOURS

| | | |
|-----------|--|---|
| SON 1311 | Sonography Cross Sectional Anatomy | 2 |
| SON 1100 | Principles and Protocols of Sonography | 3 |
| SON 1614 | Medical Sonographic Physics 1 | 3 |
| SON 1111 | Abdominal Sonography 1 | 3 |
| SON 1121 | Sonographic OB/GYN 1 | 3 |
| SON 1000 | Practical Aspects of Sonography 1 | 3 |
| SON 1804L | Clinical Education 1 | 3 |
| SON 1618 | Medical Sonographic Physics 2 | 3 |
| SON 1112 | Abdominal Sonography 2 | 3 |
| SON 1122 | Sonographic OB/GYN 2 | 3 |
| SON 1001 | Practical Aspects of Sonography 2 | 3 |
| SON 1814L | Clinical Education 2 | 3 |
| SON 1170 | Sonography of the Circulatory System | 3 |
| SON 1824L | Clinical Education 3 | 4 |

Total Program Credits

42

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6312.asp

Biotechnology

AS 2158

This degree program is designed for students who will seek employment as biotechnology research technicians, biological technicians, cell culture technicians or biotechnology manufacturing technicians, or for persons wanting career advancement already employed in the field.

Employment Opportunities

The program prepares the student for employment in entry-level biotechnology positions. Students can work in the biotechnology industry, pharmaceutical manufacturing and related industries.

Program Description

Course content includes biology and chemistry concepts, algebraic and statistical analysis, basic microbiology concepts, biohazard and safety procedures, human anatomy and physiology, core biotechnical laboratory techniques and industry workplace experience.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Total program credits: 61. Students may complete the program in two years if they attend full-time or three years if they attend part-time. The entire program is offered during the day at the Palm Beach Gardens campus. Some courses are available on other campuses. (See semester schedules for availability or discuss with biotechnology faculty.)

Program Web Site

www.pbcc.edu/Biotechnology.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|-----------|
| ENC 1101 | College Composition 1 | 3 |
| MAC 1105 | College Algebra | 3 |
| BSC1010 | Principles of Biology 1 | 3 |
| BSC1010L | Principles of Biology 1 Lab | 1 |
| Any course from Humanities - Area II | | 3 |
| Any course from Social Science - Area V | | 3 |
| Total Required General Education Credits | | 16 |
| REQUIRED COURSES | | |
| BSC 2421 | Introduction to Biotechnology | 4 |
| BSC 2421L | Introduction to Biotechnology Lab | 1 |
| BSC 2420 | Biotechnology 1 | 3 |
| BSC 2420L | Biotechnology 1 Lab | 1 |
| BSC 2427 | Biotechnology 2, Molecular Biology, Cell and Immunobiology | 3 |
| BSC 2427L | Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab | 1 |
| BSC 2945C | Biotechnology Internship | 2 |
| BSC 2085 | Anatomy & Physiology 1 | 3 |
| BSC 2085L | Anatomy & Physiology 1 Lab | 1 |
| BSC 2086 | Anatomy & Physiology 2 | 3 |
| BSC 2086L | Anatomy & Physiology 2 Lab | 1 |
| CHM 1045 | General Chemistry 1 | 3 |
| CHM 1045L | General Chemistry 1 Lab | 1 |
| CHM 1046 | General Chemistry 2 | 3 |
| CHM 1046L | General Chemistry 2 Lab | 1 |
| CHM 2210 | Organic Chemistry 1 | 3 |
| CHM 2210L | Organic Chemistry 1 Lab | 1 |
| CHM 2211 | Organic Chemistry 2 | 3 |
| CHM 2211L | Organic Chemistry 2 Lab | 1 |
| MCB 2010 | Microbiology | 3 |
| MCB 2010L | Microbiology Lab | 1 |
| STA 2023 | Statistics | 3 |
| Total Required Course Credits | | 45 |
| Total Program Credits | | 61 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2158.asp

Dental Hygiene AS 2151

Limited Access

This degree program prepares students for a career as a dental hygienist. As part of a dental team the dental hygienist provides a variety of preventive services to patients in dental health care settings. A significant amount of manual dexterity is required in this profession because dental hygienists manipulate instruments within a patient's mouth.

Employment Opportunities

Upon completion of this program and passing the licensing examination, you may seek employment as a registered dental hygienist. Other employment opportunities might include public health, dental hygiene educator, and oral health product sales.

Program Description

Coursework for the A.S. degree in Dental Hygiene includes 15 General Education credits, 3 non-technical credits, 18 natural science credits and 52 dental hygiene credits. The dental hygiene topics include general and oral pathology, dental ethics and jurisprudence, community dentistry and pharmacology with application in the clinical components.

This degree program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

All dental hygiene courses must be taken in sequence, and a grade of C or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of C or better must also be earned in all remaining course requirements for the A.S. degree in dental hygiene. All dental science and natural science courses must have been taken within the past five years.

Career Path Notes

Graduates of this accredited program are eligible to take national and state or regional board examinations to become licensed dental hygienists.

Courses may be transferred from PBCC's Dental Assisting certification program (or another ADA Commission on Dental Accreditation Dental Assisting program) and a possibility of up to 19 credit hours may be accepted toward the A.S. degree in dental hygiene.

Special Admission Requirements

The Dental Hygiene program is limited in the number of students it may admit to each class. The following minimum criteria are established to be eligible for placement in the selection pool and must be met by the application deadline. Meeting minimum criteria for selection does not guarantee admission to the Dental Hygiene program. Final selection will be made using a point system that credits: the number of required General Education and non-technical program core courses completed at the time of application (see lists at end of this section); grades earned in required basic sciences completed by the time of application (all attempts averaged, including withdrawals); dental assistant work experience; and formal education in dental assisting. For further details regarding the point system see the PBCC Dental Hygiene Application form, or contact the Dental Health Services coordinator at (561) 868-3752. If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Hygiene Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by May 15 of each year to be eligible for consideration for selection into the program. Application should be submitted before completion of Spring Term courses. The Dental Hygiene program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

2. Academic High School Diploma or GED

All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing school or agency.

3. Transcripts

All applicants who have attended other colleges/universities must have official transcripts from the issuing institution submitted directly to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average

A minimum 2.0 cumulative college GPA is required to be eligible for selection.

5. Placement Test Scores

Placement tests must be taken, and scores must meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

6. Program Interview/Counseling

All students are strongly urged to speak with the Dental Health Services coordinator as early as possible prior to application for counseling. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu.

7. Special Notes

- A. Applicants who have completed an articulated, accredited dental assisting program at PBCC or another Florida institution must have passed all articulated (dental hygiene) courses in that program with a grade of C or higher to be considered for selection for admission.
- B. Except for applicants mentioned above in A, all students accepted into the program must have completed all required natural science courses with a grade of C or better prior to the beginning of the Dental Hygiene program (but no more than five years prior to the application deadline date). See list of required sciences at the end of this section. Those specified in Section A may defer completion of all required basic science courses (with a grade of C or better) until the end of the first term of the program.

- C. Once officially accepted into the Dental Hygiene program, a criminal background assessment, a medical examination including a record of immunizations, and a drug screening dated within one year prior to the start of the program must be submitted by the applicant.
- D. All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of, or refusal to obtain, Hepatitis B immunization must be provided upon entrance into the program.
- E. The student will be automatically enrolled in the student accident/health insurance coverage program provided by PBCC.
- F. If a student has withdrawn from or received a grade of less than C in a dental hygiene technical core course, that student will not be able to continue in the program. To re-enter the program, he/she must reapply for a position in the following year's class on a space-available basis. If accepted, the student will then be required to: (1) repeat the failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Dental Assisting program) he/she will be ineligible for selection for admission or for re-entry into the Dental Hygiene program.

All General Education requirements must be completed with a grade of C or better in order to be given credit for selection and/or graduation.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

The program is approximately 21 months in length, not including the time necessary to complete the required General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only. It is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/DentalHealth.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition 1 | 3 |
| PSY 2012 | General Psychology | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| SYG 2000 | Introduction to Sociology | 3 |
| Any course from Humanities - Area II | | 3 |
| Total Required General Education Credits | | 15 |

NON-TECHNICAL PROGRAM REQUIREMENTS

| | | |
|---|----------------------|----------|
| MAT 1033 | Intermediate Algebra | |
| - or - | | |
| MTB 1103 | Business Mathematics | |
| - or - | | |
| Any course from Mathematics - Area III | | 3 |
| Total Required Non-Technical Credits | | 3 |

NATURAL SCIENCE PROGRAM REQUIREMENTS

| | | |
|---|----------------------------|-----------|
| BSC 2085 | Anatomy & Physiology 1 | 3 |
| BSC 2085L | Anatomy & Physiology 1 Lab | 1 |
| BSC 2086 | Anatomy & Physiology 2 | 3 |
| BSC 2086L | Anatomy & Physiology 2 Lab | 1 |
| CHM 1020 | Principles of Chemistry | 3 |
| HUN 1201 | Elements of Nutrition | 3 |
| MCB 2010 | Microbiology | 3 |
| MCB 2010L | Microbiology Lab | 1 |
| Total Required Natural Science Credits | | 18 |

REQUIRED COURSES

| | | |
|--|---|-----------|
| DEH 1003 | Dental Hygiene Instrumentation | 1 |
| DEH 1003L | Dental Hygiene Instrumentation Lab | 2 |
| DEH 1130 | Oral Embryology and Histology | 1 |
| DEH 1800 | Dental Hygiene 1 | 1 |
| DEH 1800L | Dental Hygiene 1 Lab | 4 |
| DEH 1802 | Dental Hygiene 2 | 1 |
| DEH 1802L | Dental Hygiene 2 Lab | 1 |
| DEH 1811 | Dental Ethics and Jurisprudence | 1 |
| DEH 2300 | Pharmacology | 2 |
| DEH 2400 | General and Oral Pathology | 2 |
| DEH 2602 | Periodontology | 2 |
| DEH 2701 | Community Dentistry | 2 |
| DEH 2702L | Community Dentistry Practicum | 1 |
| DEH 2804 | Dental Hygiene 3 | 1 |
| DEH 2804L | Dental Hygiene 3 Lab | 4 |
| DEH 2806 | Dental Hygiene 4 | 1 |
| DEH 2806L | Dental Hygiene 4 Lab | 5 |
| DEH 2934 | Compromised Patient | 1 |
| DES 1020 | Dental Anatomy * | 3 |
| DES 1100 | Dental Materials * | 2 |
| DES 1100L | Dental Materials Lab * | 1 |
| DES 1200 | Dental Radiology * | 2 |
| DES 1200L | Dental Radiology Lab * | 1 |
| DES 1600 | Office Emergencies* | 1 |
| DES 1800 | Introduction to Clinical Procedures * | 3 |
| DES 1800L | Introduction to Clinical Procedures Lab * | 1 |
| DES 1830 | Expanded Functions Lecture* | 1 |
| DES 1830L | Expanded Functions Lab* | 1 |
| DES 1840 | Preventive Dentistry * | 2 |
| DES 2502 | Office Management * | 1 |
| Total Required Dental Hygiene Credits | | 52 |
| Total Program Credits | | 88 |

* These courses will articulate from the PBCC Dental Assisting Program.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2151.asp

Health Information Management

AS 2529

This degree program is designed to provide students with the technical expertise in management of health information contained both in a paper and an electronic formats. The student will obtain knowledge and skills to perform job functions in medical records, medical coding, medical billing and other information-based areas in both the hospital and outpatient settings. Graduates of the program will be able to provide reliable and valid information that drives the health care industry.

Employment Opportunities

The roles commonly filled by a registered health information technician (RHIT) include: cancer (or other disease) registrar, clinical coder/compliance auditor/vocabulary specialist, clinical data collection and reporting specialist, data integrity specialist, document imaging coordinator, information access/disclosure specialist, quality improvement specialist, reimbursement specialist/financial services liaison, and instructor/trainer.

Program Descriptions

This program provides students with the technical expertise in health data collection, analysis, monitoring, maintenance, and reporting activities in compliance with established legal, ethical, regulatory and professional standards. Course content will include both paper and electronic information management concepts and technologies, in addition to ethical and medico-legal aspects, computer information technology, biomedical sciences, health record science, statistics and data literacy, medical coding, clinical classification systems, reimbursement methodologies, quality assessment, health care delivery systems, indexing, performance improvement and professional practice experience.

PBCC is applying for accreditation of this program by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

Career Path Notes

Upon graduation, the student is awarded an associate in science degree and may be eligible to take the registered health information technician (RHIT) and/or the certified coding associate (CCA) certification examinations.

Admission Requirements

Acceptance through the limited access application process.

Completion Requirements

All courses must be successfully completed.

Program Length and Location

Total program credits: 67. Total program length: 7 semesters full-time. Program offered at the Lake Worth campus.

Many general education courses can be taken at another campus. Most of the Health Information Management courses are formatted as hybrid online courses.

Program Web Site

www.pbcc.edu/HealthInfoMgmt.xml

GENERAL EDUCATION REQUIREMENTS

| | | CREDITS |
|----------|--------------------------------------|---------|
| ENC1101 | College Composition | 3 |
| STA2023 | Statistics | 3 |
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| CGS1100 | Microcomputers | 3 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| PSY2012 | General Psychology | 3 |
| SPC1016 | Speech | 3 |
| | Any course from Humanities – Area II | 3 |

Total Required General Education Credits 26

REQUIRED COURSES

| | | |
|----------|---|---|
| MAN2021 | Principles of Management | 3 |
| HSC2531 | Medical Terminology | 3 |
| HIM1000 | Introduction to Health Information Management | 3 |
| HIM1433 | Pathophysiology for Health Information Management | 2 |
| HIM1442 | Pharmacology for Health Information Management | 2 |
| HIM1282 | Fundamentals of Medical Coding | 3 |
| HIM1210 | Health Information Systems | 3 |
| HIM2222 | Medical Coding 1 | 3 |
| HIM2270 | Medical Reimbursement and Revenue | 3 |
| HIM2510 | Healthcare Data Analysis | 3 |
| HIM1012 | Health Information Law, Ethics, and Compliance | 3 |
| HIM2253 | Medical Coding 2 | 3 |
| HIM2304 | Health Information Department Management | 3 |
| HIM2800 | Acute Care Professional Practice | 3 |
| HIM2810L | Advanced Coding Practicum | |
| | - or - | |
| HIM2826 | Alternative Care Professional Practice | 1 |

Total Required Course Credits 41

Total Program Credits 67

Nursing AS 2301

Limited Access

This degree program focuses on: wellness of self and others; technical nursing skills across the life span in both acute care facilities and the community (home) environment; critical care concepts; and professional development. Upon graduation, the student is awarded an associate in science degree and is eligible to take the National Council Licensing Exam (NCLEX) to become a registered nurse (RN).

As such, the graduate will be a collaborative and integral member of the changing health-care system. Prior to applying for entrance any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure.

Employment Opportunities

As the largest health care occupation, registered nurses held about 3 million jobs in 2006. About three out of five jobs were in hospitals, in inpatient and outpatient departments. Others worked in offices of physicians, long term care facilities, home health care services, employment services, government agencies and outpatient care centers. The remainder worked mostly in social assistance agencies and educational services, public and private. About one in four RNs worked part time.

Program Description

This program is approved by the Florida Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with The National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006, phone: (800) 669-1656, Web site: www.NLNAC.org.

Available within this program is admission as either a beginning (generic) or an LPN/Paramedic transition student. Since nursing is a limited access program, entrance requirements are the same; however, the process differs for generic and transition students. Generic students submit information and documents directly to the PBCC Limited Access Program Office, phone number: (561) 868-3040. Transition students submit college application and transcripts to the Admissions Office and all other information directly to the PBCC Nursing Office.

The Nursing program at PBCC is committed to providing the best education for students seeking an Associate of Science Degree (A.S.) in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as technical nurses in hospitals or comparable facilities.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Special Admission Requirements

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing program. Final selection will be made using a point system that credits former college education; Nursing program General Education requirements completed; cumulative grade point average; NLN pre-admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the PBCC Nursing Application Form.) These criteria supersede any previous information.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

A. Generic Students

Must submit a completed PBCC Nursing Program Application to the Limited Access Program Office (Lake Worth) by June 1 for fall term or Oct. 1 for spring term.

B. Transition Students

Must submit PBCC's General Admission Application to the PBCC Admissions Office and send the Nursing Department a letter of intent. All admission criteria must be completed by Aug. 1 for fall term and Nov. 15 for spring term. Transition students are admitted on a space available basis.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least a 2.5 in all previous college work attempted.

5. Medical Exam

See section 7-G(3), which follows.

6. Program Interview/Counseling

All prospective students are expected to attend a group information session prior to application. Contact the Nursing Office for information at (561) 868-3412.

7. Special Notes

- A. NLN Pre-admission Exam (generic students only). Applicants must have NLN Pre-admission test scores on file in the Admissions Office and score at 50 or above or remediate using the Critical Thinking course NUR 1090 and then retake the NLN exam. Information regarding testing dates is available through the Limited Access Program Office or the Testing Center.
- B. The following courses must be completed with a C or higher prior to submitting an application for consideration:
 - (1) Chemistry: (CHM 1020 or equivalent) completed within the last 10 years.
 - (2) Human Growth & Development: Completion of DEP 2004 (Human Growth and Development), HSC 1010 (Introduction to Developmental Concepts for Health Care Providers) or equivalent.
 - (3) Anatomy & Physiology: Completion of college-level Anatomy & Physiology I (lecture and lab - BSC 2085 and BSC 2085L) completed within the last 10 years.**
 - (4) Proficiency of 80% on the Nurse Procalc software. Successful completion of Nurse Procalc meets the mathematics competency requirement for graduation. Practice is available through the Student Learning Centers labs. Exams are given in the Testing Center.
- C. Transition applicants only (in addition to 7.B. above):
 - (1) Professional license: documentation of a valid Florida license
 - (2) Clinical competencies: documentation of one of the following:
 - (a) Six months as a licensed health care professional experience within the last five years
 OR
 - (b) Graduation from LPN or Paramedic school within the past six months.
 - (3) Credit for nursing courses:
 - (a) Successful completion of the NUR 1023 challenge exam (NLN ACE test - Book 1) with at least a grade of 75 entitles applicant to eight credits. There is a fee for this exam, and it is arranged through the Nursing Office. Complete the following prerequisites for Nursing II (NUR 1213):
 - i.) Anatomy & Physiology II (within 10 years) BSC 2086 and BSC 2086L
 - ii.) Microbiology (within 10 years) MCB 2010 and MCB 2010L
 - iii.) Introduction to Professional Nursing NUR 2000L
 - iv.) Introduction to Pharmacotherapeutics NUR 1141 or Pharmacology for Nursing NUR 2140

- v.) Completion of the PBCC Clinical Competency Check List (NUR1022L) in Nursing skills lab only
- (b) Optional: passing the NUR 1213 Challenge Exam (NLN ACE test - Book 2) with a score of 75 entitles the applicant to 12 credits. Complete the following prerequisites for Nursing III (NUR2215):
- i.) Elements of Nutrition HUN 1201
 - ii.) College Composition I ENC 1101
 - iii.) Psychology PSY 2012
 - iv.) Completion of the PBCC Clinical Competency Check List (NUR 1214L) in Nursing skills lab only

D. Transfer Students

Nursing courses may be challenged. Submit nursing course syllabi of the transferring college to the Nursing program for review.

E. Challenge Credit

If previous experience and academic preparation warrants, any student may challenge nursing and other General Education courses through challenge and/or CLEP exams. Challenge exams MUST be arranged through the Nursing program. CLEP exams are arranged with the Testing Center. General Education courses may be challenged through college CLEP exams.

F. Readmissions

Students who have been academically dismissed from PBCC's Nursing program or any other nursing program may (re)apply only after successful completion of an LPN program. If the student was dismissed from another institution, then a letter of good standing is needed for the PBCC nursing program from the Dean of Health Sciences of the institution from which the student was dismissed. Application is the same as stated above for transition students. (See Nursing Student Handbook for progression statement.)

ALL of the above requirements must be completed before the applicant will be considered for selection.

G. After admission and before beginning any nursing course sequence, the following documentation must be provided to the Nursing Department

1. Proof of medical/accident insurance during each enrollment period
2. Valid CPR certificate
3. Completed medical form exam (including immunizations and/or titers)
4. Drug screening
5. Criminal background screening

H. General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses. The student must maintain at least a C in all nursing and General Education courses for program continuation and graduation.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 72. Approximate program length: two years. Program is offered at the Lake Worth and Belle Glade locations.

The program may be completed part-time (evenings and week-ends). Many prerequisite courses are offered as online courses to meet the demands of student schedules. Some nursing courses are offered in the evenings but most are daytime classes. Currently all theory courses are offered as online courses, once the prerequisites have been completed. Also, there is an LPN/Paramedic to RN transition program.

Program Web Site

www.pbcc.edu/Nursing.xml

PROGRAM PREREQUISITES

| | CREDITS |
|--|----------------|
| BSC 2085 Anatomy & Physiology 1 | 3 |
| BSC 2085L Anatomy and Physiology 1 Lab | 1 |
| CHM 1020 Principles of Chemistry | 3 |
| DEP 2004 Human Growth and Development | 3 |
| Total Required Prerequisite Credits | 10 |

GENERAL EDUCATION REQUIREMENTS

| | |
|---|-----------|
| ENC 1101 College Composition 1 | 3 |
| HUN 1201 Elements of Nutrition | 3 |
| BSC 2086 Anatomy & Physiology 2 | 3 |
| BSC 2086L Anatomy & Physiology 2 Lab | 1 |
| MCB 2010 Microbiology | 3 |
| MCB 2010L Microbiology Lab | 1 |
| PSY 2012 General Psychology | 3 |
| SYG 2000 Introduction to Sociology | 3 |
| Total Required General Education Credits | 20 |

REQUIRED COURSES

| | |
|--|-----------|
| NUR 2000L Introduction to Professional Nursing * | (1) |
| NUR 1022L Nursing 1 Skills Lab | 1 |
| NUR 1023 Nursing 1 | 4 |
| NUR 1023L Nursing 1 Clinical | 3 |
| NUR 1141 Introduction to Pharmacotherapeutics | 2 |
| - or - | |
| NUR 2140 Pharmacology for Nursing+ | (3) |
| NUR 1213 Nursing 2 | 7 |
| NUR 1213L Nursing 2 Clinical | 4 |
| NUR 1214L Nursing 2 Skills Lab | 1 |
| NUR 2215 Nursing 3 | 6 |
| NUR 2215L Nursing 3 Clinical | 4 |
| NUR 2712C Nursing 4 Clinical | 6 |
| NUR 2943L Clinical Preceptorship | 4 |
| Total Required Course Credits | 49 |

Total Program Credits **72/74**

**LPNs/Transfers only prior to first clinical nursing course*

+For those students planning to go onto the BSN

***If BSC 2085/2085L and BSC 2086/2086L are completed prior to entering the Nursing Program, the BSC 2086 and BSC 2086L must be completed within the last ten (10) years.*

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/A309.asp

Radiography AS 2303

Limited Access

This degree program prepares the student to become a radiologic technologist, combining the high technology of medical imaging with skills of patient care to create X-ray images or radiographs.

Employment Opportunities

The job outlook is excellent for diagnostic imaging personnel. The program has a 100 percent job placement rate, and graduates work in hospitals, imaging centers and doctors' offices.

Program Description

The program has a 24-month, competency-based curriculum that includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8 a.m. and 4 p.m. daily. For more information, visit www.pbcc.edu/radiography.xml.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago IL 60606, phone (312) 704-5300, Web site: www.jrcert.org.

Career Path Notes

This program is articulated 2+2 with the University of Central Florida's bachelor's degree program in Radiologic Science. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

As a profession, radiography emphasizes career development which leads to additional certification in CT (computerized tomography), MRI (magnetic resonance imaging), nuclear medicine, radiation therapy, sonography, mammography and vascular imaging.

Special Admission Requirements

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline

The applicant must complete and submit the Radiography program application package by Sept. 1 of each year in order to be eligible for consideration for selection into the program.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.

6. Program Advisement

The program faculty conduct a mandatory open house advisement session.

7. Prerequisite: Hospital Observation

Each prospective student must document at least eight hours of observation in a radiology department.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 77. This is a two-year program beginning in January each year and requires a full-time commitment. Students attend clinical education at local hospitals three days a week each semester. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Radiography.xml

PROGRAM PREREQUISITES CREDITS

| | | |
|--|----------------------------|----------|
| BSC 2085 | Anatomy & Physiology 1 | 3 |
| BSC 2085L | Anatomy & Physiology 1 Lab | 1 |
| Total Required Prerequisite Credits | | 4 |

GENERAL EDUCATION REQUIREMENTS

| | | |
|---|--------------------------------|-----------|
| BSC 2086 | Anatomy & Physiology 2 | 3 |
| BSC 2086L | Anatomy & Physiology 2 Lab | 1 |
| ENC 1101 | College Composition 1 | 3 |
| MAC 1105 | College Algebra (or higher) | 3 |
| PSY 2012 | General Psychology | 3 |
| Any course from Humanities - Area II | | 3 |
| Total Required General Education Credits | | 16 |

REQUIRED COURSES

| | | |
|--------------------------------------|---|-----------|
| CGS 1100 | Microcomputer Applications (or equivalent) | 3 |
| RTE 1000 | Introduction to Radiography | 3 |
| RTE 1401 | Radiographic Imaging 1 | 2 |
| RTE 1401L | Radiographic Imaging 1 Lab | 1 |
| RTE 1503 | Radiographic Procedures 1 | 3 |
| RTE 1503L | Radiographic Procedures 1 Lab | 1 |
| RTE 1513 | Radiographic Procedures 2 | 2 |
| RTE 1513L | Radiographic Procedures 2 Lab | 1 |
| RTE 1804 | Radiographic Clinical Education 1 | 3 |
| RTE 1814 | Radiographic Clinical Education 2 | 2 |
| RTE 1457 | Radiographic Imaging 2 | 2 |
| RTE 1457L | Radiographic Imaging 2 Lab | 1 |
| RTE 1523 | Radiographic Procedures 3 | 3 |
| RTE 1523L | Radiographic Procedures 3 Lab | 1 |
| RTE 1824 | Radiographic Clinical Education 3 | 3 |
| RTE 2533 | Radiographic Procedures 4 | 3 |
| RTE 2533L | Radiographic Procedures 4 Lab | 1 |
| RTE 2613 | Radiologic Physics | 3 |
| RTE 2834 | Radiographic Clinical Education 4 | 3 |
| RTE 2130 | Pharmacology for Medical Imaging | 3 |
| RTE 2844 | Radiographic Clinical Education 5 | 2 |
| RTE 2385 | Radiobiology | 3 |
| RTE 2563 | Advanced Medical Imaging | 3 |
| RTE 2473L | Radiography Seminar | 2 |
| RTE 2854 | Radiographic Clinical Education 6 | 3 |
| Total Required Course Credits | | 57 |

Total Program Credits 77

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2303.asp

Respiratory Care AS 2148

Limited Access

This degree program is designed for the student who wants to be employed as a respiratory care practitioner. Earning the A.S. degree in respiratory care enables the student to take the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT). The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs in respiratory care education upon the recommendation of the Committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615.

Employment Opportunities

Respiratory care is one of the fastest growing professions in the country. The need for respiratory therapists is expected to increase 42.6% through 2008 nationally and more so in Florida. PBCC graduates have enjoyed 100 percent job placement.

Respiratory care, also known as respiratory therapy, is an allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. Respiratory therapists see a diverse group of patients ranging from newborn and pediatric patients to adults and the elderly. They bring help and relief to patients suffering from asthma, emphysema, chronic obstructive lung disease, pneumonia, cystic fibrosis, infant respiratory distress syndrome, acute respiratory distress, congestive heart failure and conditions brought on by shock, trauma or post-operative surgical complications. Respiratory therapists also are involved in many specialty areas of the hospital such, as labor and delivery, neonatal pediatric and adult intensive care, pulmonary function laboratory, sleep centers, pulmonary and cardiac rehabilitation, hyperbaric therapy, bronchoscopy and more. There are many opportunities outside of the hospital as well.

Program Description

Graduates of this American Medical Association recognized and nationally accredited program have high employment success because of training in basic life support, advanced cardiac life support, neonatal resuscitation, pediatric life support, electrocardiography, pulmonary function technology and more.

Career Path Notes

Earning the A.S. degree in respiratory care enables the student to take the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT).

Program graduates can transfer to the University of Central Florida to complete a bachelor of science degree in cardiopulmonary sciences. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Special Admission Requirements

1. Special Application and Deadline(s)

- A. Beginning program students: Attend mandatory group counseling session; complete program application prior to the deadline on the Respiratory Care application to be considered for eligibility in selection process.
- B. Respiratory care technology transfer students: Arrange appointment with program director prior to application submission. Transcripts from college transferring from must be evaluated prior to placement consideration.

- C. Other transfer students: Arrange appointment with program director prior to application submission. Advanced placement for previous experience and/or academic preparation may be considered. Competency testing may be required at the discretion of the program director for advanced placement or transfer requests.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average (GPA)

Cumulative grade point average must be at least 2.0 on a scale of 4.0 in previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

5. Placement Test Score

College Placement Test scores must meet minimum requirements for entrance into college-level English, math and reading courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum three college credits for College Algebra and College English may be used in lieu of placement scores for the selection eligibility. Placement scores must be less than two years old.

6. Medical Exam

Once accepted into the program, applicants must submit a completed PBCC Allied Health Medical Examination Form documenting laboratory tests and immunizations completed by a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), or Physician Assistant (PA). All accepted applicants for this program are strongly encouraged to be currently immunized against Hepatitis B Virus (HBV). Documentation of completion or refusal to obtain Hepatitis B vaccine must be provided upon entrance into the program.

7. Background Checks and Drug Screening

Once accepted into the program, applicants will be required to provide results of clear criminal background check and drug screening.

8. Program/Interview Counseling

Mandatory group counseling sessions are scheduled throughout the year at various locations of PBCC. These sessions offer the student guidance through the application process.

9. Special Notes

All professional courses (RET prefix) are taught in a sequence. Each RET course serves as the prerequisite for the subsequent course. Consequently, all professional courses must be taken in sequence. Failure to successfully complete a professional course with a grade of C or higher means the student may not advance to the next course in the program. The student may request to re-enter the program and take the course again at the next offering. Students wishing to repeat the course must request consideration in writing to the program director at least two months prior to the semester they wish to return. There is no guarantee of reinstatement to the program. Readmitted students may be required to repeat

corequisite courses even if a grade of C was earned in the previous attempt. This is necessary to ensure that the student is current in his/her skills. Students who voluntarily withdraw from the program either passing or failing have no guarantee for readmission. Students dismissed from a clinical affiliate due to patient safety issues may NOT be eligible for readmission.

Respiratory Care Program Readmission Procedure

Students wishing consideration of readmission must petition in writing to the department chair/program director at least two months prior to the semester they wish to return. The following procedure is required:

- At the time the student does not successfully complete a sequenced course, the department chair/program director conducts an exit interview/counseling session with the student to document the reason(s) for leaving and develop an action plan for remediation.
- At least two months prior to the beginning of the semester in which the student wishes to re-enter, he/she must submit a request in writing to the department chair/program director. A copy of this letter is forwarded to the Registrar's Office limited access admissions counselor.
- Students who withdraw ("W"), regardless of academic status, from the program must make application for readmittance to the Respiratory Care program one semester prior to requesting reentry to the program and no later than two years after dropping out.
- Students who fail ("F") or withdraw ("W") must:
 - Make an application/written petition as described above.
 - Be interviewed by a review panel selected by the department chair, composed of Business Partnership Council members, clinical instructors, faculty and other PBCC staff.
- All students who reapply for admittance to the program may be required to take challenge exams (cognitive, psychomotor and/or clinical) prior to readmission to help determine the point at which the student may be allowed to re-enter the program.
- If any clinical affiliate refuses to allow a student privileges for their clinical internship due to theft, misconduct (including violations of the Code of Ethics) or negligence that may lead to patient harm, the student will not be allowed to continue.
- Students who have two academic failures in two separate attempts to complete the program will not be considered for readmission.
- If medical conditions were involved, written verification of good health and ability to function safely in clinical situations is required.
- Students who withdraw, regardless of academic status, have no guarantee of readmittance to the program.
- The student applicant will be notified in writing of the final program decision within seven working days.

Students are encouraged to complete as many General Education courses as possible prior to entering the program. Completion of co-requisite course work with a C or higher prior to beginning the program earns the applicant points towards the selection criteria. Required courses to be

completed prior to the program are BSC 2085/2085L Anatomy & Physiology I and Lab. Program graduates upon passing the NBRC examinations then apply for Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health, Board of Respiratory Care requirements. See program application packet for affidavit.

Completion Requirements

Successfully complete all program requirements and all required courses with a grade of C or higher.

Program Length and Location

This is a two-year program beginning in August each year. It requires a full-time commitment. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/RespiratoryCare.xml

| PROGRAM PREREQUISITES | CREDITS |
|--|----------|
| BSC 2085 Anatomy & Physiology 1 | 3 |
| BSC 2085L Anatomy & Physiology 1 Lab | 1 |
| Total Required Prerequisite Credits | 4 |

GENERAL EDUCATION REQUIREMENTS

| | |
|---|-----------|
| ARH 1000 Art Appreciation | |
| - or - | |
| MUL 1010 Music Appreciation | |
| - or - | |
| THE 1000 Theatre Appreciation | 3 |
| BSC 2086 Anatomy & Physiology 2 | 3 |
| BSC 2086L Anatomy & Physiology 2 Lab | 1 |
| CHM 1020 Principles of Chemistry* | 3 |
| ENC 1101 College Composition 1* | 3 |
| MAC 1105 College Algebra* | 3 |
| MCB 2010 Microbiology | 3 |
| MCB 2010L Microbiology Lab | 1 |
| SYG 2000 Introduction to Sociology* | 3 |
| Total Required General Education Credits | 23 |

* It is suggested that these courses be completed prior to program entry.

REQUIRED COURSES

| | |
|---|-----------|
| PHY 1007 Physics for Allied Health Professions | 3 |
| RET 1272 Fundamentals of Respiratory Care 1 | 9 |
| RET 1272L Fundamentals of Respiratory Care 1 Laboratory | 3 |
| RET 1273 Fundamentals of Respiratory Care 2 | 6 |
| RET 1273L Fundamentals of Respiratory Care 2 Laboratory | 2 |
| RET 1874L Clinical Internship 1 | 1 |
| RET 1875L Clinical Internship 2 | 3 |
| RET 1876C Clinical Internship 3 | 4 |
| RET 2280C Fundamentals of Respiratory Care Therapy 3 | 7 |
| RET 2534C Fundamentals of Respiratory Care Therapy 4 | 7 |
| RET 2877L Clinical Internship 4 | 2 |
| RET 2878L Clinical Internship 5 | 2 |
| Total Required Course Credits | 49 |

Total Program Credits **76**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2148.asp

Sonography

AS 2313

Limited Access

This degree program combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

Program Description

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes

Sonographers may choose to achieve advanced certifications in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

Applicants to this limited access program must document one of the following:

- Completion of a two-year allied health education program that is patient care related, including but not limited to radiography, respiratory therapy or nursing
- Bachelor degree with required classes. Included must be Anatomy & Physiology with a lab, General Physics, College English and College Algebra (C or higher).

Those applicants who have a bachelor's degree are required to have direct patient-care experience (minimum of one year) or complete HSC0003 or equivalent.

Completion Requirements

All program requirements must be successfully completed.

Program Length

Total program hours: 72. The program has a four-semester competency-based curriculum. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term. Program offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Sonography.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|--|--|-----------|
| BSC 1010 | Principles of Biology I | 3 |
| BSC 1010L | Principles of Biology I Lab | 1 |
| BSC 2085 | Anatomy & Physiology 1 | 3 |
| BSC 2085L | Anatomy & Physiology 1 Lab | 1 |
| MAC 1105 | College Algebra (or higher course from Mathematics - Area III) | 3 |
| ENC 1101 | College Composition 1 | 3 |
| Any course from Humanities – Area II | | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| PSY 2012 | General Psychology | 3 |
| Total Required General Education Credits | | 23 |
| NON-TECHNICAL CORE REQUIREMENTS | | |
| BSC 2086 | Anatomy & Physiology 2 | 3 |
| BSC 2086L | Anatomy & Physiology 2 Lab | 1 |
| PHY 1001 | Applied Physics (or equivalent) | 3 |
| Total Required Non-Technical Core Credits | | 7 |
| TECHNICAL CORE REQUIREMENTS* | | |
| SON 1311 | Sonography Cross Sectional Anatomy | 2 |
| SON 1100 | Principles and Protocols of Sonography | 3 |
| SON 1614 | Medical Sonographic Physics 1 | 3 |
| SON 1111 | Abdominal Sonography 1 | 3 |
| SON 1121 | Sonographic OB/GYN 1 | 3 |
| SON 1000 | Practical Aspects of Sonography 1 | 3 |
| SON 1804L | Clinical Education 1 | 3 |
| SON 1618 | Medical Sonographic Physics 2 | 3 |
| SON 1112 | Abdominal Sonography 2 | 3 |
| SON 1122 | Sonographic OB/GYN 2 | 3 |
| SON 1001 | Practical Aspects of Sonography 2 | 3 |
| SON 1814L | Clinical Education 2 | 3 |
| SON 1170 | Sonography of the Circulatory System | 3 |
| SON 1824L | Clinical Education 3 | 4 |
| Total Required Technical Core Credits | | 42 |
| Total Program Credits | | 72 |

* *Technical Core courses must be taken sequentially.*

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2313.asp

Adult Echo Sonography

ATC 4313

This advanced technical certificate program prepares students for employment as Adult Echo Sonographers.

Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

Program Description

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes

After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam in Adult Echo Sonography.

Admission Requirements

Applicants must be RDMS sonographers or have completed a two-year accredited health science program, such as but not limited to radiology, respiratory or nursing.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 17. Program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/MedicalImage.xml

| REQUIRED COURSES | CREDITS |
|--|-----------|
| SON 2130 Sonography of Heart and Chest 1 | 3 |
| SON 2400L Clinical Education Echo 1 | 4 |
| SON 2131 Sonography of Heart and Chest 2 | 3 |
| SON 2401L Clinical Education Echo 2 | 4 |
| Total Required Course Credits | 14 |
| ELECTIVES - Choose one | |
| SON 2402L Clinical Education Echo 3 | 3 |
| SON 2936 Adult Echo Sonography Seminar | 3 |
| Total Required Elective Credits | 3 |
| Total Program Credits | 17 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4313.asp

Cardiovascular Intervention Technology

ATC 4320

This advanced technical certificate program is a three-course, three-semester program which begins in the fall of each year and ends at the end of the following summer (i.e., August 2006– August 2007).

Employment Opportunities

This curriculum is offered to the Radiologic Technologist (RT) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Cardiovascular Interventional Technology (CVIT) and in preparation for the advanced modality registration examination offered by the ARRT in CVIT.

Program Description

The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Course offerings include Introduction to Cardiovascular Intervention Technology, Cardiovascular Interventional Technology II, Pharmacology for Medical Imaging, and Advanced Pathophysiology.

Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

Admission Requirements

These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Nine credit hours, or approximately one year. Program offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/MRI.xml

| REQUIRED COURSES | CREDITS |
|--|----------|
| RTE 2582 Cardiovascular Intervention Technology 1 | 3 |
| Total Required Course Credits | 3 |
| ELECTIVES - Choose two | |
| RTE 2130 Pharmacology for Medical Imaging | 3 |
| RTE 2583L Cardiovascular Intervention Technology Clinical Education | 3 |
| RTE 2785 Advanced Pathophysiology for Medical Imaging | 3 |
| Total Required Elective Credits | 6 |
| Total Program Credits | 9 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4320.asp

Computed Tomography

ATC 4321

This advanced technical certificate program is a three-course, one-semester program that begins spring term of each year (i.e., January – May 2008).

Employment Opportunities

This ATC curriculum is offered to Radiologic Technologists (RTs) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Computed Tomography (CT) and in preparation for the advanced modality registration examination offered by the ARRT in CT.

Program Description

This program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Available classes include Cross Sectional Anatomy, Computed Tomography, Computed Tomography Clinical Education, Pharmacology for Medical Imaging and Advanced Pathophysiology for Medical Imaging.

Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of “C” or better.

Admission Requirements

Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Nine credit hours, or approximately one semester. Offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/MRI.xml

| REQUIRED COURSES | CREDITS |
|--|----------|
| RTE 2571 Computed Tomography 1 | 3 |
| RTE 2571L Computed Tomography Clinical Education | 3 |
| RTE 2762 Cross Sectional Anatomy | 3 |
| Total Program Credits | 9 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4321.asp

Critical Care Nursing

ATC 4315

This advanced technical certificate program is designed for practicing registered nurses who are interested in developing new skills in the nursing management of critically ill patients.

Employment Opportunities

The Critical Care Nursing curriculum is offered to licensed RNs who require additional coursework to become employed in a critical care specialty area.

Program Description

An Advanced Technical Certificate (ATC) in Critical Care Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

Career Path Notes

These courses are available to any RN who desires a broader knowledge base in this specialty area.

Admission Requirements

Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course listings for prerequisites of courses.

All students must submit a College Credit Application for Admission and check the “non-degree seeking” box.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 12. Program offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/Nursing.xml

| REQUIRED COURSES | CREDITS |
|--|-----------|
| NUR 2291L Critical Care Nursing | 6 |
| NUR 2944L Critical Care Nursing Preceptorship | 2 |
| NUR 2935 Clinical Application of 12 Lead Electrocardiography | 3 |
| NUR 2651 Overcoming Communication Barriers with the Hispanic Patient | 1 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4315.asp

Magnetic Resonance Imaging ATC 4322

This advanced technical certificate program is a five-course, two-semester program which begins in the fall of each year and ends at the completion of the spring term (i.e., August 2007-May 2008).

Employment Opportunities

This program is offered to Radiologic Technologists (RTs) licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Magnetic Resonance Imaging (MRI) and in preparation for the Advanced Registry offered by the ARRT in MRI.

Program Description

An Advanced Technical Certificate (ATC) in Magnetic Resonance Imaging is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 12 credit hours from the courses listed below. The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training.

Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the 12-credit-hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

Admission Requirements

Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements

Successfully complete all required program courses.

Program Length and Location

12 credit hours, or approximately 10 months. Program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/MRI.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| RTE 2575 Introduction to Magnetic Resonance Imaging | 3 |
| RTE 2576 Magnetic Resonance Imaging 2 | 3 |
| RTE 2762 Cross Sectional Anatomy | 3 |
| Total Required Course Credits | 9 |
| ELECTIVES - Choose one | |
| RTE 2130 Pharmacology for Medical Imaging | 3 |
| RTE 2577L Magnetic Resonance Imaging Clinical Education 1 | 3 |
| RTE 2576L Magnetic Resonance Imaging Clinical Education 2 | 3 |
| RTE 2785 Advanced Pathophysiology for Medical Imaging 3 | 3 |
| Total Required Elective Credits | 3 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4322.asp

Perioperative Nursing ATC 4317

This advanced technical certificate prepares registered nurses for beginning-level employment as staff nurses in the operating room.

Employment Opportunities

The Perioperative Nursing curriculum is offered to licensed RNs who require additional coursework to become employed in a perioperative specialty area.

Program Description

Among the classes offered through this program are Pharmacotherapeutics of the Critically Ill Adult, Clinical Integration of Basic Electrocardiography for Nurses, Clinical Integration of Mechanical Ventilation and Clinical Application of 12 Lead Electrocardiography.

Career Path Notes

These courses are available to any RN who desires a broader knowledgebase in this specialty area.

Admission Requirements

Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course listings for prerequisites of courses.

All students must submit a College Credit Application for Admission and check the "non-degree seeking" box.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 12. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/Nursing.xml

| REQUIRED COURSES | CREDITS |
|--|-----------|
| NUR 2293C Perioperative Nursing | 6 |
| NUR 2790 Registered Nurse First Assistant (RNFA) Lecture | 3 |
| NUR 2790L Registered Nurse First Assistant (RNFA) Clinical | 3 |
| (Please note: NUR 2790 & NUR 2790L must be taken together) | |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4317.asp

Health Care CCE

PBCC offers many courses to health care professionals to earn continuing education units (CEUs) to maintain licensure. PBCC is an approved provider for continuing education in many professions, including nursing, dentistry, occupational therapy, respiratory care, massage therapy, clinical laboratory and other areas. Please visit www.pbcc.edu/CCE.xml for more information.



Public Safety

PSAV

Auxiliary Law Enforcement Officer

Criminal Justice Academies

SPECIALTY TRACKS:

CORRECTIONS OFFICER

LAW ENFORCEMENT OFFICER

Cross-Over CMS Law Enforcement to
Correctional OfficerCross-Over Correctional Officer to
CMS Law Enforcement

Firefighter

Fire Apparatus Operator

Fire Inspector I

Fire Instructor

Fire Investigator I

Fire Officer I

Public Safety Telecommunications Dispatcher

Special Fire Safety Inspector

ATD

Emergency Medical Technician

CCC

Crime Scene Technology

Emergency Management

Paramedic

AAS/AS

Crime Scene Technology

Criminal Justice Technology

SPECIALTY TRACKS:

CORRECTIONS OFFICER

LAW ENFORCEMENT OFFICER

Emergency Medical Services

Fire Science Technology

CCE (Corporate & Continuing Education)

Public Safety

Auxiliary Law Enforcement Officer

PSAV 5602

This program provides training opportunities for those interested in professions related to law enforcement. Auxiliary Officers participate in some of the low risk activities involved in law enforcement without becoming a fully-certified officer.

Employment Opportunities

Upon completion of this program you may seek a position as an Auxiliary Officer. In most agencies this is a volunteer position.

Program Description

Course work will include: Introduction to Auxiliary Law Enforcement, First Aid, Dart Firing Stun Gun, Firearms, Defensive Tactics and Vehicle Operations.

Career Path Notes

Palm Beach Community College Criminal Justice Institute qualifies the completer to obtain certification as an Auxiliary Officer.

Admission Requirements

Admissions application (if new student), BAT or Shield Test and Letter of Authorization from sponsoring agency.

Completion Requirements

Pass all modules with a minimum 80%. Meet required zero tolerance attendance requirement mandated by FDLE.

Program Length and Location

343 Hours

Program Web Site

www.pbcc.edu/CriminalJustice.xml

REQUIRED COURSES

| | | CONTACT HOURS |
|----------|---|---------------|
| CJD 0100 | Introduction to Auxiliary Law Enforcement Officer | 63 |
| CJK 0031 | CMS First Aide For Criminal Justice Officers | 40 |
| CJK 0421 | Dart Firing Stun Gun | 6 |
| CJK 0040 | Criminal Justice Firearms | 80 |
| CJK 0050 | Defensive Tactics | 106 |
| CJK 0020 | CMS Law Enforcement Vehicle Operations | 48 |

Total Program Hours
343

Criminal Justice Academies

PSAV

The Criminal Justice Institute (CJI) is a limited access program governed by PBCC, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

Employment Opportunities

Two tracks are available: the Corrections Officer Track, which provides eligibility for certification as a Florida corrections officer, and the Law Enforcement Officer Track, which provides eligibility for certification as a Florida law enforcement officer.

Program Description

The Corrections Basic Recruit Training prepares students as entry level corrections officers in the state of Florida. Practical skills and simulated activities complement the classroom instruction.

Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

The Law Enforcement Basic Recruit Training prepares students as entry-level law enforcement officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

Career Path Notes

Students completing either track of the Criminal Justice Academies are strongly encouraged to continue their education by completing the A.S. or A.A.S. degree in Criminal Justice Technology. Students completing the Law Enforcement program or the Corrections programs automatically earn credits towards the A.S. or A.A.S. degree in Criminal Justice Technology.

Special Admission Requirements

All candidates entering the program must have proof of a standard high school diploma or U.S. GED and are required to complete the Assessment Center Testing through PBCC or enter under the auspices of a Palm Beach County law enforcement agency. Additionally, they must complete a PBCC application, achieve passing scores on the Basic Ability Test (BAT), and successfully pass a fitness agility and ability test, a medical examination, a complete drug screen, and a criminal background investigation that includes a military, credit, employment and education check. All candidates will be required to successfully pass a psychological exam and a polygraph exam.

Successful candidates will be accepted into the academy program. For information on testing or academy beginning dates, call (561) 868-3398 or visit the Web site at www.pbcc.edu/CriminalJustice.xml.

Meeting with Rules and Regulations

Students registering in the Law Enforcement, Corrections or Crossover Academy must meet and abide by the rules and regulations of the PBCC Criminal Justice Institute. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training (CJST) and Florida Department of Law Enforcement (FDLE).

Completion Requirements

Modular Examination Failure

Failure of any modular examination in academy training will entitle the student recruit to one re-test (not the same test), which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. Failure of any three module exams will result in the student being dismissed from the program.

Statewide Examination and Failure

At the completion of academic training, the applicant must file with CJST to take the statewide certification examination. There is a \$100 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

Academic Dishonesty

The definition of academic dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of academic dishonesty in any academy or statewide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College administration.

Program Length and Location

Corrections Officer Track:

Total program credits: 9
Total vocational credits: 11
Approximate program length: 4 months

Law Enforcement Officer Track:

Total program hours: 766
Approximate program length: 6 months

The Corrections Officer track is offered at the Belle Glade location. The Law Enforcement Officer track is offered at the Lake Worth location.

Program Web Site

www.pbcc.edu/CriminalJustice.xml

CORRECTIONS OFFICER TRACK PSAV 5601

| REQUIRED COURSES | CLOCK HOURS |
|---|-------------|
| CJD 0770 Criminal Justice Legal 1 | 46 |
| CJD 0772 Criminal Justice Communications Corrections* | 42 |
| CJD 0750 Interpersonal Skills 2 - Corrections* | 50 |
| CJK 0050 Defensive Tactics | 106 |
| CJK 0040 Criminal Justice Firearms | 80 |
| CJK 0031 CMS First Aide for Criminal Justice Officers | 40 |
| CJK 0480 Emergency Preparedness | 26 |
| CJD 0752 Corrections Operations | 64 |
| CJD 0773 Interpersonal Skills 1 - Corrections* | 56 |
| CJD 0761 CJ Legal 2 | 22 |
| Total Program Clock Hours | 532 |

* These courses will articulate to PBCC's Criminal Justice AS/AAS program.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5601.asp

LAW ENFORCEMENT OFFICER TRACK

PSAV 5600

| REQUIRED COURSES | CONTACT HOURS |
|---|---------------|
| CJK 0006 Introduction and Law | 67 |
| CJK 0010 Human Issues | 50 |
| CJK 0015 Communications | 77 |
| CJK 0020 Vehicle Operations | 48 |
| CJK 0031 CMS First Aide for Criminal Justice Officers | 40 |
| CJK 0040 Criminal Justice Firearms | 80 |
| CJK 0050 Defensive Tactics | 106 |
| CJK 0421 Dart-Firing Stun Gun | 6 |
| CJK 0060 Patrol | 57 |
| CJK 0070 Investigations | 53 |
| CJK 0075 Investigating Offenses | 44 |
| CJK 0080 Traffic Stops | 62 |
| CJK 0085 Traffic Crash Investigations | 32 |
| CJK 0090 Tactical Applications | 54 |
| Total Program Hours | 776 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5600.asp

Cross-over CMS Law Enforcement to Correctional Officer

PSAV 5614

This program requires each student to have completed the Traditional or CMS Law Enforcement Basic Recruit Training program as a prerequisite.

Employment Opportunities

Upon completion of this program you may seek employment as a State of Florida Certified Correctional Officer.

Program Description

Course work will include: Introduction to Traditional Corrections, Interpersonal Skills 1, Interpersonal Skills 2, Emergency Preparedness, and Correctional Operations.

Career Path Notes

Palm Beach Community College Criminal Justice Institute qualifies the completer to obtain certification as a Corrections Officer through the Florida Department of Law Enforcement.

Admissions Requirements

Admissions application (if new student), BAT or Shield Test and Letter of Good Standing.

Completion Requirements

Pass all modules with a minimum 80%.

Program Length and Location

199 Hours

Program Web Site

www.pbcc.edu/CriminalJustice.xml

| REQUIRED COURSES | CONTACT HOURS |
|---|---------------|
| CJK 0202 Crossover CMS Law Enforcement to Traditional | 29 |
| Corrections Introduction | |
| CJK 0203 Crossover CMS Law Enforcement to Traditional | 30 |
| Corrections Interpersonal Skills | |
| CJK 0480 Emergency Preparedness | 26 |
| CJD 0750 Interpersonal Skills 2 – Corrections | 50 |
| CJD 0752 Corrections Operations | 64 |
| Total Program Hours | 199 |

Cross-Over Correctional Officer to CMS Law Enforcement

PSAV 5613

This program requires each student to have completed the traditional Correctional Basic Recruit Training program as a prerequisite.

Employment Opportunities

Upon completion of this program you may seek employment as a State of Florida Certified Law Enforcement Officer.

Program Description

Course work will include: Introduction to Law Enforcement, Vehicle Operations, LE High Liability, Patrol, Investigations, Traffic Stops, Traffic Crash Investigations, and Tactical Applications.

Career Path Notes

Palm Beach Community College Criminal Justice Institute qualifies the completer to obtain certification as a Law Enforcement Officer through the Florida Department of Law Enforcement.

Admissions Requirement

Admissions application (if new student), BAT or Shield Test and Letter of Good Standing.

Completion Requirements

Pass all modules with a minimum 80%.

Program Length and Location

444 Hours

Program Web Site

www.pbcc.edu/CriminalJustice.xml

| REQUIRED COURSES | CONTACT HOURS |
|---|---------------|
| CJK 0211 Crossover Correctional to CMS Law Enforcement Introduction | 94 |
| CJK 0212 Crossover Correctional to CMS Law Enforcement High Liability | 8 |
| CJK 0213 Crossover Correctional to CMS Law Enforcement Tactical Application | 40 |
| CJK 0020 CMS Law Enforcement Vehicle Operations | 48 |
| CJK 0421 Dart Firing Stun Gun | 6 |
| CJK 0060 Patrol | 57 |
| CJK 0070 Investigation | 53 |
| CJK 0075 Investigating Offenses | 44 |
| CJK 0080 Traffic Stops | 62 |
| CJK 0085 Traffic Crash Investigations | 32 |
| Total Program Hours | 444 |

Firefighter PSAV 5043

Limited Access

For students seeking state certification as a firefighter, classes are offered on both daytime and nighttime schedules in the Fall and Spring terms of each academic year. The program follows the curriculum established by the Bureau of Fire Standards and Training of the Florida State Fire College in Ocala.

Program Description

The PSAV firefighter program is a two-part course.

Part I (Firefighter I) covers orientation; safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; construction and techniques; ground ladders; ventilation; water supply; coupling; loading and rolling hose; laying, carrying and advancing hose; water fire streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals; salvage, overhaul and protecting evidence of fire cause; fire department communications; equipment and techniques; fire prevention and public fire education. The course also includes First Responder Medical and Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination, the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter I.

Part II (Firefighter II) prepares the student to meet the requirements to become a state certified firefighter. Subjects include implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports and pre-incident survey. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter II. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

Career Path Notes

Successful completion of this Certificate Firefighter Program allows the student to take the state certification examination. Certification is required for employment as a firefighter under Florida Statute 633.

Admission Requirements

Standard High School Diploma or GED is required. For admission requirements, go to www.pbcc.edu/Fire.xml and download the Fire Information/Application packet.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 10; English: 10; Mathematics: 10.

Program Length and Location

450 hours or approximately three months for the day program and six months for the night program. Offered at Lake Worth campus.

Program Web Site

www.pbcc.edu/Fire.xml

| REQUIRED COURSE | CLOCK HOURS |
|----------------------------|-------------|
| FFP 0020 Firefighter | 450 |
| Total Program Hours | 450 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5043.asp

Fire Apparatus Operator

PSAV 5615

This program prepares the firefighter to assume responsibility as a fire apparatus operator.

Employment Opportunities

Existing firefighters can enhance their opportunities for advancement or employment by completing this program. Approximately 16 percent of all firefighters in Florida are fire apparatus operators or in the acting position on a regular basis.

Program Description

This program prepares the firefighter to understand the science of fluids at rest and in motion, and the physical relationships between water and the mechanisms for moving it to achieve desired fire flows. The program concentrates on numerical data and mathematical calculations. It also includes the study of the practices and procedures involved in the safe and effective operation of today's fire apparatus. This is a hands-on program designed to train driver/operators to meet all pertinent requirements contained in NFPA 1002.

Career Path Notes

Fire apparatus operator is usually the first promotional opportunity a firefighter has. It is the first rung of the promotional ladder.

Admission Requirements

High school diploma or GED. Students must be working or volunteer firefighters.

Completion Requirements

Satisfactory completion of the course.

Program Length and Location

Two 48-hour courses usually held at the Lake Worth campus, but often offered in house at area fire departments.

Program Web Site

www.pbcc.edu/Fire.xml

| REQUIRED COURSES | CREDITS |
|---------------------------------------|----------|
| FFP 1301 Fire Hydraulics | 3 |
| FFP 1302 Fire Apparatus and Equipment | 3 |
| Total Program Credits | 6 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5615.asp

Fire Inspector

PSAV 5618

This program allows the participant to challenge the state certification test for Fire Inspector I.

Employment Opportunities

Students who complete this program are employable as a state fire inspector. Typically this skill set enhances a person's existing job duties and responsibilities.

Program Description

This program is aimed at the individual who wishes to become state certified to inspect residential, commercial, educational and other structures. The program includes an understanding of fire inspection practices, fire protection systems, fire codes and standards, building construction and plan reviews.

Career Path Notes

This program is a prerequisite to becoming a certified fire inspector. All fire/rescue departments and many educational and commercial institutions utilize the services of fire inspectors.

Admission Requirements

High school diploma or GED.

Program Length and Location

Day program – three to four months. Night program – six to seven months. Classes are held at the Lake Worth campus.

Program Web Site

www.pbcc.edu/Fire.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| FFP 1505 Fire Prevention | 3 |
| FFP 1540 Private Fire Protection Systems | 3 |
| FFP 2120 Building Construction Fire Protection | 3 |
| FFP 2510 Related Fire Codes and Standards | 3 |
| FFP 2521 Blueprint Reading and Plan Examination | 3 |
| Total Program Credits | 15 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5618.asp

Fire Instructor

PSAV 5616

This PSAV certification program prepares the student to design and utilize a lesson plan and present a class. It also allows the student to challenge the state test for certification as an Instructor I, and as an Instructor II if he/she has an A.S. degree or higher.

Employment Opportunities

Every fire department as well as other agencies that provide fire protection need personnel to be trained as fire instructors. Individuals who wish to be fire instructors must meet the criteria set forth by the State Fire Marshal's office which requires the firefighter to have at least six years fire service experience as well as successful completion of the classes that make up this PSAV Certificate

Program Description

This curriculum is intended to facilitate the development of nationally applicable performance standards for uniformed fire service personnel. The program prepares the prospective instructor to design, present and develop a training curriculum.

Career Path Notes

This program is a prerequisite to becoming certified to teach credit courses for any institution of higher education. Most fire rescue departments require state certification for their training officers. Applicants for the state certification exam must also have at least six years experience in the fire service.

Admission Requirements

High school diploma or GED. Student must be a working or volunteer firefighter.

Program Length and Location

These courses are usually held at the Lake Worth campus, but may be held in-house at a fire rescue department.

Program Web Site

www.pbcc.edu/Fire.xml

| REQUIRED COURSES | CREDITS |
|---------------------------------------|----------|
| FFP 2740 Fire Service Course Delivery | 3 |
| FFP 2741 Fire Service Course Design | 3 |
| Total Program Credits | 6 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5616.asp

Fire Investigator

PSAV 5619

This program allows the participant to challenge the state certification test for Fire Investigator I.

Employment Opportunities

Existing firefighters or other public safety personnel can enhance their opportunities for advancement or employment by completing this program.

Program Description

The program focuses on broad, transferable skills and stresses understanding and demonstration of fire chemistry and fire behavior, the determination of the point of origin and causes of fires, the conduct of crime and fire scene processing and investigation, significant court cases and precedents, and courtroom procedures.

Career Path Notes

This training gives the fire safety inspector the necessary training to conduct fire investigations for their agency.

Admission Requirements

High school diploma or GED.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Four 48-hour courses held at the Lake Worth campus.

Program Web Site

www.pbcc.edu/Fire.xml

| REQUIRED COURSES | CREDITS |
|--|-----------|
| FFP 1540 Private Fire Protection Systems | 3 |
| FFP 2111 Fire Chemistry | 3 |
| FFP 2120 Building Construction Fire Protection | 3 |
| FFP 2610 Fire Investigation: Origin and Cause | 3 |
| Total Program Credits | 12 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5619.asp

Fire Officer

PSAV 5617

This program academically prepares the firefighter to assume the responsibility as a first line fire officer, and to challenge the state certification exam.

Employment Opportunities

Existing firefighters can enhance their opportunity for advancement or employment by completing this program. Approximately 17percent of all firefighters in Florida hold the rank of first line supervisor or are in the acting position on a regular basis.

Program Description

This program is geared for the sitting and prospective company officer. It trains the firefighter to lead in-service company fire safety inspections, use proper strategies and tactics to fight fire, be an effective incident commander, and serve as a trainer, mentor and middle manager.

Career Path Notes

Company officer is usually the second rung of the fire service career ladder. This certificate will demonstrate that the firefighter has properly prepared him/herself academically for the position.

Admission Requirements

High school diploma or GED. Students must be working or volunteer firefighters.

Completion Requirements

All program requirements must be successfully completed. These classes are offered free online or by UASI:

FFP 1824 – Basic Incident Management System I-200

FFP 1825 – Intermediate Incident Management System I-300

FFP1832 – Emergency Response to Terrorism.

Program Length and Location

Classes offered throughout the year at the Lake Worth campus.

Program Web Site

www.pbcc.edu/Fire.xml

REQUIRED COURSES

CREDITS

| | |
|--|---|
| FFP 1505 Fire Prevention | 3 |
| FFP 1540 Private Fire Protection Systems | 3 |
| FFP 1824 Basic Incident Management System I-200 | 1 |
| FFP 1825 Intermediate Incident Management System I-300 | 1 |
| FFP 1832 Emergency Response to Terrorism | 1 |
| FFP 2120 Building Construction Fire Protection | 3 |
| FFP 2720 Company Officer & Leadership | 3 |
| FFP 2740 Fire Service Course Delivery | 3 |
| FFP 2810 Firefighting Strategy and Tactics 1 | 3 |
| FFP 2811 Firefighting Strategy and Tactics 2 | 3 |

Total Program Credits **24**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5617.asp

Public Safety Telecommunications Dispatcher

PSAV 5455

This PSAV program prepares the student for employment as a police, fire or ambulance dispatcher.

Program Description

Course content includes standard telecommunication operating procedures, relationship to field personnel, understanding of command levels and overview of emergency agencies.

Career Path Notes

PBCC offers continuing education courses for persons in the field of public safety telecommunications to advance in their career.

Admission Requirements

Students must complete a College Application along with a Course Request Form. Standard high school diploma or GED is required.

Completion Requirements

Successfully complete the course.

Program Length and Location

208 hours, or approximately five months. Program is offered at the West Palm Beach Police Department.

Program Web Site

www.pbcc.edu/PublicSafety.xml

REQUIRED COURSE

CLOCK HOURS

| | | |
|----------------------------|-----------------------------|------------|
| CJK 0551 | Introduction to Dispatching | 68 |
| CJK 0552 | Fire Rescue Dispatch | 60 |
| CJK 0553 | Law Enforcement Dispatch | 80 |
| Total Program Hours | | 208 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5455.asp

Special Fire Safety Inspector

PSAV 5620

This program qualifies the student to challenge the state exam for special fire safety inspector.

Employment Opportunities

Fire inspection responsibilities primarily fall under the responsibility of municipal fire agencies, but some governmental agencies do not fall under their purview. These inspectors are restricted to providing service to their agency only.

Program Description

Individuals who wish to be a special fire safety inspector must meet the criteria set forth by the state Fire Marshal's Office which includes successful completion of the two classes that make up this certificate. The student will have an understanding of fire prevention and fire codes and standards.

Career Path Notes

This program will expand the students, credentials as a certified special fire safety inspector and prepare them to do fire investigations for their agency.

Admission Requirements

High school diploma or GED.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Two 48-hour courses are held at the Lake Worth campus or area fire departments.

Program Web Site

www.pbcc.edu/Fire.xml

REQUIRED COURSES

| | CREDITS |
|---|---------|
| FFP 1505 Fire Prevention | 3 |
| FFP 2510 Related Fire Codes and Standards | 3 |

Total Program Credits **6**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5620.asp

Emergency Medical Technician (EMT-B)

ATD B217

Limited Access

This applied technology diploma program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician - Basic. EMT-Bs serve as a link in the chain of the health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT-Bs. This includes all skills necessary for the individual to provide emergency care at a basic life support level with an ambulance service or other emergency services agency.

Employment Opportunities

EMT-Bs drive ambulances, and also provide basic emergency care such as stabilizing patients, controlling bleeding and giving oxygen.

Program Description

Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine.

This program is approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC) and follows the most current U.S. Department of Transportation National Standard Curriculum.

Career Path Notes

This program is a prerequisite to the paramedic program. Students who want to move up in the field should start out in EMT-Basic.

Special Admission Requirements

Special admission requirements are associated with this program. For details, call the Limited Access Office at (561) 868-3045.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 11. This is a one semester program. Program is offered on the Lake Worth and Palm Beach Gardens campuses.

Program Web Site

www.pbcc.edu/EMS.xml

REQUIRED COURSES

| | CREDITS |
|---|---------|
| EMS 1119 Emergency Medical Technician Basic | 6 |
| EMS 1119L Emergency Medical Technician Basic Laboratory | 3 |
| EMS 1431 Emergency Medical Technician Basic Hospital and Field Experience | 2 |

Total Program Credits **11**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B217.asp

Crime Scene Technology

CCC 6436

This college credit certificate program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

Employment Opportunities

The student who completes the program may find employment as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator or forensic paralegal.

Program Description

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

Career Path Notes

Credits earned in this certificate program will transfer directly into the associate in science (A.S.) degree in Crime Scene Technology.

Completion Requirements

Successfully complete all program courses.

Program Length and Location

Total program credits: 28. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/CriminalJustice.xml

| REQUIRED COURSES | CREDITS |
|--|-----------|
| CJB 1711 Introduction to Crime Scene Technology | 3 |
| CJB 1712 Crime Scene Photography 1 | 3 |
| CJB 1722 Crime Scene Photography 2 | 3 |
| CJB 1721 Advanced Crime Scene Technology | 3 |
| CJB 1465 Injury and Death Investigation | 3 |
| CJB 2735 Fingerprint Classification | 3 |
| CJB 2703 Crime Scene Safety | 2 |
| CJB 2704 Courtroom Presentation of Scientific Evidence | 3 |
| CJB 2736 Latent Fingerprint Development | 3 |
| CJB 2748 Biological Evidence | 2 |
| Total Program Credits | 28 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6436.asp

Emergency Management

CCC 6437

This certificate program provides the student with a solid background in the basics for emergency management through coursework and practical experiences in the field.

Program Description

This certificate program provides students with knowledge to be able to coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g. hurricanes, floods, earthquakes), wartime, or technological (e.g. nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations.

The program will provide the student with many national certifications from the Federal Emergency Management Administration (FEMA).

Career Path Notes

Students who complete the certificate may apply those credits towards an A.S. degree in Fire Science.

Admission Requirements

High school diploma or GED.

Completion Requirements

Complete all required program courses.

Program Length and Location

Total program credits: 24. The program is offered 100 percent online.

Program Web Site

www.pbcc.edu/EmergencyManagement.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| FFP 1822 Emergency Management Systems Principles and Practices (Introduction to Emergency Management) | 3 |
| FFP 1820 Basic Emergency Management Concepts | 3 |
| FFP 1830 Hazards Analysis and Impacts | 3 |
| FFP 1882 Emergency Operations Center (EOC) Operations and Design | 3 |
| FFP 2842 Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation | 3 |
| FFP 2880 Emergency Management Public Policy, Relations and Education | 3 |
| FFP 2840 Emergency Response and Recovery Operations | 3 |
| FFP 1841 Business Contingency and Continuity of Operations Planning (COOP) | 3 |
| Total Program Credits | 24 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6437.asp

Paramedic

CCC 6450

Limited Access

This college credit certificate program is offered for the student who wishes to complete the core curriculum and be eligible for certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma related emergencies. The course content includes lecture, skills lab and hospital/fire rescue rotations as outlined in the core requirements of the Emergency Medical Services A.S. degree program.

Employment Opportunities

Employment opportunities are excellent in this field, and graduates have a 95 percent job placement rate.

Program Description

The Paramedic Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation for EMS Programs (CoAEMSP) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615, and approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum (FS 401.2701(1)(a) 5a).

Career Path Notes

Credits earned in the Paramedic program can be applied toward an A.S. degree in Emergency Medical Services.

Admission Requirements

This is a Limited Access program. Students must be a certified Florida EMT or eligible for the Florida EMT exam to apply and must score a 70 on the NFSI.

Completion Requirements

Courses must be completed with a score of 80 or better. Students must successfully complete the BLS, ACLS, BTLs, and PALS.

Program Length and Location

Total required credits: 42. This intensive three-semester program includes a clinical internship in area hospitals and on emergency response units where students care for patients in emergency settings. Day shift classes start in January and August and evening classes in May at the Lake Worth location.

Program Web Site

www.pbcc.edu/EMS.xml

| REQUIRED COURSES | CREDITS |
|-------------------------------------|-----------|
| EMS 2620C Paramedic 1 | 12 |
| EMS 2621C Paramedic 2 | 12 |
| EMS 2622C Paramedic 3 | 5 |
| EMS 2664 Paramedic Clinical 1 | 4 |
| EMS 2665 Paramedic Clinical 2 | 6 |
| EMS 2658 Paramedic Clinical 3 | 2 |
| EMS 2659 Paramedic Field Internship | 1 |
| Total Program Credits | 42 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6450.asp

Crime Scene Technology

AS 2435

This degree program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how find employment as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator, or forensic paralegal.

Program Description

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

Career Path Notes

This program has transfer agreements with Florida International University and University of Central Florida that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Completion Requirements

All required courses must be successfully completed.

Program Length and Location

Total program credits: 64. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/CriminalJustice.xml

| GENERAL EDUCATION REQUIREMENTS | CREDITS |
|--|-----------|
| ENC 1101 College Composition 1 | 3 |
| HSC 2100 Health Concepts & Strategies | 3 |
| MAT 1033 Intermediate Algebra | 3 |
| POS 1041 Introduction to American Government | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities-Area II, or Natural Science-Area IV, or Social Science-Area V | 3 |
| Total General Education Requirements | 18 |

REQUIRED COURSES

| | |
|---|-----------|
| CCJ 1010 Introduction to Criminology | 3 |
| CCJ 1020 Administration or Criminal Justice | 3 |
| - or - | |
| CCJ 1XXX Criminal Psychology | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| CJB 2713 Introduction to Forensic Science | 3 |
| CJE 1300 Police Administration 1 | 3 |
| CJL 2100 Criminal Law | 3 |
| Total Required Course Credits | 18 |

CORE PROGRAM REQUIREMENTS

| | |
|--|-----------|
| CJB 1465 Injury and Death Investigation | 3 |
| CJB 1711 Introduction to Crime Scene Technology | 3 |
| CJB 1712 Crime Scene Photography 1 | 3 |
| CJB 1721 Advanced Crime Scene Technology | 3 |
| CJB 1722 Crime Scene Photography 2 | 3 |
| CJB 2703 Crime Scene Safety | 2 |
| CJB 2704 Courtroom Presentation of Scientific Evidence | 3 |
| CJB 2735 Fingerprint Classification | 3 |
| CJB 2736 Latent Fingerprint Development | 3 |
| CJB 2748 Biological Evidence | 2 |
| Total Required Core Program Credits | 28 |

Total Program Credits **64**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2435.asp

Criminal Justice Technology

AAS/AS

Limited Access

This degree program is a limited access program for the Criminal Justice Academy student (Corrections and Law Enforcement certificate program students) and/or the correction and law enforcement officer who wishes to advance in his or her career.

Program Description

The student must contact the Criminal Justice Institute regarding admission requirements to the Academies prior to entering the Criminal Justice Technology program. Course content includes police administration, criminal law, probation & parole, and criminal investigation.

Career Path Notes

Students who plan to transfer to the Florida Atlantic University Public Management program (B.S.) or the Florida Gulf Coast University Criminal Justice program (B.P.M.) should meet with a criminal justice advisor prior to registering for courses. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Special Admissions Requirements

Students must have a minimum 2.0 GPA to be admitted into this program. Students who wish to be admitted to the Criminal Justice Institute should seek counseling from the Institute. Those who wish to be admitted to the A.A.S. or A.S. degree program should seek counseling from the Criminal Justice Department. This program requires that the student hold a Florida Law Enforcement or Corrections Certification or that the student plans to attend the PBCC Criminal Justice Institute for Law Enforcement or Corrections.

Completion Requirements

Successfully complete all of the courses in the program.

Program Length and Location

Total program credits: 64. Approximate program length: two years. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/CriminalJustice.xml

CORRECTIONS OFFICER TRACK

AAS A607 / AS 2605

| GENERAL EDUCATION REQUIREMENTS | CREDITS |
|---|-----------|
| ENC 1101 College Composition 1 | 3 |
| HSC 2100 Health Concepts & Strategies | 3 |
| MGF 1106 Liberal Arts Mathematics (A.S. students) | 3 |
| MAT 1033 Intermediate Algebra (A.A.S. students) | (3) |
| POS 1041 Introduction to American Government | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Total Required General Education Credits | 18 |

REQUIRED COURSES

| | |
|---|-----------|
| CCJ 1010 Introduction to Criminology | 3 |
| CCJ 1020 Administration of Criminal Justice | 3 |
| CCJ 2500 Juvenile Delinquency | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| CJE 1300 Police Administration 1 | 3 |
| CJL 2100 Criminal Law | 3 |
| Total Required Course Credits | 18 |

REQUIRED ARTICULATION ACADEMY CREDITS

Complete one PSAV Academy Program

| | |
|---|------|
| Corrections Officer Track (PSAV5601) | (18) |
| - or - | |
| Cross-Over CMS Law Enforcement to Correctional Officer Track (PSAV5614) | (18) |

Total Required Articulation Academy Credits 18

ELECTIVES - Choose 10 credits

| | |
|---|-----|
| CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner | (3) |
| CCJ 2940C Criminology Justice Intern Program | (4) |
| CCJ 1XXX Criminal Psychology | (3) |
| CJC 2162 Principles of Probation and Parole | (3) |
| CJE 1301 Police Administration 2 | (3) |
| CJL 1062 Introduction to Constitutional Law | (3) |
| CJL 2130 Laws of Evidence | (3) |
| CJL 2403 Law of Arrest, Search & Seizure | (3) |
| CJT 2100 Criminal Investigation | (3) |
| CJT 2140 Introduction to Criminalistics | (3) |

Total Required Elective Credits 10

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2605.asp

LAW ENFORCEMENT OFFICER TRACK

AAS A608 / AS 2606

| GENERAL EDUCATION REQUIREMENTS | CREDITS |
|---|-----------|
| ENC 1101 College Composition 1 | 3 |
| HSC 2100 Health Concepts & Strategies | 3 |
| MGF 1106 Liberal Arts Mathematics (A.S. students) | 3 |
| MAT 1033 Intermediate Algebra (A.A.S. students) | (3) |
| POS 1041 Introduction to American Government | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Total Required General Education Credits | 18 |

REQUIRED COURSES

| | |
|---|---|
| CCJ 1010 Introduction to Criminology | 3 |
| CCJ 1020 Administration of Criminal Justice | 3 |
| CCJ 2500 Juvenile Delinquency | 3 |
| CGS 1100 Microcomputer Applications | 3 |
| CJE 1300 Police Administration 1 | 3 |
| CJL 2100 Criminal Law | 3 |

Total Required Course Credits 18

REQUIRED ARTICULATION ACADEMY CREDITS

Complete one PSAV Academy Program

| | |
|---|------|
| Law Enforcement Officer Track (PSAV5600) | (22) |
| - or - | |
| Cross-Over Correctional Officer to CMS Law Enforcement Track (PSAV5613) | (22) |

Total Required Articulation Academy Credits 22

ELECTIVES - Choose 6 credits

| | |
|---|-----|
| CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner | (3) |
| CCJ 2940C Criminology Justice Intern Program | (4) |
| CJC 2162 Principles of Probation and Parole | (3) |
| CCJ 1XXX Criminal Psychology | (3) |
| CJE 1301 Police Administration 2 | (3) |
| CJL 1062 Introduction to Constitutional Law | (3) |
| CJL 2130 Laws of Evidence | (3) |
| CJL 2403 Law of Arrest, Search & Seizure | (3) |

| | | |
|--|--------------------------------|-----------|
| CJT 2100 | Criminal Investigation | (3) |
| CJT 2140 | Introduction to Criminalistics | (3) |
| Total Required Elective Credits | | 6 |
| Total Program Credits | | 64 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2606.asp

Emergency Medical Services

AS 2449

This degree program is designed for the student who wishes to increase his/her opportunities in the EMS field.

Employment Opportunities

Paramedics with an A.S. degree are in demand for educational and supervisory positions.

Program Description

In addition to the Paramedic Certificate, students will complete general education courses and electives.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

The student entering the EMS A.S. degree program must have a current/valid Florida State EMT-Basic Certificate awarded by an American Medical Association (AMA) recognized and accredited institution or have completed the PBCC EMT Certificate program and be eligible for the state certification exam, which must be successfully passed during EMS 2620C.

Students who do not successfully complete any Paramedic courses may be required to take the co-requisite lecture or clinical course over. Course content includes aeromedical transport, personnel management, clinical experience, and computer applications.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 73. Approximate length: two years. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/EMS.xml

| GENERAL EDUCATION REQUIREMENTS | CREDITS |
|---|-----------|
| ENC 1101 College Composition 1 | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Mathematics - Area III | 3 |
| Either course from Social Science - Area V | 3 |
| PSY 2012 General Psychology | |
| - or - | |
| SYG 2000 Introduction to Sociology | |
| Total Required General Education Credits | 15 |

TECHNICAL CORE REQUIRED COURSES

| | | |
|--|---|-----------|
| EMS 1119 | Emergency Medical Technician Basic * | (6) |
| EMS 1119L | EMT-Basic Laboratory * | (3) |
| EMS 1431 | EMT-Basic Hospital and Field Experience * | (2) |
| EMS 2620C | Paramedic 1 | 12 |
| EMS 2621C | Paramedic 2 | 12 |
| EMS 2622C | Paramedic 3 | 5 |
| EMS 2658 | Paramedic Clinical 3 | 2 |
| EMS 2659 | Paramedic Field Internship | 1 |
| EMS 2664 | Paramedic Clinical 1 | 4 |
| EMS 2665 | Paramedic Clinical 2 | 6 |
| Total Required Technical Core Credits | | 53 |

ELECTIVES - 5 credits required

| | | |
|---|--|----------|
| CGS 1100 | Microcomputer Applications | 3 |
| EDF 2005 | Foundations in Education | 3 |
| EDP 2002 | Introduction to Educational Psychology | 3 |
| HSC 1010 | Introduction to Developmental Concepts for Health Care Providers | 2 |
| HSC 2100 | Health Concepts and Strategies | 3 |
| HSC 2531 | Medical Terminology | 3 |
| LIS 2004 | Introduction to Internet Research | 1 |
| MNA 2100 | Human Relations in Business | 3 |
| MNA 2303 | Introduction to Public Personnel Management | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| POS 1041 | Introduction to American Government | 3 |
| Any course(s) from Area IV - Natural Sciences | | |
| Any FFP College Credit Course | | |
| Total Elective Credits | | 5 |

Total Program Credits **73**

* Students holding current/valid Florida State EMT-Basic certificates may be able to obtain credit for these classes toward the EMS A.S. degree. See PBCC EMT program manager for more information.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2449.asp

Fire Science Technology

AS 2195

This degree program is designed for the current firefighter who wishes to advance in various fire service areas.

Program Description

Course content includes tactics & strategies, fire prevention, fire investigation, company officer, and fire apparatus & equipment.

Career Path Notes

Many of the core and elective classes in this curriculum articulate into the Florida State Fire College certificate programs. Some of the classes will articulate into more than one certificate. For more information about these certifications, visit www.pbcc.edu/Fire.xml.

The Fire Science program has an articulation agreement with Florida Atlantic University toward the Bachelor of Public Management program. Many other colleges and universities allow PBCC Fire Science graduates to transfer program credits into a four-year program. For information on articulation agreements in a course area, check the Web at www.pbcc.edu/transfer.xml.

Special Admission Requirements

Other than the "Fire Inspector" classes which can be taken by civilian students, the technical proficiency needed for this program requires the student to be a certified firefighter or fire inspector before being accepted into any of the technical core or elective classes that make up this curriculum.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program credits: 60. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/Fire.xml

GENERAL EDUCATION REQUIREMENTS

| | CREDITS |
|---|-----------|
| ENC 1101 College Composition 1 | 3 |
| POS 1041 Introduction to American Government | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| Any course from Humanities - Area II | 3 |
| Any course from Natural Sciences - Area IV | 3 |
| Total Required General Education Credits | 15 |

REQUIRED COURSES

| | |
|---|-----------|
| CGS 1100 Microcomputer Applications | 3 |
| FFP 1505 Fire Prevention | 3 |
| FFP 2120 Building Construction Fire Protection | 3 |
| FFP 2401 Hazardous Materials for Emergency Operations | 3 |
| FFP 2720 Company Officer and Leadership | 3 |
| FFP 2740 Fire Service Course Delivery | 3 |
| FFP 2780 Fire Service Administration | 3 |
| FFP 2810 Firefighting Strategy and Tactics 1 | 3 |
| MNA 2303 Introduction to Public Personnel Management | 3 |
| MTB 1103 Business Mathematics | |
| - or - | |
| Any course from Mathematics - Area III | 3 |
| Total Required Course Credits | 30 |

ELECTIVES - Choose 15 credits

| | |
|---|---|
| ENC 1210 Technical Communications or equivalent | 3 |
| FFP 1000 Introduction to Fire Science | 3 |

| | |
|---|---|
| FFP 1301 Fire Hydraulics | 3 |
| FFP 1302 Fire Apparatus and Equipment | 3 |
| FFP 1540 Private Fire Protection Systems | 3 |
| FFP 1824 Basic Incident Management System I-200 | 1 |
| FFP 1825 Intermediate Incident Management System I-300 | 1 |
| FFP 1832 Emergency Response to Terrorism | 1 |
| FFP 1822 Emergency Management Systems Principles and Practices (Introduction to Emergency Management) | 3 |
| FFP 1820 Basic Emergency Managements Concepts | 3 |
| FFP 1830 Hazards Analysis and Impacts | 3 |
| FFP 1882 Emergency Operations Center (EOC) Operations and Design | 3 |
| FFP 2111 Fire Chemistry | 3 |
| FFP 2402 Hazardous Materials for Emergency Operations 2 | 3 |
| FFP 2510 Related Fire Codes and Standards | 3 |
| FFP 2521 Blueprint Reading and Plans Examination | 3 |
| FFP 2541 Private Fire Protection Systems 2 | 3 |
| FFP 2604 Fire Investigation and Arson Detection | 3 |
| FFP 2606 Post Blast Investigations | 3 |
| FFP 2610 Fire Investigation: Origin & Cause | 3 |
| FFP 2630 Latent Investigations | 3 |
| FFP 2670 Legal Issues for Investigators | 3 |
| FFP 2706 Public Information Officer | 3 |
| FFP 2741 Fire Service Course Design | 3 |
| FFP 2770 Legal and Ethical Issues for Fire Service | 3 |
| FFP 2811 Firefighting Strategy and Tactics 2 | 3 |
| FFP 2842 Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation | 3 |
| FFP 2880 Emergency Management Public Policy, Relations and Education | 3 |
| FFP 2840 Emergency Response and Recovery Operations | 3 |
| FFP 1841 Business Contingency and Continuity of Operations Planning (COOP) | 3 |
| HSC 2100 Health Concepts & Strategies | 3 |
| FFP 2423C Hazardous Materials 3 | 2 |

Total Elective Credits 15

Total Program Credits 60

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2195.asp

Public Safety CCE

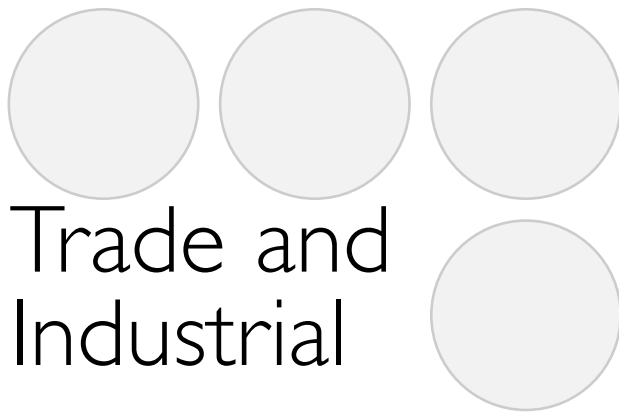
PBCC offers a complete line of continuing education courses to public safety personnel in many professions. In most cases, these classes are only available to professional personnel working in these positions.

LAW ENFORCEMENT

PBCC is the official provider of advanced and specialized training courses for Region 12 of the Florida Department of Law Enforcement. The course topics vary by semester. Please check the Web at www.pbcc.edu/CriminalJustice.xml for the current offerings.

FIRE/EMS

PBCC provides continuing education to Fire/EMS personnel in many areas including ACLS, BLS, specialized fire fighting topics and many other training opportunities. Check the Web at www.pbcc.edu/CCEPubSafety.xml for more information.



Trade and Industrial

PSAV

Apprenticeship Programs
 Automotive Body Repair
 Automotive Service Technology
 Commercial Vehicle Driving – Tractor Trailer
 CDL Class A
 Diesel Technology
 Cosmetology
 Facials Specialty
 Nails Technician
 Heating, Ventilation, Air Conditioning
 and Refrigeration
 Machining Technology
 Welding Technology

CCC

Building Construction Specialist
 Drafting and Construction Technology
 Sugar Technology Milling
 Sugar Technology Processing

AAS/AS

Electrical Power Technology
 Industrial (Operations) Management Technology
 Professional Pilot Technology
 SPECIALTY TRACKS:
 MAINTENANCE MANAGEMENT
 OPERATIONS
 PROFESSIONAL PILOT
 Sugar Technology

Apprenticeship Programs

PSAV

These PSAV programs are a combination of on-the-job training and related classroom instruction offered by PBCC for a private sector sponsor that is registered with the apprenticeship registration agency (Florida Department of Education).

Employment Opportunities

Apprenticeships are available in:

- Brick & Block Masonry Apprentice (5254)
- Carpentry Apprentice (5255)
- Electrical Apprentice (5170)
- Electrical Apprentice (5257)
- Fire Sprinkler Apprentice (5265)
- HVAC Tech Apprentice (5266)
- Plumbing Apprentice (5174)
- Roofing Apprentice (5269)
- Sheet Metal Fabrication Apprentice (5263)

Program Description

The student works during the day and attends classes two nights a week during the academic year, learning both the practical and theoretical aspects of a highly skilled occupation. Classes are held at various locations in central Palm Beach County.

Career Path Notes

The successful completer is awarded an apprenticeship completion certificate, which confirms eligibility nationally for industry recognition of journey person status.

Admission Requirements

Apprentices are enrolled at PBCC in PSAV career certificate programs. The prospective student applies directly to the apprenticeship organization. Full-time employment with a participating sponsor is required of apprenticeship students.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Programs require from two to five years to complete. Programs are offered on the Lake Worth campus and at various off-site locations.

Program Web Site

www.pbcc.edu/Apprenticeships.xml

Automotive Body Repair

PSAV 5461

Beginning with the 2008-09 academic year, this program is suspended. Please see an academic advisor for more information.

This PSAV program's course content includes basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing and other miscellaneous repairs.

Employment Opportunities

This program is designed to prepare students for employment as automotive body-related repairers and in automobile body reconstruction.

Program Description

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. The student is also instructed in: use of hand and power tools; panel repairs; use of spray equipment; use of frame and alignment equipment; application of body fillers; paint systems; use of shop materials; glass replacement and use of oxyacetylene and plastic welders.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 9.

Program Length and Location

Total program hours: 1,400. Approximate program length: 14 months. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/AutoBody.xml

| REQUIRED COURSES | CLOCK HOURS |
|--|--------------|
| Group A Paint & Body Helper | |
| ARR 0011 Introduction to Collision Repair | 120 |
| ARR 0101 Collision Repair and Refinishing | 120 |
| ARR 0102 Collision Repair/Refinishing Intermediate | 120 |
| ARR 0103 Collision Repair/Refinishing Advanced | 120 |
| Group B Auto Collision Estimator | |
| ARR 0020 Collision Estimating | 120 |
| Group C Frame and Body Repairman | |
| ARR 0313 Frame and Body Repair | 120 |
| Group D Automotive Refinishing | |
| ARR 0121 Automotive Refinishing | 120 |
| ARR 0122 Automotive Refinishing Intermediate | 120 |
| ARR 0123 Automotive Refinishing Advanced | 120 |
| Group E Auto Body Repairer | |
| ARR 0241 Automotive Body Repair | 120 |
| ARR 0242 Automotive Body Repair Intermediate | 120 |
| ARR 0243 Automotive Body Repair Advanced | 80 |
| Total Program Hours | 1,400 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5461.asp

Automotive Service Technology

PSAV 5463

This PSAV program provides instruction in eight areas of automobile specialization. Student competencies to exit the program for employment are established by the National Automotive Technician Education Foundation (NATEF).

This program is certified by the National Automotive Technician Education Foundation (NATEF).

Employment Opportunities

This program is designed to prepare the student for employment and/or specialized training in the automotive service industry.

Program Description

Shop or laboratory activities are an integral part of the Automotive Service Technology program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 10.

Program Length and Location

Total program hours: 1800. Approximate program length: 18 months. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/AutoService.xml

| REQUIRED COURSES | CLOCK HOURS |
|--|-------------|
| Group A Automotive Lube Technician | |
| AER 0006 Introduction to Automotive Services | 150 |
| Group B Automotive Services Assistor | |
| AER 0033 Applied Academic for Automotive Technicians | 75 |
| AER 0801 Workplace Skills for Automotive Technicians | 75 |
| Group C Engine Repair Technician | |
| AER 0110 Automotive Engine Repair | 150 |
| Group D Automatic Transmission and Transaxle Technician | |
| AER 0299 Automotive Automatic Transmissions and Transaxles | 150 |
| Group E Manual Transmission and Transaxle Technician | |
| AER 0399 Automotive Manual Transmissions and Transaxles | 150 |
| Group F Automotive Suspension and Steering Technician | |
| AER 0499 Automotive Steering and Suspension | 150 |
| Group G Automotive Brake Technician | |
| AER 0599 Automotive Brake Systems | 150 |
| Group H Automotive Electrical/Electronic Technician | |
| AER 0691 Automotive Electrical and Electronic Systems 1 | 150 |

| | | |
|----------------------------|---|-------------|
| AER 0692 | Automotive Electrical and Electronic Systems 2 | 150 |
| Group I | Automotive Heating and Air-Conditioning Technician | |
| AER 0759 | Automotive Heating and Air Conditioning | 150 |
| Group J | Automotive Engine Performance Technician | |
| AER 0891 | Automotive Engine Performance 1 | 150 |
| AER 0892 | Automotive Engine Performance 2 | 150 |
| Total Program Hours | | 1800 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5463.asp

Commercial Vehicle Driving - Tractor Trailer CDL Class A

PSAV 5206

This PSAV program is designed to prepare the student for licensing as a commercial vehicle driver. Classes are taught by an authorized agency contracted by PBCC.

Program Description

The purpose of this course is to educate and prepare an individual who has no previous tractor-trailer driving experience for entry-level employment within the truck/driving/transportation industry.

Career Path Notes

Completion of this program will enable the student to obtain a Florida Commercial Driver's License A/B. Class A Vehicle. A Class A vehicle is defined as any combination of vehicles with a gross weight rating (GVWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is more than 10,000 pounds.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Complete all required program courses.

Program Length and Location

Total program hours: 334. Approximate program length: 2 months. Program offered at the Belle Glade location.

Program Web Site

www.pbcc.edu/CDL.xml

| REQUIRED COURSES | CLOCK HOURS |
|--|-------------|
| CDO 0100 Tractor Trailer Driver Training (CDL A) | 334 |
| Total Program Hours | 334 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5206.asp

Diesel Technology PSAV 5468

This PSAV program is designed to prepare the student for employment in a variety of occupations and careers found in the diesel engine/transportation industry.

Program Description

Program content includes shop organization, management and safety procedures, use of tools and equipment and applying math/science employability skills to diesel technology engine/vehicle repair, maintenance and transportation industry operations.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 9.

Program Length and Location

Total program hours: 1,680. Approximate program length: 18 months. Program is offered on the Lake Worth campus and off site.

Program Web Site

www.pbcc.edu/DiesellW.xml

| REQUIRED COURSES | CLOCK HOURS |
|---|--------------|
| Group A | |
| DIM 0004 Introduction to Diesel Mechanics | 120 |
| DIM 0006 Introduction to Diagnosis and Repair | 120 |
| DIM 0014 Basic Engine Systems and Applied Academics | 120 |
| Group B | |
| DIM 0302 Electrical and Electronic Principles | 120 |
| DIM 0303 Maintenance and Repair of Electrical Systems | 120 |
| Group C | |
| DIM 0103 Diesel Preventative Maintenance | 120 |
| Group D | |
| DIM 0104 Advanced Diesel Preventative Maintenance | 120 |
| Group E | |
| DIM 0007 Braking Systems | 120 |
| DIM 0008 Advanced Braking Systems | 120 |
| Group F | |
| DIM 0106 Hydraulic Systems | 120 |
| Group G | |
| DIM 0107 Heating and Air Conditioning | 120 |
| Group H | |
| DIM 0108 Steering and Suspension | 120 |
| Group I | |
| DIM 0201 Power Train Systems | 120 |
| DIM 0202 Advanced Power Train Systems | 120 |
| Total Program Hours | 1,680 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5468.asp

Cosmetology

PSAV 5357

The program includes theory and salon experience in hair styling, hair cutting, hair coloring, permanent waving and hair relaxing, manicures and pedicures, salon management and skin care services. In addition, course work covers cosmetology law, ethics, and other technical information related to the field.

Instruction is designed to prepare the student to successfully pass the Florida State Board of Cosmetology exam. Upon passing the examination, the student will become a licensed Cosmetologist.

Program Description

Instruction is designed to prepare the student to successfully pass the Florida Cosmetology License examination.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 8; Mathematics: 8.

Program Length and Location

Total program hours: 1,200. Approximate program length: one year for daytime students, two years for evening students. New daytime classes start in August, January and May each year. Daytime classroom hours: Fall/Spring Term: 8:30am to 3:30pm Monday thru Friday; Summer Term: 8:00am to 3:30pm Monday thru Thursday and Friday 8-12N. New evening classes start in August and January. Evening classroom hours: All Terms: 6:00-10:00pm Monday thru Thursday. Program is offered on the Lake Worth and Belle Glade campuses.

Program Web Site

www.pbcc.edu/Cosmetology.xml

| REQUIRED COURSES | CLOCK HOURS |
|---|--------------|
| COS 0200 Cosmetology 1 - Introduction | 120 |
| COS 0301 Cosmetology 2 - Haircutting | 120 |
| COS 0400 Cosmetology 3 - Styling | 120 |
| COS 0600 Cosmetology 5 - Chemicals | 120 |
| COS 0700 Cosmetology 6 - Haircolor | 120 |
| COS 0870 Cosmetology 4 - Salon Management | 120 |
| CSP 0240 Facials | 120 |
| CSP 0010 Manicuring, Pedicuring & Nail Extensions | 120 |
| CSP 0011 Salon Practice Lab 2 | 120 |
| CSP 0300 Salon Practice Lab 1 | 120 |
| Total Program Hours | 1,200 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5357.asp

Facials Specialty

PSAV 5355

This PSAV program prepares the student for employment as a registered facial specialist.

Employment Opportunities

Instruction is designed to prepare the student to obtain a registration from the State Board of Cosmetology.

Program Description

The program is designed to provide competencies in different types of facials and spa skin care treatments. Hair removal and different types of make-ups are demonstrated and performed.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Successful completion of all required courses.

Program Length and Location

Total program hours: 260. Approximate program length: three months for daytime students, six months for evening students. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/Facial.xml

| REQUIRED COURSES | CLOCK HOURS |
|----------------------------|-------------|
| CSP 0260 Facial Specialist | 260 |
| Total Program Hours | 260 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5355.asp

Nails Technician PSAV 5356

This PSAV program prepares the student for employment as a registered nail specialist.

Employment Opportunities

Instruction is designed to prepare a student to obtain a registration from the State Board of Cosmetology.

Program Description

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Successful completion of all required courses.

Program Length and Location

Total program hours: 240. Approximate program length: 2.5 months for daytime students, 5 months for evening students. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/NailTech.xml

| REQUIRED COURSES | CLOCK HOURS |
|----------------------------|-------------|
| CSP 0013 Nail Specialist | 240 |
| Total Program Hours | 240 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5356.asp

Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267

This PSAV program's course content includes broad, transferable skills, and stresses the understanding of all aspects of the heating, air conditioning and refrigeration industry. The curriculum emphasizes operational functions of the HVAC industry such as management, finance, technical and production skills. The underlying principles of technology, labor issues, health, safety and environmental issues are also covered.

Employment Opportunities

This program is designed to prepare the student for employment in the heating, air conditioning and refrigeration industry.

Program Description

Shop or laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 10.

Program Length and Location

Total program hours: 1,350. Program is offered on the Lake Worth campus and off site.

Program Web Site

www.pbcc.edu/CommercialHeatandAir.xml

| REQUIRED COURSES | CLOCK HOURS |
|--|--------------|
| Group A - Heating, A/C, and Refrigeration Helper | |
| ACR 0501 Introduction to HVAC/R Principles | 120 |
| ACR 0961 HVAC/R Field Work Experience 1 | 75 |
| ACR 0510 HVAC/R Tools and Component Fabrication | 120 |
| Group B - Heating, A/C and Refrigeration Mechanic Assistant | |
| ACR 0530 Electricity for HVAC/R | 120 |
| ACR 0962 HVAC/R Field Work Experience 2 | 75 |
| ACR 0706 Introduction to HVAC/R System Installations | 120 |
| Group C - Heating, A/C and Refrigeration Mechanics | |
| ACR 0307 Electronics and Refrigeration Systems | 120 |
| ACR 0622 Heating Service & System Troubleshooting | 120 |
| ACR 0430 Indoor Air Quality for Air Conditioning | 120 |
| ACR 0816 Installation & Repair of HVAC/R Systems | 120 |
| Group D - Heating, A/C and Refrigeration Technician | |
| ACR 0710 Commercial HVAC/R Mechanical Components | 120 |
| ACR 0066 Technical Engineering of HVAC/R Systems | 120 |
| Total Program Hours | 1,350 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5267.asp

Machining Technology

PSAV 5459

This PSAV program is designed to prepare the student for employment in the manufacturing industry.

Employment Opportunities

Student may find entry-level employment as machinists, machinist helpers, computer aided design/computer aided manufacturing (CAD/CAM) operators or programmers, and CAD/CAM machine operators or programmers.

Program Description

Course content includes safety issues of the manufacturing environment, associated math and blueprint reading skills, computer numerical control (CNC) programming, manufacturing planning/methods, inspection methods, coordinate measuring machine (CMM) use and related machining concepts and theories. Shop or laboratory activities are an integral part of the program and provide instruction in the various machine tools, machine accessories and programming techniques related to current industry standard and practices.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 8; Mathematics: 9.

Program Length and Location

Total program hours: 1,560. Approximate program length: 13 months. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/Machining.xml

| REQUIRED COURSES | CLOCK HOURS |
|---|--------------|
| Group A Machinist Helper | |
| PMT 0202 Introduction to Machining | 120 |
| PMT 0201 Shop Math, Blueprints and Measurements | 120 |
| Group B Machine Operator | |
| PMT 0211 Manual Machining | 120 |
| PMT 0230 Manual Machining Advanced | 120 |
| PMT 0229 Inspection Methods | 120 |
| Group C Machine Set-up Operator | |
| PMT 0500 Manufacturing Methods | 120 |
| PMT 0510 Manufacturing Methods Advanced | 120 |
| PMT 0260 Intro to CAD/CAM Programming | 120 |
| PMT 0251 Intro to CNC Machining | 120 |
| Group D Machinist | |
| PMT 0258 CNC Milling Methods | 120 |
| PMT 0259 CNC Lathe Methods | 120 |
| PMT 0228 Intro to Non-Conventional Machining | 120 |
| PMT 0265 Machining Technologies | 120 |
| Total Program Hours | 1,560 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5459.asp

Welding Technology

PSAV 5460

This program prepares the student for entry-level employment in a variety of occupations in the welding industry. The content includes, but is not limited to, communication skills, human relations, employability skills, safe and efficient work practices, reading blueprints, identifying metals and basic shop skills.

Program Description

Shop activities are an integral part of this program and provide instruction in the various processes and fabrication skills, including torch cutting, arc welding, MIG welding, flux core welding, TIG welding, pipe welding, certification test preparation, use of current industry standards, practices and techniques.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores:

Reading: 9; English: 9; Mathematics: 9.

Program Length and Location

Total program hours: 1,170. Approximate program length: one year. Program is offered on the Lake Worth campus and off site.

Program Web Site

www.pbcc.edu/WeldingLW.xml

| REQUIRED COURSES | CLOCK HOURS |
|--|--------------|
| Group A | |
| PMT 0108 Introduction to Welding | 120 |
| PMT 0109 Introduction to Welding 2 | 120 |
| Group B | |
| PMT 0126 Shielded Metal Arc Welding | 120 |
| PMT 0127 Shielded Metal Arc Welding Advanced | 120 |
| Group C | |
| PMT 0147 Gas Metal Arc Welding | 120 |
| Group D | |
| PMT 0143 Flux Cored Arc Welding | 120 |
| Group E | |
| PMT 0150 Gas Tungsten Arc Welding | 120 |
| PMT 0151 Gas Tungsten Arc Welding Advanced | 120 |
| Group F | |
| PMT 0167 Pipe Welding | 120 |
| PMT 0168 Pipe Welding Advanced | 90 |
| Total Program Hours | 1,170 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5460.asp

Building Construction Specialist

CCC 6223

This college credit certificate program is designed to prepare the student for entry level employment in the building construction field.

Employment Opportunities

This credit program is designed to prepare the student for employment as a building construction specialist, or to provide supplemental training for persons previously or currently employed in the building construction field.

Program Description

Course content includes principles, procedures and theories of building construction including estimating, construction law, plans interpretation and construction management.

Career Path Notes

Credits in this certificate program will transfer directly into the Associate in Applied Science (A.A.S.) degree in Industrial (Operations) Management Technology.

Admission Requirements

High school diploma or GED is required.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Total program credits: 18. Students may complete the program in one year if they attend full-time or two years part-time. The entire program is offered at the Lake Worth campus in the evening.

Program Web Site

www.pbcc.edu/BuildingConstruction.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| ETD 1102C Introduction to Technical Drawing | 3 |
| BCN 1272 Plans Interpretation | 3 |
| ETD 1320C Introduction to Computer Drafting | 3 |
| BCN 2220 Construction Materials and Methods | 3 |
| BCT 1770 Construction Estimating | 3 |
| SUR 1101C Basic Surveying and Mapping | 3 |
| Total Program Credits | 18 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6223.asp

Drafting and Construction Technology

CCC 6222

This college credit certificate program is designed to prepare the student for entry level employment in the drafting and construction fields.

Employment Opportunities

This credit program is designed to prepare the student for employment as a drafting specialist, construction specialist, or to provide supplemental training for persons previously or currently employed in the drafting/construction fields.

Program Description

Course content includes principles, procedures and theories of computer drafting including CAD, architectural drafting, technical drawing, and blueprint production.

Career Path Notes

Credits in this certificate program will transfer directly into the Associate in Applied Science (A.A.S.) degree in Industrial (Operations) Management Technology.

Admission Requirements

High school diploma or GED is required.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Total program credits: 24. Students may complete the program in two years if they attend full-time. The entire program is offered at Lake Worth campus in the evening.

Program Web Site

www.pbcc.edu/Drafting.xml

| REQUIRED COURSES | | CREDITS |
|------------------------------|------------------------------------|-----------|
| ETD 1102C | Introduction to Technical Drawing | 3 |
| ETD 1320C | Introduction to Computer Drafting | 3 |
| BCN 1272 | Plans Interpretation | 3 |
| BCN 2220 | Construction Materials and Methods | 3 |
| BCN 2253C | Architectural Drafting 1 | 3 |
| BCN 2259C | Architectural Drafting 2 | 3 |
| BCN 2080C | Architectural Drafting & Design 1 | 3 |
| BCN 2081C | Architectural Drafting & Design 2 | 3 |
| Total Program Credits | | 24 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6222.asp

Sugar Technology Milling

CCC 6244

This program prepares students for employment as vital team members in sugar cane preparation, milling and diffusion. Program is taught in classroom and factory settings, allowing students to learn the handling of cane at the factory and extraction of the sugar-containing juice from the cane.

Employment Opportunities

Upon completion of this program, the student may seek employment in an entry-level position with essential knowledge for sugar cane milling and sugar extraction.

Program Description

The student will understand technical factory operation for sugar cane extraction and milling process, including measurements and calculations of mill extraction and performance evaluation.

Career Path Notes

The Palm Beach Community College Sugar Technology Institute is endorsed by the American Society of Sugar Cane Technologists Florida Division (www.asstc.org). Upon completion students will be able to seek an entry-level position in sugar cane milling and sugar extraction.

Admission Requirements

Student will follow normal PBCC admission requirements.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Twenty-six credit hours or approximately 12 months. Program is offered at the Belle Glade location.

Program Web Site

www.pbcc.edu/sugar.xml

| REQUIRED COURSES | | CREDITS |
|------------------------------|---|-----------|
| MAC 1105 | College Algebra | 3 |
| PHY 1001 | Applied Physics | 3 |
| CHM 1020 | Principles of Chemistry | 3 |
| CHM 1020L | Principles of Chemistry Lab | 1 |
| AOM 1261 | Agriculture and Cane Farming | 2 |
| AOM 1262 | Sugar Cane Process Overview and Engineering Practices | 2 |
| AOM 1263C | Cane Quality and Analysis | 3 |
| AOM 1274C | Material Balance, Calculations and Factory Control-1 | 3 |
| AOM 1265C | Cane Preparation, Milling and Diffusion-1 | 3 |
| AOM 1266C | Cane Preparation, Milling and Diffusion-2 | 3 |
| Total Program Credits | | 26 |

Sugar Technology Processing

CCC 6245

This program prepares students for employment as vital team members of the sugar cane preparation including milling, diffusion, clarification, filtration, evaporation and crystallization. Program is taught in classroom and factory settings, allowing students to learn the necessary skills to work in practical settings of sugar cane milling and processing.

Employment Opportunities

Upon completion of this program, the student may seek employment in an entry-level position with essential knowledge for sugar cane milling and processing.

Program Descriptions

The student will understand technical factory operations for sugar cane milling and processing.

Career Path Notes

The Palm Beach Community College Sugar Technology Institute is endorsed by the American Society of Sugar Cane Technologists Florida Division (www.asstct.org). Upon completion students will be able to seek an entry-level position in sugar cane milling and processing.

Admission Requirements

Student will follow normal PBCC admission procedures.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Thirty-nine credit hours or approximately 17 months. Program offered at the Belle Glade location.

Program Web Site

www.pbcc.edu/sugar.xml

| REQUIRED COURSES | CREDITS |
|---|-----------|
| Completion of Sugar Technology Milling CCC 6244 | 26 |
| STA 1021 Probability and Statistics | 1 |
| AOM 2267C Clarification, Filtration and Evaporation-1 | 3 |
| AOM 2268C Clarification, Filtration and Evaporation-2 | 3 |
| AOM 2269C Crystallization-1 | 3 |
| AOM 2270C Crystallization-2; Centrifugation | 3 |
| Total Program Credits | 39 |

Electrical Power Technology

AS 2270

This program is designed for the student who will seek immediate employment in the power technology field upon graduation or who is presently employed in power generation and allied fields and desires advancement.

Employment Opportunities

Upon completion of this program, you may seek employment in an entry-level position with a broad base of skills in power generation. There will be expanded employment opportunities due to Florida's projected additional power needs.

Program Description

Course content includes core courses in power generation with special programs in instrumentation/control, electrical maintenance and mechanical maintenance.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml

Admission Requirements

All General Education requirement courses must be completed with a grade of C or higher to apply to BAS and AS degree programs.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Students may complete the program in two years if they attend full time or three years if they attend part time. The entire program is offered at the Palm Beach Gardens campus days and evenings. Some courses are available online.

Program Web Site

www.pbcc.edu/EPT.xml

| GENERAL EDUCATION REQUIREMENTS | CREDITS |
|---|-----------|
| ENC 1101 College Composition 1 | 3 |
| MAC 1105 College Algebra | 3 |
| SPC 1016 Fundamentals of Speech Communication | 3 |
| PSY 2012 General Psychology | 3 |
| PHY 1001 Applied Physics - or - | |
| PHY 1020 Principles of Physics | 3 |
| Total Required General Education Credits | 15 |

CORE PROGRAM REQUIREMENTS

| | |
|---|-----------|
| EET 1015 DC Circuits | 3 |
| EET 1025 AC Circuits | 4 |
| EET 2203 Fluid/Pneumatic | 3 |
| ENC 1210 Technical Communications | 3 |
| EST 1572 Power Plant Fundamentals (non-nuclear) | 3 |
| ETI 1701 Industrial Safety | 3 |
| ETI 1870 Power Plant Systems (non-nuclear) | 3 |
| ETI 1580 Power Plant Science (non-nuclear) | 3 |
| ETI 1802 Industrial Tools and Equipment | 3 |
| EST 1520 Process Measurement | 3 |
| ETI 2941 Internship | 2 |
| Total Required Core Program Credits | 33 |

SELECT ONE TRACK TO COMPLETE AS DEGREE:

Instrumentation and Control Track

| | | |
|-----------|---------------------------------|---|
| EET 2121C | Electronics 1 | 4 |
| EET 2122C | Electronics 2 | 4 |
| EST 2542 | Programming Logic Controllers 1 | 3 |
| EST 2544 | Programming Logic Controllers 2 | 3 |
| EST 2530 | Procedural Control Technology | 3 |
| CET 2114 | Circuit Analysis | 3 |

Total Instrumentation and Control Track 20

- or -

Electrical Maintenance Track

| | | |
|-----------|---|---|
| EET 2121C | Electronics 1 | 4 |
| CET 2114 | Circuit Analysis | 3 |
| EET 2515 | Motor/Generators | 3 |
| EET 2543 | Electrical Transmission and Distribution | 3 |
| EET 2547 | Transformers and Power Distribution – 3 | 3 |
| EET XXXX | Electrical Codes, Drawings, Nomenclature & Regulations | 4 |

Total Electrical Maintenance Track 20

- or -

Mechanical Maintenance Track

| | | |
|----------|---------------------------------------|---|
| ETI 1804 | Rigging and Lifting | 2 |
| EET 1315 | Pneumatic/Hydraulic Procedures | 3 |
| ETI 1408 | Weld/Solder/Brazing Processes | 3 |
| ETM 2201 | Thermodynamics | 3 |
| ETI 2575 | Industrial Machining | 3 |
| ETI 2452 | Preventative Maintenance | 3 |
| ETI 2425 | Metallurgical Properties and Dynamics | 3 |

Total Mechanical Maintenance Track 20**Total Program Credits 68**

Industrial (Operations) Management Technology

AAS A194

This degree program is designed for the student who will seek immediate employment in the operations management field upon graduation or who desires advancement and is presently employed in construction related industries and other technical fields.

Employment Opportunities

Upon completion of this program, students may seek employment in a variety of supervisory and technical areas in the fields of construction, architectural drafting/design and other related fields requiring a broad knowledge of technical and operational managerial skills.

Program Description

Course content includes a core of business, accounting and managerial courses coupled with a technical core curriculum from a variety of technical areas including apprenticeship programs, automotive programs, building construction, architectural drafting/design and other PSAV trade and industrial programs offered at PBCC.

Career Path Notes

Students who successfully complete the Building Construction Specialist CCC, the Drafting and Construction Technology CCC, PBCC apprenticeship programs or one of PBCC's PSAV certificate programs may enroll in the A.A.S. in Industrial (Operations) Management Technology program and receive credits toward their degree credit requirements.

Admission Requirements

A high school diploma or GED is required. All required General Education courses must be completed with a grade of C or higher to apply toward the A.A.S. degree program.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Total program credits: 60. Students may complete the program in two years if they attend full-time or three years if they attend part-time. The entire program is offered at the Lake Worth campus in the evening. Some courses are available on other campuses (see schedules for availability or discuss with department chair or faculty).

Program Web Site

www.pbcc.edu/IndustrialManagement.xml

GENERAL EDUCATION REQUIREMENTS**CREDITS**

| | | |
|---|--------------------------------------|-----------|
| ENC 1101 | College Composition 1 | |
| -or- | | |
| ENC 1210 | Technical Communications | 3 |
| MTB 1103 | Business Mathematics | |
| -or- | | |
| Any course from Mathematics – Area III | | 3 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| Any course from Social Science - Area V | | 3 |
| Any course from Humanities – Area II | | 3 |
| Total Required General Education Credits | | 15 |

MANAGEMENT CORE REQUIREMENTS

| | | |
|----------|------------------------------------|---|
| CGS 1100 | Microcomputer Applications | 3 |
| ETI 1701 | Environmental Health and Safety | 3 |
| MAN 2021 | Principles of Management | 3 |
| MNA 2100 | Human Relations in Business | 3 |
| MNA 2345 | Principles of Supervision | 3 |
| -or- | | |
| BCT 2730 | Construction Supervision Procedure | 3 |

Total Required Management Core Credits 15

TECHNICAL SKILL ARTICULATION CREDIT REQUIREMENTS

Complete one of the following PBCC programs (ranging from 18 – 24 Credits)

College Credit Certificate:

| | |
|---|----|
| Building Construction Specialist CCC 6223 | 18 |
| Drafting and Construction Technology CCC 6222 | 24 |
| -or- | |

Apprenticeship Program:

| | |
|--|----|
| Building Trades Apprenticeship (Journeyman Status) | 24 |
| -or- | |

PSAV Program:

| | |
|--|----|
| Automotive Body Repair PSAV 5461 | 24 |
| Automotive Service Technology PSAV 5463 | 24 |
| Diesel Technology PSAV 5468 | 24 |
| Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267 | 24 |
| Welding Technology PSAV 5460 | 24 |

Total Required Technical Skill Articulation Credits 18/24

ELECTIVES - 6/12 credits by Advisement**Business Management Elective Option:**

| | | |
|----------|---------------------------|---|
| ACG 2022 | Financial Accounting | 4 |
| ACG 2071 | Managerial Accounting | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MAR 2011 | Principles of Marketing | 3 |
| SBM 2000 | Small Business Management | 3 |
| -or- | | |

Construction Management Elective Option:

| | | |
|-----------|----------------------------------|---|
| BCN 2941 | Building Construction Experience | 3 |
| BCT 1743 | Construction Law | 3 |
| BCT 1750 | Construction Finance | 3 |
| ETI 1110 | Quality Management | 3 |
| ETI 1446 | Project Management | 3 |
| ETD 2350C | Advanced Computer Drafting | 3 |

Total Required Elective Credits 6/12

Total Program Credits 60

For suggested course sequence, check the Web at www.pbcc.edu/transfer/A194.asp

Professional Pilot Technology

AAS/AS

NOTE: The Professional Pilot AS/AAS programs are currently under review. During the review period, an enrollment management plan will be developed and implemented to increase student enrollment, retention, graduation and job placement rates.

Interested students are encouraged to continue to apply for the program, review the program Web site www.pbcc.edu/ProfPilot.xml and contact Salvatore Manuele, associate dean, manueles@pbcc.edu, (561) 868-3540 for additional information and program advisement.

Program Description**MAINTENANCE MANAGEMENT TRACK**

AAS A161 / AS 2171

This program track is designed to allow the individual who currently holds (1) an Airframe Certificate and (2) a Powerplant Mechanics Certificate, issued by the Federal Aviation Administration (FAA), to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry.

College credit toward the A.A.S. and A.S. degrees will be awarded for the following current FAA certificates:

- Airframe Mechanic Certificate - provides 12 credit hours
- Powerplant Mechanic Certificate - provides 12 credit hours.

To learn more about this process see Prior Learning Portfolio Web site www.pbcc.edu/plp.xml.

OPERATIONS TRACK AAS A162 / AS 2172

This program track is designed to prepare the student to become proficient in planning, organizing, directing and controlling an aviation-related business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making; with the requirements of the Private Pilot Ground School and other aviation courses, the student will possess a greater understanding of the aviation business industry.

PROFESSIONAL PILOT TRACK AAS A163 / AS 2197

This program track is designed to prepare the student to become a commercial pilot. Students enrolling in this track must be aware of the following:

1. All flight time must be logged and certified by an FAA-certified flight instructor for the rating for which credit is being sought.
2. Minimum flight time requirements for Part 61 or Part 141 Federal Aviation Regulations (FAR) must be met.
3. All written examinations required for the rating sought must be passed with a minimum grade as specified by the FAA.
4. Written proof of passing the required FAA check ride must be submitted to the department chair before credit can be granted for the following courses: ATF 1100, ATF 2200, ATF 2300, ATF 2400, ATF 2500.

5. To qualify for reduced flight-time requirements under FAR Part 141, the student must take flight training from an approved flight school and ground training from an approved ground school. The department chair will provide a list of currently approved flight schools for the student.
6. College credit can be awarded for current FAA licenses. See www.pbcc.edu/ProfPilot.xml for more details.

Career Path Notes

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer.xml.

Admission Requirements

Effective 2005, federal law under the Transportation Security Administration requires specific identification documents for this program. Please refer to www.pbcc.edu/FlightTrainingRequirements.xml for more information, or contact the program manager at (561) 868-3474.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 64. Approximate program length: two years. Program is offered on the Lake Worth campus and local airports.

Program Web Site

www.pbcc.edu/ProfPilot.xml

MAINTENANCE MANAGEMENT TRACK AAS A161 / AS 2171

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|---|-----------|
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | (3) |
| MAC 1105 | College Algebra (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 15 |
| REQUIRED COURSES | | |
| ASC 1210 | Aero-Meteorology | 3 |
| ASC 1310 | Aero-Safety and Regulations | 2 |
| AVM 2010 | Aerospace and Air Travel | 3 |
| | - or the following two courses: | |
| ATF 2500 | Certified Flight Instructor - and - | (1) |
| ATT 2131 | Flight Instructor Ground School | (2) |
| BUL 2241 | Business Law 1 | 3 |
| CGS 1030 | PC Starter | 1 |
| GEB 1011 | Introduction to Business | 3 |
| MAN 2021 | Principles of Management | 3 |
| PHY 1001 | Applied Physics (A.S. students) | 3 |
| ATT 1100 | Private Pilot Ground School (A.A.S. Students) | (3) |
| | Power Plant Certificate | 12 |
| | Airframe Certificate | 12 |
| Total Required Course Credits | | 45 |

ELECTIVES

Choose 4 credits

| | | |
|----------|--|-----|
| ATF 2400 | Multi-Engine Flight | 1 |
| | (or other course approved by department chair) | (1) |
| | Course approved by department chair | 3 |

Total Required Elective Credits **4**

Total Program Credits **64**

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2171.asp

OPERATIONS TRACK AAS A162 / AS 2172

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|-----------|
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | (3) |
| MAC 1105 | College Algebra (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 15 |
| REQUIRED COURSES | | |
| ACG 2022 | Financial Accounting | 4 |
| ASC 1210 | Aero-Meteorology | 3 |
| ASC 1310 | Aero-Safety and Regulations | 2 |
| ASC 1640 | Propulsion Systems | 3 |
| ATT 1100 | Private Pilot Ground School | 3 |
| AVM 2010 | Aerospace and Air Travel | 3 |
| | - or the following two courses: | |
| ATF 2500 | Certified Flight Instructor - and - | (1) |
| ATT 2131 | Flight Instructor Ground School | (2) |
| BUL 2241 | Business Law 1 | 3 |
| CGS 1100 | Microcomputer Applications | 3 |
| ECO 2013 | Principles of Macroeconomics | 3 |
| ESC 1000 | Earth Science | 3 |
| GEB 1011 | Introduction to Business | 3 |
| GEA 1000 | Principles of Geography and Conservation (A.A.S. students) | (3) |
| MAN 2021 | Principles of Management | 3 |
| PHY 1001 | Applied Physics (A.S. students) | 3 |
| POS 1001 | Introduction to Political Science | 3 |
| SBM 2000 | Small Business Management | 3 |
| Total Required Course Credits | | 45 |
| ELECTIVES - Choose 4 credits | | |
| ATF 2400 | Multi-Engine Flight | 1 |
| | (or other course approved by department chair) | (1) |
| | Course approved by department chair | 3 |
| Total Required Elective Credits | | 4 |
| Total Program Credits | | 64 |

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2172.asp

PROFESSIONAL PILOT TRACK

AAS AI63 / AS 2197

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|----------------|
| ENC 1101 | College Composition 1 (A.S. students) | 3 |
| ENC 1210 | Technical Communications (A.A.S. students) | (3) |
| MAC 1105 | College Algebra (A.S. students) | 3 |
| MTB 1103 | Business Mathematics (A.A.S. students) | (3) |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Total Required General Education Credits | | 15 |

REQUIRED COURSES

| | | |
|----------|--|-----|
| ASC 1101 | Aero-Navigation | 3 |
| ASC 1210 | Aero-Meteorology | 3 |
| ASC 1310 | Aero-Safety and Regulations | 2 |
| ASC 1640 | Propulsion Systems (A.S. students)* | 3 |
| ASC 2550 | Aerodynamics | 3 |
| ATF 1600 | Basic Flight Simulator | 1 |
| ATF 2605 | Intermediate Flight Simulator | 1 |
| ATF 2610 | Advanced Instrument Flight Simulator | 1 |
| ATT 1100 | Private Pilot Ground School | 3 |
| ATT 2120 | Instrument Ground School | 3 |
| ATT 2110 | Commercial Pilot Ground School | 3 |
| CGS 1030 | PC Starter | 1 |
| PHY 1001 | Applied Physics (A.S. students) | 3 |
| GEA 1000 | Principles of Geography and Conservation (A.A.S. students) | (3) |

*Any Professional Pilot course approved by Program Manager (A.A.S.) students) (3)

Total Required Course Credits 30

FIXED WING OR HELICOPTER

Complete either Fixed Wing or Helicopter required courses and electives to complete this degree.

FIXED WING REQUIRED COURSES

| | | |
|----------|---------------------|---|
| ATF 1100 | Flight-Private | 4 |
| ATF 2200 | Flight-Commercial 1 | 2 |
| ATF 2300 | Instrument Flight | 3 |
| ATF 2400 | Multi-Engine Flight | 1 |

Total Fixed Wing Required Courses 10

FIXED WING ELECTIVES - Choose 9 credits

| | | |
|-----------|---|---|
| ATF 1150 | Intermediate Flight Lab | 1 |
| ATF 2250 | Advanced Flight Lab | 1 |
| AVM 2010 | Aerospace and Air Travel* | 3 |
| ATF 2500 | Certified Flight Instructor* | 1 |
| ATT 2131 | Flight Instructor Ground School* | 2 |
| ATF 2691A | Instrument Refresher Simulator Laboratory | 1 |
| ENC 1210 | Technical Communications (A.S. students) | |

- or -

| | | |
|----------|------------------------|---|
| ENC 1102 | College Composition 2* | 3 |
|----------|------------------------|---|

Total Required Elective Credits 9

*Students who intend to transfer to Embry-Riddle Aeronautical University should see the Professional Pilot Program Manager when choosing electives.

- or -

HELICOPTER REQUIRED COURSES

| | | |
|----------|--------------------------------|-----|
| ATF 1140 | Flight – Private Helicopter | (4) |
| ATF 2241 | Flight – Commercial Helicopter | (2) |
| ATF 2340 | Flight – Instrument Helicopter | (3) |
| | Approved Helicopter Elective | (1) |

Total Helicopter Required Courses 10

HELICOPTER ELECTIVES - Choose 9 credits

| | | |
|----------|---|-----|
| ATF 1105 | Intermediate Flight Lab Helicopter | (1) |
| ATF 2240 | Advanced Flight Lab Helicopter | (1) |
| AMV 2010 | Aerospace and Air Travel** | (3) |
| ATF 2540 | Certified Flight Instructor Helicopter | (1) |
| ATF 2541 | Certified Flight Instructor Instrument Helicopter | (1) |
| ATT 2131 | Flight Instructor Ground School** (2) | |
| ATF 2691 | Instrument Refresher Simulator Laboratory | (1) |
| ENC 1210 | Technical Communications A.S. students | |
| | -or- | |
| ENC 1102 | College Composition 2** | (3) |

Total Required Elective Credits 9

Total Program Credits 64

**Students who intend to transfer to Embry-Riddle Aeronautical University should see the Professional Pilot Program Manager when choosing electives.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2197.asp

Sugar Technology

AS 2243

This program prepares student for employment as vital members of sugar cane industry. Program is taught in classroom and factory settings, allowing students to learn the principles and necessary skills to work in practical settings of sugar cane milling, processing, and refining.

Employment Opportunities

Upon completion of this program, the student may seek employment in an entry-level position with essential knowledge for sugar cane milling and processing.

Program Description

The student will understand technical factory operations for sugar cane milling, processing, and refining. The student will be introduced to the concepts of quality assurance, control, and issues related to government and industry regulations and practices.

Career Path Notes

The Palm Beach Community College Sugar Technology Institute is endorsed by the American Society of Sugar Cane Technologists Florida Division (www.assct.org). Upon completion students will be able to seek entry-level positions in sugar cane production.

Admission Requirements

Student will follow normal PBCC admission procedures.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program.

Program Length and Location

Sixty credit hours or approximately 24 months. Program offered at the Belle Glade location.

Program Web Site

www.pbcc.edu/sugar.xml

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---|--|-----------|
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| MAC 1105 | College Algebra * | 3 |
| STA 1021 | Probability and Statistics | 1 |
| SPC 1016 | Fundamentals of Speech Communication | 3 |
| PHY 1001 | Applied Physics * | 3 |
| CHM 1020 | Principles of Chemistry * | 3 |
| CHM 1020L | Principles of Chemistry Lab * | 1 |
| *Taken prior to enrolling in STI courses | | 20 |
| REQUIRED COURSES | | |
| AOM 1261 | Agriculture and Cane Farming * | 2 |
| AOM 1262 | Sugar Cane Processing Overview and Engineering Practices * | 2 |
| AOM 1263C | Cane Quality and Analysis; Factory Analytical Methods | 3 |
| AOM 1274C | Material Balance Calculations and Factory Control – 1 | 3 |
| AOM 1265C | Cane Preparation, Milling and Diffusion – 1 * | 3 |
| AOM 1266C | Cane Preparation, Milling and Diffusion – 2 * | 3 |
| AOM 2267C | Clarification, Filtration and Evaporation – 1 + | 3 |
| AOM 2268C | Clarification, Filtration and Evaporation – 2 + | 3 |
| AOM 2269C | Crystallization – 1 + | 3 |
| AOM 2270C | Crystallization – 2; Centrifugation + | 3 |
| AOM 2271 | Sugar and Molasses Quality, Handling, Storage and Shipping | 3 |
| AOM 2275 | Material Balance Calculations and FactoryControl – 2 | 3 |
| AOM 2273 | Basics of Sugar Refining | 3 |
| AOM 2277 | Regulatory and Quality Control | 3 |
| Total Program Credits | | 60 |

* Included in Technology Milling Certificate and Sugar Technology Processing Certificate

+ Included in Sugar Technology Processing Certificate



Florida's Statewide Course Numbering System

All public two and four-year colleges and universities in Florida and thirty-three participating private schools assign course numbers using the Florida's Statewide Course Numbering System (SCNS). This common course numbering system is used to assist in transferring course credit between participating colleges and universities.

Each participating school controls the title, credit, content, and level of each course they offer. The level is the first number in the course number. It generally tells the year or level at which this course is offered. (Ex. SYG 1010 is a freshman level course.) This number does not affect the transferability of a course. The course level numbers at PBCC are as follows:

- 0* - college prep credit, vocational prep, and PSAV (do not transfer),
- 1 - freshman year, and
- 2 - sophomore year.

*Some EAP college preparatory courses are level "1" courses but do not transfer. These courses will be listed as "institutional credit" in the course descriptions.

THE COURSE PREFIX

The course prefix is a three-letter grouping that stands for a major division of an academic discipline, subject area, or sub-category of knowledge. (Ex. SYG stands for General Sociology). The prefix does not identify the department which offers a course. Instead, the course content determines the prefix given to a course.

The course identifier, the prefix and the last three numbers of the course numbers (Ex. SYG 1010), are assigned by members of faculty discipline committees appointed by the Florida Department of Education in Tallahassee. These committees are made up of a balance of faculty from two- and four-year, public and private, participating schools that offer this subject area or specialization.

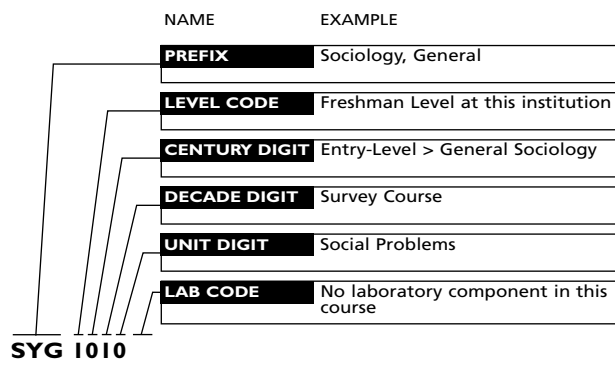
SYG_010 is a survey course in social problems offered by 35 different two- and four-year colleges and universities in Florida. Each school uses "SYG_010" to identify its social problems survey course. The title may vary at each school and the level code (see paragraph two under Florida Statewide Course Numbering System) may differ. PBCC offers SYG 1010, American Social Problems. The freshman level code number does not affect transferability. "SYG" means "Sociology, General," the century number "0" represents "Entry-level General Sociology," the decade number "1" represents "Survey Course," and the unit number "0" represents "Social Problems."

In science and other areas, some courses will have a "C" or "L" after the course number. The "C" stands for a combined lecture and lab course that meets in the same place at the same time. The "L" stands for a lab course or the lab part of a course with the same number, which meets at a different time or place.

GENERAL RULE FOR EQUAL COURSES

Transfer of any successfully completed course from one school to another school is guaranteed in cases where the transfer course has the same course identifier as the one offered by the receiving school. Transferable courses have the same identifier and equal faculty credentials at the host school and the receiving school. For example, SYG 1010 is offered at PBCC. The same course is offered at a participating four-year school as SYG 2010. A student who has successfully completed SYG 1010 at PBCC is guaranteed transfer credit for SYG 2010 at any participating four-year school in Florida to which the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equal to SYG 2010. With a few exceptions, transfer credit must be awarded for successfully completed equal courses. It must be used by the participating two- or four- year school to satisfy degree requirements in the same way it would be used for the same credits earned by students who attend the receiving school. Receiving schools have the prerogative of offering transfer credit for other successfully completed courses in addition to equal transfer courses.

EXAMPLE OF COURSE IDENTIFIER



EXCEPTIONS TO THE GENERAL RULE FOR EQUAL COURSES

The following courses are exceptions to the general rule for course equality and may not transfer. The ability of these courses to transfer is up to the receiving school:

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution
- G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course

College preparatory, vocational preparatory, and PSAV courses (level "0" or "1" courses - see second paragraph under Florida Statewide Course Numbering System) may not be used to meet A.A. degree requirements and cannot be transferred.

AUTHORITY FOR ACCEPTANCE OF EQUAL COURSES

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Academic Services at PBCC (561) 868-3893 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427.

Course Prefixes by Subject Area

The following is a list of course prefixes, arranged by subject areas. Because some prefixes may apply to more than one subject area, there may be duplications. For current course offerings, consult the Palm Beach Community College Schedule of Classes, available through the Registrar's Office at your location or the online class schedule at www.pbcc.edu/pantherweb.xml.

| | |
|--|-----------------------------------|
| Accounting | ACG, ACO, APA, TAX |
| Acting | TPP |
| Adult Echo Sonography | SON |
| Aeronautics/Aviation Science | ASC, ATF, ATT, AVM |
| American History | AMH |
| American Literature | AML |
| Anatomy and Physiology | BSC |
| Anthropology | ANT |
| Applied Welding Technology | PMT |
| Architectural Design | ARC |
| Art | ART |
| Art History | ARH |
| Astronomy | AST |
| Automotive Repair and Service | AER, ARR |
| Banking | BAN |
| Biological Sciences | BOT, BSC, MCB, OCE, PCB |
| Biotechnology | BSC |
| Bookkeeping | APA |
| Botany | BOT |
| Bricklayer | BCA |
| Building Construction | BCA, BCN, BCT, PTA |
| Business | GEB, SBM |
| Business Law | BUL |
| Carpentry | BCA |
| Chemistry | CHM |
| Child Care and Development | CHD, DEP, EEC, HEV |
| College Preparatory Courses | EAP, ENC, ESL, MAT, REA |
| Commercial Art | ART, GRA |
| Commercial Driving | CDO |
| Communications | ENC, SPC |
| Computers-Drafting | ETD |
| Computers-Engineering, PC Support, Programming, Security, and Technology | CEN, CET, CGS, CIS, CNT, COP, CTS |
| Computers-General Studies | CGS |
| Cosmetology | COS, CSP |
| Creative Writing | CRW |
| Crime Scene Technology | CJB |
| Criminal Justice | CCJ, CJD, CJE, CJL, CJT, CJK |
| Criminal Psychology | CCJ |
| Dental Assisting | DEA |
| Dental Hygiene | DEH, DES |
| Diesel Technology | DIM |
| Drafting and Construction | EGS, ETD, ETI |
| Earth Science | ESC |
| Early Childhood Education | EEC |
| Ecology | PCB |
| Economics | ECO, ECS |
| Education | EEC, EDF, EDG, EDP, EME |
| Educational Assisting | EDF, EDG, EDP, EME |
| Electronics Engineering and Technology | EET, EEV |

Emergency Management FFP
 Emergency Medical Services EMS
 Emergency Medical Technician EMS
 Engineering Technology EGS, ETD, ETI
 English as a Second Language EAP, ESL
 English Language/Literature AML, CRW, ENC, ENL, LIT
 Environmental Science BSC, EVR, EVS, GLY, PCB
 Facial Specialist COS, CSP
 Film, Television, and Motion Picture Technology FIL, RTV
 Finance FIN
 Fire Fighter and Fire Science FFP
 Fire Sprinkler BCA
 Food Science FOS, FSS
 Foreign Language FRE, GER, SPN
 French Language FRE
 Geography GEA
 Geology GLY
 German Language GER
 Gerontology GEY
 Government CPO, POS
 Graphic Arts/Graphic Design GRA
 Health Education, Safety and Sciences HSC
 Heating, Ventilation, Air Conditioning
 and Refrigeration ACR
 Heavy Duty Truck/Bus Mechanics DIM
 History AMH, WOH
 Horticulture BOT, GCO, HOS, IPM, LDE,
 ORH, PLS, PMA, SOS
 Hospitality and Tourism HFT
 Human Services HUS
 Humanities AML, ARH, ENL, LIT, MUH,
 MUL, MUT, THE
 Industrial (Operations) Management
 Technology BCA, BCT, BCN, ETC, ETD, ETI
 Information Management CEN, CGS, CIS, CNT, OP, CTS
 Insurance, Annuities and General Lines RMI
 Interdisciplinary, Honors IDS
 Interior Design IND
 International Studies INR
 Internet Services CEN, CGS, CIS, CNT, COP
 Iron Worker PTA
 Journalism JOU
 Landscape and Horticulture BOT, GCO, HOS, IPM, LDE,
 ORH, PLS, PMA, SOS
 Library Science (Research) LIS
 Literature AML, ENL, LIT
 Machining Technology PMT
 Magnetic Resonance Imaging, Tomography SON
 Management MAN, MNA, SBM
 Manufacturing, Robotic/Automated ETI
 Marketing MAR, MKA
 Mass Communications MMC
 Massage Therapy MSS
 Mathematics MAC, MAP, MAS, MAT,
 MGF, MTB, MTG, STA
 Mechanical Drafting ETD
 Medical Assisting, Coder/Biller,
 and Transcription HIM, MEA, MRE, MTS, OST, OTA
 Music-Applied MVB, MVJ, MVK, MVP, MVS, MVV, MVW
 Music-General MUC, MUH, MUL, MUN, MUS, MUT
 Nail Specialist COS, CSP

Natural Science AST, BOT, BSC, CHM, ESC, GLY,
 HUN, MCB, OCE, PHY, PSC
 Networking CEN, CGS, CIS, CNT, COP, CTS
 Nursing NUR
 Nutrition HUN
 Oceanography OCE
 Office Administration OCA, OFT, OST, OTA
 Paralegal PLA
 Paramedic EMS
 Patient Care Assistant HCP
 Pest Management IPM
 Philosophy PHI
 Photography PGY
 Physical Education and Fitness HLP, PEO, PEP, PET
 Physical Science AST, ESC, GLY, PSC
 Physics PHY
 Pipefitter PTA
 Plumbing BCA
 Political Science POS
 Practical Nursing PRN
 Professional Pilot Technology ASC, ATF, ATT, AVM
 Psychology CLP, DEP, PSY, SOP
 Public Safety Telecommunicator CJK
 Radiography RTE
 Reading (College Preparatory) REA
 Real Estate REE
 Religion REL
 Respiratory Care RET
 Roofing BCA
 Sheet Metal PTA
 Social Science AMH, ANT, ECO, GEA, POS, PSY, SYG
 Social Work SOW
 Sociology SYG
 Sonography SON
 Spanish Language SPN
 Speech Communications SPC
 Statistics STA
 Student Life Skills SLS
 Sugar Technology AOM
 Surgical Technology STS
 Surveying, Land SUR
 Taxes TAX
 Teacher Certification Program EPI
 Television RTV
 Theater Arts THE, TPA, TPP
 Vocational Preparatory VPI
 Water/Waste Water Management EVS
 Web Development & Design CEN, CGS, CIS, CNT, COP
 Word Processing OST
 World History WOH
 Zoology ZOO

Introduction to Course Listings

The course list for the PBCC 2008-2009 Catalog is in alphabetical order by course prefix. The course list contain the full title of the course, initials of the degree/certificate to which the course may be applied and the number of credits/clock hours earned upon successful completion of the course. This information is followed by the necessary prerequisites and corequisites for the course.

New or revised courses may have incomplete course number information at the time of this printing. For new courses, the proposed prefix followed by "0, 1 or 2 XXX" will be used for the course number. For revised courses, the original course number will be used followed by the proposed information change in parentheses, if applicable.

Courses that are Gordon Rule and/or General Education courses will have a (*) at the end of the course listing to remind students that they may need to complete placement testing and remediation before taking these courses. These courses do not count toward Gordon Rule and/or General Education unless they are completed with a "C" or higher.

Please check the on-line listing of courses at www.pbcc.edu/coursedescriptions.xml for full course descriptions and up-to-date course number information. You can also contact the PBCC campus location Registrar's Office.

When considering enrollment in courses offered at PBCC, students in associate in applied science, associate in science or certificate programs should refer to the program descriptions in this catalog for the list of required and elective courses in their program. For suggested course completion order, get in touch with the program contact at www.pbcc.edu/asp/contacts.asp?year_id=7 to obtain the most recent course configuration. Associate in arts students should remember that transferability of a course to a four-year institution may be based on completion of the associate degree. For more information on course transferability, contact a PBCC academic advisor, an academic advisor at the targeted four-year school, www.facts.org, or www.pbcc.edu/transfer.xml to obtain information updates on degree requirements before enrolling in courses.

- ACG 2022 Financial Accounting (AA)**
4 credits (4 lecture hours)
- ACG 2071 Managerial Accounting (AA)**
3 credits (3 lecture hours)
Prerequisite: ACG2022
- ACG 2100 Intermediate Accounting (AS)**
3 credits (3 lecture hours)
Prerequisite: ACG2071
- ACG 2360 Cost Accounting (AS)**
3 credits (3 lecture hours)
Prerequisite: ACG2071
- ACG 2450 Microcomputer Operations Accounting (AS)**
3 credits (3 lecture hours)
Prerequisites: ACG2022 or (MTB1103 and APA1111) and CGS1100
- ACR 0066 Technical Engineering of HVAC/R Systems (PSAV)**
120 clock hours
- ACR 0307 Electronics and Refrigeration Systems (PSAV)**
120 clock hours
- ACR 0430 Indoor Air Quality for Air Conditioning (PSAV)**
120 clock hours
- ACR 0501 Introduction to HVAC/R Principles (PSAV)**
120 clock hours
- ACR 0510 HVAC/R Tools and Component Fabrication (PSAV)**
120 clock hours
- ACR 0530 Electricity for HVAC/R (PSAV)**
120 clock hours
- ACR 0622 Heating Service and System Trouble Shooting (PSAV)**
120 clock hours
- ACR 0706 Introduction to HVAC/R System Installations (PSAV)**
120 clock hours
- ACR 0710 Commercial HVAC/R Mechanical Components (PSAV)**
120 clock hours
- ACR 0816 Installation and Repair of HVAC/R Systems (PSAV)**
120 clock hours
- ACR 0930 R Air Conditioning and Refrigeration Apprenticeship Co-op (First Year) (PSAV)**
475 clock hours
- ACR 0931 R Air Conditioning and Refrigeration Apprenticeship Co-op (First Year-Summer) (PSAV)**
350 clock hours
- ACR 0932 R Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year) (PSAV)**
475 clock hours

| | | | |
|-------------------|--|-----------------|--|
| ACR 0933 R | Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year-Summer) (PSAV) <i>350 clock hours</i> | AER 0299 | Automotive Automatic Transmissions and Transaxles (PSAV) <i>150 clock hours</i> |
| ACR 0934 R | Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year) (PSAV) <i>475 clock hours</i> | AER 0399 | Automotive Manual Transmissions and Transaxles (PSAV) <i>150 clock hours</i> |
| ACR 0935 R | Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year-Summer) (PSAV) <i>350 clock hours</i> | AER 0499 | Automotive Steering And Suspension (PSAV) <i>150 clock hours</i> |
| ACR 0936 R | Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year) (PSAV) <i>475 clock hours</i> | AER 0599 | Automotive Brake Systems (PSAV) <i>150 clock hours</i> |
| ACR 0937 R | Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year-Summer) (PSAV) <i>350 clock hours</i> | AER 0691 | Automotive Electrical and Electronic Systems 1 (PSAV) <i>150 clock hours</i> |
| ACR 0940 | Air Conditioning and Refrigeration Apprenticeship I (PSAV) <i>72 clock hours</i> | AER 0692 | Automotive Electrical and Electronic Systems 2 (PSAV) <i>150 clock hours</i> |
| ACR 0941 | Air Conditioning and Refrigeration Apprenticeship II (PSAV) <i>72 clock hours</i> | AER 0759 | Automotive Heating And Air Conditioning (PSAV) <i>150 clock hours</i> |
| ACR 0942 | Air Conditioning and Refrigeration Apprenticeship III (PSAV) <i>72 clock hours</i> | AER 0801 | Workplace Skills for Automotive Technicians (PSAV) <i>75 clock hours</i> |
| ACR 0943 | Air Conditioning and Refrigeration Apprenticeship IV (PSAV) <i>72 clock hours</i> | AER 0891 | Automotive Engine Performance 1 (PSAV) <i>150 clock hours</i> |
| ACR 0944 | Air Conditioning and Refrigeration Apprenticeship V (PSAV) <i>72 clock hours</i> | AER 0892 | Automotive Engine Performance 2 (PSAV) <i>150 clock hours</i> |
| ACR 0945 | Air Conditioning and Refrigeration Apprenticeship VI (PSAV) <i>72 clock hours</i> | AMH 2010 | United States History to 1865 (AA) <i>3 credits (3 lecture hours) (*)</i> |
| ACR 0946 | Air Conditioning and Refrigeration Apprenticeship VII (PSAV) <i>72 clock hours</i> | AMH 2010 | Honors United States History to 1865 (AA) <i>3 credits (3 lecture hours)</i> <i>Prerequisite: Admission to the Honors College(*)</i> |
| ACR 0947 | Air Conditioning and Refrigeration Apprenticeship VIII (PSAV) <i>72 clock hours</i> | AMH 2020 | United States History from 1865 to Present (AA) <i>3 credits (3 lecture hours) (*)</i> |
| ACR 0961 | HVAC/R Field Work Experience 1 (PSAV) <i>75 clock hours</i> | AMH 2020 | Honors United States History from 1865 to Present (AA) <i>3 credits (3 lecture hours)</i> <i>Prerequisite: Admission to the Honors College(*)</i> |
| ACR 0962 | HVAC/R Field Work Experience 2 (PSAV) <i>75 clock hours</i> | AMH 2091 | African-American History (AA) <i>3 credits (3 lecture hours)</i> |
| AER 0006 | Introduction to Automotive Services (PSAV) <i>150 clock hours</i> | AML 2010 | American Literature to 1865 (AA) <i>3 credits (3 lecture hours)</i> <i>Prerequisite: ENC1101 or ENC1121 (*)</i> |
| AER 0033 | Applied Academics for Automotive Technicians (PSAV) <i>75 clock hours</i> | AML 2010 | Honors American Literature to 1865 (AA) <i>3 credits (3 lecture hours)</i> <i>Prerequisite: ENC1101 or ENC1121 and Admission to the Honors College (*)</i> |
| AER 0110 | Automotive Engine Repair (PSAV) <i>150 clock hours</i> | AML 2020 | American Literature After 1865 (AA) <i>3 credits (3 lecture hours)</i> <i>Prerequisite: ENC1101 or ENC1121 (*)</i> |
| | | AML 2020 | Honors American Literature After 1865 (AA) <i>3 credits (3 lecture hours)</i> <i>Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)</i> |

- AML 2600 African American Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)
- AML 2600 Honors African American Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
- AML 2631 Hispanic American Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC 1121 (*)
- ANT 2000 Anthropology (AA)**
3 credits (3 lecture hours) (*)
- AOM 1261 Agriculture and Cane Farming (AS)**
2 credits (2 lecture hours)
Prerequisites: "C" or above in CHM1020, CHM1020L, MAC1105 and PHY1001
- AOM 1262 Sugar Cane Processing Overview and Engineering Practices (AS)**
2 credits (2 lecture hours)
Prerequisite: AOM1261
- AOM 1263C Cane Quality and Analysis; Factory Analytical Methods (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1262
- AOM 1265C Cane Preparation, Milling and Diffusion - I (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1274C
- AOM 1266C Cane Preparation, Milling and Diffusion - 2 (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1265C
- AOM 1274C Material Balance Calculations and Factory Control - I (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1263C
- AOM 2267C Clarification, Filtration and Evaporation - I (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1266C
- AOM 2268C Clarification, Filtration and Evaporation - 2 (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM2267C
- AOM 2269C Crystallization - I (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM2268C
- AOM 2270C Crystallization - 2; Centrifugation (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM2269C
- AOM 2271 Sugar and Molasses Quality, Handling, Storage and Shipping (AS)**
3 credits (3 lecture hours)
Prerequisite: AOM2270C
- AOM 2273 Basics of Sugar Refining (AS)**
3 credits (3 lecture hours)
Prerequisite: AOM2275
- AOM 2275 Material Balance Calculations and Factory Control - 2 (AS)**
3 credits (3 lecture hours)
Prerequisite: AOM2271
- AOM 2277 Regulatory and Quality Control (AS)**
3 credits (3 lecture hours)
Prerequisite: AOM2273
- APA 1111 Bookkeeping (AS)**
3 credits (3 lecture hours)
- APA 2172 Computerized Bookkeeping (AS)**
4 credits (4 lecture hours)
Prerequisites: CGS1100 and (APA1111 or ACG2022)
- ARC 1301C Architectural Design I (AA)**
4 credits (3 lecture hours, 2 lab hours)
Corequisite: ARC1701
- ARC 1302C Architectural Design II (AA)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: ARC1301C, ARC1701;
Corequisite: ARC2201
- ARC 1701 History of Architecture (AA)**
3 credits (3 lecture hours)
- ARC 1702 Architectural History II (AA)**
3 credits (3 lecture hours)
Prerequisite: ARC1701
- ARC 2201 Theory of Architecture (AA)**
3 credits (3 lecture hours)
Prerequisite: ARC1301C; Corequisite: ARC1302C
- ARC 2303C Architectural Design III (AA)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC1302C, ARC2201(or ARC2212)
Corequisite: ARC2461
- ARC 2304C Architectural Design IV (AA)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC2303C and ARC2461;
Corequisite: ARC2501
- ARC 2461 Materials and Methods of Construction I (AA)**
3 credits (3 lecture hours)
Prerequisite: ARC2302
- ARC 2501 Structures (AA)**
3 credits (3 lecture hours)
Prerequisite: MAC2233
- ARH 1000 Art Appreciation (AA)**
3 credits (3 lecture hours) (*)
- ARH 1000 Honors Art Appreciation (AA)**
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College(*)
- ARH 1955 History and Appreciation of Art (AA)**
3 credits (3 lecture hours)
- ARH 2050 Art History I (AA)**
3 credits (3 lecture hours) (*)
- ARH 2051 Art History II (AA)**
3 credits (3 lecture hours) (*)
- ARR 001 I Introduction to Collision Repair (PSAV)**
120 clock hours

- ARR 0020 Collision Estimating** (PSAV)
120 clock hours
- ARR 0101 Collision Repair and Refinishing** (PSAV)
120 clock hours
- ARR 0102 Collision Repair and Refinishing - Intermediate** (PSAV)
120 clock hours
- ARR 0103 Collision Repair and Refinishing - Advanced** (PSAV)
120 clock hours
- ARR 0121 Automotive Refinishing** (PSAV)
120 clock hours
- ARR 0122 Automotive Refinishing-Intermediate** (PSAV)
120 clock hours
- ARR 0123 Automotive Refinishing-Advanced** (PSAV)
120 clock hours
- ARR 0241 Automotive Body Repair** (PSAV)
120 clock hours
- ARR 0242 Automotive Body Repair-Intermediate** (PSAV)
120 clock hours
- ARR 0243 Automotive Body Repair-Advanced** (PSAV)
80 clock hours
- ARR 0313 Frame and Body Repair** (PSAV)
120 clock hours
- ART 1100C Crafts I** (AA)
3 credits (2 lecture hours, 2 lab hours)
- ART 1101C Crafts II** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART1100C
- ART 1201C Design Fundamentals** (AA)
3 credits (2 lecture hours, 2 lab hours)
- ART 1203C Three-Dimensional Design** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C and ART1300C
- ART 1205C Color Design** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C and ART1300C
- ART 1300C Drawing I** (AA)
3 credits (2 lecture hours, 2 lab hours)
- ART 1330C Drawing II** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART1201C and ART1300C
- ART 1750C Ceramics I** (AA)
3 credits (2 lecture hours, 2 lab hours)
- ART 1751C Ceramics II** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART1750C
- ART 2150C Jewelry Design I** (AA)
3 credits (2 lecture hours, 2 lab hours)
- ART 2400C Printmaking I** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C and ART1300C
- ART 2401C Printmaking II** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART2400C
- ART 2500C Painting I** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART1201C and ART1300C
- ART 2501C Painting II** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART2500C
- ART 2502C Figure Painting** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART2330C
- ART 2600C Digital Imagery for the Fine Artist** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART1201C
- ART 2701C Sculpture I** (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART1203C or instructor permission required
- ART 2710C Stone Carving** (AA)
2 credits (1 lecture hour, 3 lab hours)
Prerequisite: ART2701C or instructor permission required
- ASC 1101 Aero-Navigation** (AS)
3 credits (3 lecture hours)
Prerequisite: ATT1100
- ASC 1210 Aero-Meteorology** (AS)
3 credits (3 lecture hours)
- ASC 1310 Aero-Safety and Regulations** (AS)
2 credits (2 lecture hours)
- ASC 1640 Propulsion Systems** (AS)
3 credits (3 lecture hours)
Prerequisites: MAC1105, PHY1001
- ASC 2550 Aerodynamics** (AS)
3 credits (3 lecture hours)
Prerequisite: ATT1100
- AST 1002 Descriptive Astronomy** (AA)
3 credits (3 lecture hours)(*)
- AST 1003 Planetary Astronomy** (AA)
3 credits (3 lecture hours)(*)
- AST 1004 Stellar and Galactic Astronomy** (AA)
3 credits (3 lecture hours)(*)
- ATF 1100 Flight-Private** (AS)
4 credits (4 lecture hours)
Corequisite: ATT1100
- ATF 1105 Intermediate Flight Lab Helicopter** (AS)
1 credit (2 lab hours)
Prerequisite: ATF1140
- ATF 1140 Flight - Private Helicopter** (AS)
4 credits (4 lecture hours)
Corequisite: ATT1100
- ATF 1150 Intermediate Flight Lab** (AS)
1 credit (2 lab hours)
Prerequisite: ATF1100

- ATF 1600 Basic Flight Simulator (AS)**
1 credit (1 lab hour)
- ATF 2200 Flight-Commercial I (AS)**
2 credits (2 lecture hours)
Prerequisite: ATF2300; Corequisite: ATT2110
- ATF 2240 Advanced Flight Lab Helicopter (AS)**
1 credit (1 lab hour)
Prerequisite: ATF1105
- ATF 2241 Flight - Commercial Helicopter (AS)**
2 credits (2 lecture hours)
Prerequisite: ATF2340; Corequisite: ATT2110
- ATF 2250 Advanced Flight Lab (AS)**
1 credit (2 lab hours)
Prerequisite: ATF1150
- ATF 2300 Instrument Flight (AS)**
3 credits (3 lecture hours)
Prerequisites: ATF1100 and ATT1100 (or Private Pilots License and equivalent experience), ATF1600, ATF2605; Corequisites: ATT2120 (or satisfactory completion of the FAA instrument rating written examination and equivalent experience), ATF2610
- ATF 2340 Flight - Instrument Helicopter (AS)**
3 credits (3 lecture hours)
Prerequisites: ATF1140, ATF1600, ATF2605;
Corequisites: ATF2610, ATT2120
- ATF 2400 Multi-Engine Flight (AS)**
1 credit (1 lab hour)
Prerequisite: ATF2200 or Commercial Pilots License and equivalent experience
- ATF 2500 Certified Flight Instructor (AS)**
1 credit (2 lab hours)
Prerequisite: ATF2200 or Commercial Pilots License and equivalent experience; Corequisite: ATT2131
- ATF 2540 Certified Flight Instructor Helicopter (AS)**
1 credit (2 lab hours)
Prerequisite: ATF2241; Corequisite: ATT2131
- ATF 2541 Certified Flight Instructor Instrument Helicopter (AS)**
1 credit (1 lab hour)
Prerequisite: ATF2540
- ATF 2605 Intermediate Flight Simulator (AS)**
1 credit (1 lab hour)
Prerequisite: ATF1600 or instructor/chairman approval
- ATF 2610 Advanced Instrument Flight Simulator (AS)**
1 credit (1 lab hour)
Prerequisites: ATF1600 and ATF2605 or instructor/chairman approval
- ATF 2691A-E Instrument Refresher Simulator Laboratory (AS)**
1 credit
- ATT 1100 Private Pilot Ground School (AS)**
3 credits (3 lecture hours)
- ATT 2110 Commercial Pilot Ground School (AS)**
3 credits (3 lecture hours)
Prerequisite: ATT1100
- ATT 2120 Instrument Ground School (AS)**
3 credits (3 lecture hours)
Prerequisite: ATT1100
- ATT 2131 Flight Instructor Ground School (AS)**
2 credits (2 lecture hours)
Prerequisite: ATF2300 or ATF2200
- AVM 2010 Aerospace and Air Travel (AS)**
3 credits (3 lecture hours)
Prerequisite: ATT1100 or approval of instructor
- BAN 1004 Principles of Banking (AS)**
3 credits (3 lecture hours)
- BAN 2511 Marketing for Bankers (AS)**
3 credits (3 lecture hours)
- BAN 2800 Law and Banking: Principles (AS)**
3 credits (3 lecture hours)
- BCA 0101 Bricklayer Apprenticeship I (PSAV)**
72 clock hours
- BCA 0102 Bricklayer Apprenticeship II (PSAV)**
72 clock hours
- BCA 0103 Bricklayer Apprenticeship III (PSAV)**
72 clock hours
- BCA 0104 Bricklayer Apprenticeship IV (PSAV)**
72 clock hours
- BCA 0105 Bricklayer Apprenticeship V (PSAV)**
72 clock hours
- BCA 0106 Bricklayer Apprenticeship VI (PSAV)**
72 clock hours
- BCA 0111 R Bricklayer Apprenticeship Co-op I (First Year) (PSAV)**
475 clock hours
- BCA 0112 R Bricklayer Apprenticeship Co-op II (First Year - Summer) (PSAV)**
350 clock hours
- BCA 0113 R Bricklayer Apprenticeship Co-op III (Second Year) (PSAV)**
475 clock hours
- BCA 0114 R Bricklayer Apprenticeship Co-op IV (Second Year - Summer) (PSAV)**
350 clock hours
- BCA 0115 R Bricklayer Apprenticeship Co-op V (Third Year) (PSAV)**
475 clock hours
- BCA 0116 R Bricklayer Apprenticeship Co-op VI (Third Year - Summer) (PSAV)**
350 clock hours
- BCA 0271 Roofing Apprenticeship I (PSAV)**
72 clock hours
- BCA 0272 Roofing Apprenticeship 2 (PSAV)**
72 clock hours
- BCA 0273 Roofing Apprenticeship 3 (PSAV)**
72 clock hours

BCA 0274 Roofing Apprenticeship 4 (PSAV)
72 clock hours

BCA 0280 R Roofing Apprenticeship Co-op I (PSAV)
475 clock hours

BCA 0281 R Roofing Apprenticeship Co-op 2 (1st Year Summer Semester) (PSAV)
350 clock hours

BCA 0282 R Roofing Apprenticeship Co-op 3 (2nd Year, First Semester) (PSAV)
475 clock hours

BCA 0283 R Roofing Apprenticeship Co-op 4 (2nd Year, Summer Semester) (PSAV)
350 clock hours

BCA 0340 Electrical Apprenticeship IX (PSAV)
72 clock hours

BCA 0341 Electrical Apprenticeship X (PSAV)
72 clock hours

BCA 0345 R Electrical Apprenticeship Co-op IX (PSAV)
475 clock hours

BCA 0346 R Electrical Apprenticeship Co-op X (PSAV)
350 clock hours

BCA 0350 Apprenticeship in Residential Wiring I (First Year - First Course) (PSAV)
72 clock hours

BCA 0351 Apprenticeship in Residential Wiring II (First Year - Second Course) (PSAV)
72 clock hours

BCA 0352 Apprenticeship in Residential Wiring III (Second Year - Second Course) (PSAV)
72 clock hours

BCA 0353 Apprenticeship in Electrical Wiring IV (Second Year - Second Course) (PSAV)
72 clock hours

BCA 0354 Apprenticeship in Electrical Wiring V (Third Year - First Course) (PSAV)
72 clock hours

BCA 0355 Apprenticeship in Electrical Wiring VI (Third Year - Second Course) (PSAV)
72 clock hours

BCA 0356 Apprenticeship in Electrical Wiring VII (PSAV)
72 clock hours

BCA 0357 Apprenticeship in Electrical Wiring VIII (Fourth Year-Second Course) (PSAV)
72 clock hours

BCA 0358 R Electrical Apprenticeship Co-op I (PSAV)
475 clock hours

BCA 0359 R Electrical Apprenticeship Co-op II (PSAV)
350 clock hours

BCA 0361 R Electrical Apprenticeship Co-op III (PSAV)
475 clock hours

BCA 0362 R Electrical Apprenticeship Co-op IV (PSAV)
350 clock hours

BCA 0364 R Electrical Apprenticeship Co-op V (PSAV)
475 clock hours

BCA 0365 R Electrical Apprenticeship Co-op VI (PSAV)
350 clock hours

BCA 0367 R Electrical Apprenticeship Co-op VII (PSAV)
475 clock hours

BCA 0368 R Electrical Apprenticeship Co-op VIII (PSAV)
350 clock hours

BCA 0450 Plumber Apprenticeship I (First Year-Term A) (PSAV)
72 clock hours

BCA 0451 Plumber Apprenticeship II (First Year - Term B) (PSAV)
72 clock hours

BCA 0452 Plumber Apprenticeship III (Second Year - Term A) (PSAV)
72 clock hours

BCA 0453 Plumber Apprenticeship IV (Second Year - Term B) (PSAV)
72 clock hours

BCA 0454 Plumber Apprenticeship V (Third Year - Term A) (PSAV)
72 clock hours

BCA 0455 Plumber Apprenticeship VI (Third Year - Term B) (PSAV)
72 clock hours

BCA 0456 Plumber Apprenticeship VII (Fourth Year - Term A) (PSAV)
72 clock hours

BCA 0457 Plumber Apprenticeship VIII (Fourth Year - Term B) (PSAV)
72 clock hours

BCA 0460 R Plumber Apprenticeship Co-op I (PSAV)
475 clock hours

BCA 0461 R Plumber Apprenticeship Co-op II (PSAV)
350 clock hours

BCA 0462 R Plumber Apprenticeship Co-op III (PSAV)
475 clock hours

BCA 0463 R Plumber Apprenticeship Co-op IV (PSAV)
350 clock hours

BCA 0464 R Plumber Apprenticeship Co-op V (PSAV)
475 clock hours

BCA 0465 R Plumber Apprenticeship Co-op VI (PSAV)
350 clock hours

BCA 0466 R Plumber Apprenticeship Co-op VII (PSAV)
475 clock hours

BCA 0467 R Plumber Apprenticeship Co-op VIII (PSAV)
350 clock hours

BCA 0470 Fire Sprinkler Apprenticeship I (Fall)(PSAV)
72 clock hours

BCA 0471 Fire Sprinkler Apprenticeship II (Spring) (PSAV)
72 clock hours

- BCA 0472 Fire Sprinkler Apprenticeship III (Fall)** (PSAV)
72 clock hours
- BCA 0473 Fire Sprinkler Apprenticeship IV (Spring)** (PSAV)
72 clock hours
- BCA 0474 Fire Sprinkler Apprenticeship V (Fall)** (PSAV)
72 clock hours
- BCA 0475 Fire Sprinkler Apprenticeship VI (Spring)** (PSAV)
72 clock hours
- BCA 0476 Fire Sprinkler Apprenticeship VII (Fall)** (PSAV)
72 clock hours
- BCA 0477 Fire Sprinkler Apprenticeship VIII (Spring)** (PSAV)
72 clock hours
- BCA 0480 R Fire Sprinkler Apprentice Co-op I** (PSAV)
475 clock hours
- BCA 0481 R Fire Sprinkler Apprentice Co-op II** (PSAV)
350 clock hours
- BCA 0482 R Fire Sprinkler Apprentice Co-op III** (PSAV)
475 clock hours
- BCA 0483 R Fire Sprinkler Apprentice Co-op IV** (PSAV)
350 clock hours
- BCA 0484 R Fire Sprinkler Apprentice Co-op V** (PSAV)
475 clock hours
- BCA 0485 R Fire Sprinkler Apprentice Co-op VI** (PSAV)
350 clock hours
- BCA 0486 R Fire Sprinkler Apprentice Co-op VII** (PSAV)
475 clock hours
- BCA 0487 R Fire Sprinkler Apprentice Co-op VIII** (PSAV)
350 clock hours
- BCA 0550 Carpentry Apprenticeship I** (PSAV)
72 clock hours
- BCA 0551 Carpentry Apprenticeship II** (PSAV)
72 clock hours
- BCA 0552 Carpentry Apprenticeship III** (PSAV)
72 clock hours
- BCA 0553 Carpentry Apprenticeship IV** (PSAV)
72 clock hours
- BCA 0554 Carpentry Apprenticeship V** (PSAV)
72 clock hours
- BCA 0555 Carpentry Apprenticeship VI** (PSAV)
72 clock hours
- BCA 0556 Carpentry Apprenticeship VII** (PSAV)
72 clock hours
- BCA 0557 Carpentry Apprenticeship VIII** (PSAV)
72 clock hours
- BCA 0560 R Carpentry Apprenticeship Co-op I (First Year)** (PSAV)
475 clock hours
- BCA 0561 R Carpentry Apprenticeship Co-op II (First Year - Summer)** (PSAV)
350 clock hours
- BCA 0562 R Carpentry Apprenticeship Co-op III (Second Year)** (PSAV)
475 clock hours
- BCA 0563 R Carpentry Apprenticeship Co-op IV (Second Year - Summer)** (PSAV)
350 clock hours
- BCA 0564 R Carpentry Apprenticeship Co-op V (Third Year)** (PSAV)
475 clock hours
- BCA 0565 R Carpentry Apprenticeship Co-op VI (Third Year - Summer)** (PSAV)
350 clock hours
- BCA 0566 R Carpentry Apprenticeship Co-op VII (Fourth Year)** (PSAV)
475 clock hours
- BCA 0567 R Carpentry Apprenticeship Co-op VIII (Fourth Year - Summer)** (PSAV)
350 clock hours
- BCN 1272 Plans Interpretation** (AS)
3 credits (3 lecture hours)
- BCN 2080C Architectural Drafting and Design I** (AS)
3 credits (2 lecture hours, 2 lab hours)
Corequisite: BCN2253C
- BCN 2081C Architectural Drafting and Design 2** (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: BCN2080C, Corequisite: BCN2259C
- BCN 2220 Construction Materials and Methods** (AS)
3 credits (3 lecture hours)
- BCN 2253C Architectural Drafting I** (AS)
3 credits (2 lecture hours, 2 lab hours)
Corequisite: ETD1102C
- BCN 2259C Architectural Drafting 2** (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: BCN2253C, Corequisite: BCN 2081C
- BCN 2941 Building Construction Experience** (AS)
3 credits (3 lecture hours)
Prerequisite: Documentation of 4 years of bona fide experience toward journeyman level tradesmanship
- BCT 1743 Construction Law** (AS)
3 credits (3 lecture hours)
- BCT 1750 Construction Finance** (AS)
3 credits (3 lecture hours)
- BCT 1770 Construction Estimating** (AS)
3 credits (3 lecture hours)
Prerequisite: BCN2220
- BCT 2730 Construction Supervision Procedure** (AS)
3 credits (3 lecture hours)
- BOT 1010 General Botany I** (AA)
3 credits (3 lecture hours)
Corequisite: BOT1010L (*)

- BOT 1010L General Botany I Laboratory (AA)**
1 credit (2 lab hours)
Corequisite: BOT1010 (*)
- BOT 2000 Plant Physiology (AS)**
3 credits (3 lecture hours)
- BSC 1005 Concepts in Biology (AA)**
3 credits (3 lecture hours)(*)
- BSC 1005L Concepts in Biology Laboratory (AA)**
1 credit (2 lab hours) (*)
- BSC 1010 Principles of Biology I (AA)**
3 credits (3 lecture hours)
Recommended Corequisite: BSC1010L (*)
- BSC 1010L Principles of Biology I Laboratory (AA)**
1 credit (3 lab hours)
Prerequisites or Corequisites: BSC1010 or BSC1005 (*)
- BSC 1011 Principles of Biology II (AA)**
3 credits (3 lecture hours)
Prerequisites: BSC1010 and BSC1010L;
Corequisite BSC1011L (*)
- BSC 1011L Principles of Biology II Lab (AA)**
1 credit (3 lab hours)
Prerequisites: BSC1010 and BSC1010L;
Corequisite BSC1011 (*)
- BSC 1050 Environmental Conservation (AA)**
3 credits (3 lecture hours)(*)
- BSC 1050 Honors Environmental Conservation (AA)**
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College (*)
- BSC 1050L Honors Environmental Conservation Lab (AA)**
1 credits (3 lab hours)
Prerequisite: Admission to the Honors College and specific course application process
- BSC 2085 Anatomy and Physiology I (AA)**
3 credits (3 lecture hours)
Corequisite: BSC2085L (*)
- BSC 2085L Anatomy and Physiology I Lab (AA)**
1 credit (3 lab hours)
Corequisite: BSC2085 (*)
- BSC 2086 Anatomy and Physiology II (AA)**
3 credits (3 lecture hours)
Prerequisite: BSC2085, BSC2085L;
Corequisite: BSC2086L (*)
- BSC 2086L Anatomy and Physiology II Lab (AA)**
1 credit (3 lab hours)
Prerequisites: BSC2085 and BSC2085L;
Corequisite: BSC2086 (*)
- BSC 2420 Biotechnology I (AA)**
3 credits (3 lecture hours)
Prerequisites: BSC2421, CHM1045 and CHM1045L
- BSC 2420L Biotechnology I Laboratory (AA)**
1 credit (3 lab hours)
Prerequisites: BSC2421L, CHM1045, CHM1045L
- BSC 2421 Introduction to Biotechnology (AA)**
3 credits (3 lecture hours)
Corequisite: BSC2421L
- BSC 2421L Introduction to Biotechnology Laboratory (AA)**
1 credit (3 lab hours)
Corequisite: BSC2421
- BSC 2427 Biotechnology 2, Molecular Biology, Cell & Immunobiology (AA)**
3 credits (3 lecture hours)
Prerequisites: BSC2420L, CHM1045, CHM1045L;
Corequisites: BSC2427L, CHM1046, CHM1046L
- BSC 2427L Biotechnology 2, Molecular Biology, Cell and Immunobiology Laboratory (AA)**
1 credit (3 lab hours)
Prerequisites: BSC2420L, CHM1045, CHM1045L;
Corequisites: BSC2427, CHM1046, CHM1046L
- BSC 2945C Biotechnology Internship (AA)**
2 credits (1 lecture hour, 10 lab hours)
Prerequisites: CHM1046, CHM1046L, BSC2421, BSC2420, BSC2420L and BSC2427
- BUL 2241 Business Law I (AA)**
3 credits (3 lecture hours)
- BUL 2242 Business Law II (AA)**
3 credits (3 lecture hours)
- CCJ 1618 Criminal Psychology (AA)**
3 credits (3 lecture hours)
- CCJ 1010 Introduction to Criminology (AA)**
3 credits (3 lecture hours)
- CCJ 1020 Administration of Criminal Justice (AA)**
3 credits (3 lecture hours)
- CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner (AA)**
3 credits (3 lecture hours)
- CCJ 2500 Juvenile Delinquency (AA)**
3 credits (3 lecture hours)
- CCJ 2940C Criminology Justice Intern Program (AA)**
4 credits (1 lecture hour, 9 lab hours)
Prerequisite: Sophomore students or others, determined by the instructor, based on course work or experience
- CDO 0100 Commercial Drivers License Preparation (CDL A) (PSAV)**
334 clock hours
Prerequisite: Candidate screening by National Training, Inc.
- CEN 1509 CISCO I (Networking Essentials)(AS)**
3 credits (3 lecture hours)
Prerequisites: CTS1740 or CGS0250 or CompTIA A+ Certification
- CEN 2503 Local Area Networks (AA)**
3 credits (3 lecture hours)
Prerequisite: CNT2000 or CGS1565
- CEN 2504 Wide Area Networks (AA)**
3 credits (3 lecture hours)
Prerequisite: CNT2000 or CGS1565
- CEN 2527 CISCO 2 (Router Technology) (AS)**
3 credits (3 lecture hours)
Prerequisites: CEN1509

- CEN 2528 CISCO 3 (Advanced Router Technology)** (AS)
3 credits (3 lecture hours)
Prerequisites: CEN2527
- CEN 2529 CISCO 4 (Project Based Learning)**(AS)
3 credits (3 lecture hours)
Prerequisites: CEN2528
- CET 1123C Microprocessors** (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: CET2112C
- CET 1171C Computer Maintenance and Repair** (AS)
3 credits (2 lecture hours, 2 lab hours)
- CET 2112C Logic Circuits** (AS)
4 credits (3 lecture hours, 2 lab hours)
- CGS 0250 A+ Certification** (PSAV)
100 clock hours
- CGS 0251 Computer User Support** (PSAV)
100 clock hours
- CGS 1030 PC Starter** (AS)
1 credit (1 lecture hour)
- CGS 1100 Microcomputer Applications** (AA)
3 credits (3 lecture hours)
Prerequisite: None (Knowledge of the keyboard is desirable)
- CGS 1100 Honors Microcomputer Applications** (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College (Knowledge of the keyboard is desirable)
- CGS 1513 Electronic Spreadsheets** (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100 or OST1831
- CGS 1543 Database Management** (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100 or OST1831
- CGS 1561 Inside the PC** (AS)
1 credit (1 lecture hour)
- CGS 1565 Microcomputer Operating Systems** (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100 or OST1831
- CGS 1800 Introduction to Web Site Development** (AS)
3 credits (3 lecture hours)
Corequisite: CGS1100
- CGS 2555 Introduction to the Internet** (AA)
3 credits (3 lecture hours)
Corequisite: CGS1100
- CGS 2801 Advanced Web Page Media** (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1800
- CGS 2802 Web Site Administration** (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100
- CHD 1220 Child Development, Infancy/Preschool** (AS)
3 credits (3 lecture hours)
- CHM 1020 Principles of Chemistry** (AA)
3 credits (3 lecture hours) (*)
- CHM 1020L Principles of Chemistry Laboratory** (AA)
1 credit (2 lab hours)
Prerequisite or Corequisite: CHM1020 (*)
- CHM 1025 Introductory Chemistry** (AA)
3 credits (3 lecture hours)
Co-requisite: MAT1033 (*)
- CHM 1045 General Chemistry I** (AA)
3 credits (3 lecture hours)
Prerequisites: MAT1033; Corequisites: CHM1045L and MAC1105 (*)
- CHM 1045 Honors General Chemistry I** (AA)
3 credits (3 lecture hours)
Prerequisites: MAT1033 and Admission to the Honors College; Corequisites: CHM1045L and MAC1105 (*)
- CHM 1045L General Chemistry I Laboratory** (AA)
1 credit (3 lab hours)
Corequisite: CHM1045
- CHM 1046 General Chemistry II** (AA)
3 credits (3 lecture hours)
Prerequisites: CHM1045, CHM1045L and MAC1105; Corequisite: CHM1046L (*)
- CHM 1046L General Chemistry II Laboratory** (AA)
1 credit (3 lab hours)
Prerequisite: CHM1045L; Corequisite: CHM1046 (*)
- CHM 2210 Organic Chemistry I** (AA)
3 credits (3 lecture hours)
Prerequisites: CHM1045 and CHM1045L; Corequisite: CHM2210L
- CHM 2210L Organic Chemistry I Laboratory** (AA)
1 credit (4 lab hours)
Prerequisites: CHM1045 and CHM1045L; Corequisite: CHM2210
- CHM 2211 Organic Chemistry II** (AA)
3 credits (3 lecture hours)
Prerequisite: CHM2210; Corequisite: CHM2211L
- CHM 2211L Organic Chemistry II Laboratory** (AA)
1 credit (4 lab hours)
Prerequisites: CHM2210 and CHM2210L; Corequisite: CHM2211
- CIS 2321 Systems and Applications** (AS)
3 credits (3 lecture hours)
Corequisite: CGS1100
- CIS 2513 Information Technology Project Management** (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100
- CJB 1465 Injury and Death Investigation** (AS)
3 credits (3 lecture hours)
Corequisites: CJB1711, CJB1712
- CJB 1711 Introduction to Crime Scene Technology** (AS)
3 credits (3 lecture hours)
Corequisites: CJB1465 and CJB1712
- CJB 1712 Crime Scene Photography I** (AS)
3 credits (3 lecture hours)
Corequisites: CJB1465 and CJB1711

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| CJB 1721 | Advanced Crime Scene Technology (AS) 3 credits (3 lecture hours) Prerequisites: CJB1465, CJB1711 and CJB1712 | CJD 0773 | Interpersonal Skills I - Corrections (PSAV) 56 clock hours |
| CJB 1722 | Crime Scene Photography 2 (AS) 3 credits (3 lecture hours) Prerequisite: CJB1465, CJB1711 and CJB1712 | CJD 1933 | Applied Corrections Officer Competencies (AS) 18 credits (18 lecture hours) Prerequisites: The successful completion of (or earned prior learning credit for) Corrections Officer Track PSAV Academy (5601) or a certified CMS Law Enforcement Officer with successful completion of the Crossover to Corrections Officer PSAV Academy (5614); application and acceptance into the Corrections Officer AAS/AS degree; and 12 credits completed toward the Corrections Officer AAS/AS degree |
| CJB 2703 | Crime Scene Safety (AS) 2 credits (2 lecture hours) Prerequisites: CJB1721, CJB1722 and CJB2735 | CJE 1300 | Police Administration I (AA) 3 credits (3 lecture hours) |
| CJB 2704 | Courtroom Presentation of Scientific Evidence (AS) 3 credits (3 lecture hours) Prerequisite: CJB2703 | CJE 1301 | Police Administration II (AA) 3 credits (3 lecture hours) |
| CJB 2713 | Introduction to Forensic Science (AA) 3 credits (3 lecture hours) | CJK 0006 | Introduction and Law (PSAV) 67 clock hours |
| CJB 2735 | Fingerprint Classification (AS) 3 credits (3 lecture hours) Prerequisites: CJB1465, CJB1711 and CJB1712 | CJK 0010 | Human Issues (PSAV) 50 clock hours |
| CJB 2736 | Latent Fingerprint Development (AS) 3 credits (3 lecture hours) Prerequisite: CJB2703 | CJK 0015 | Communications (PSAV) 77 clock hours |
| CJB 2748 | Biological Evidence (AS) 2 credits (2 lecture hours) Prerequisite: CJB2703 | CJK 0020 | CMS Law Enforcement Vehicle Operations (PSAV) 48 clock hours |
| CJC 2162 | Principles of Probation and Parole (AA) 3 credits (3 lecture hours) | CJK 0031 | CMS First Aide for Criminal Justice Officers (PSAV) 40 clock hours |
| CJC 2350 | Organization and Administration of Correctional Facilities (AA) 3 credits (3 lecture hours) | CJK 0040 | Criminal Justice Firearms (PSAV) 80 clock hours |
| CJD 0100 | Introduction to Auxiliary Law Enforcement Officer (PSAV) 63 clock hours Corequisites: CJK0020, CJK0031, CJK0040, CJK0050, CJK0421 | CJK 0050 | CMS Defensive Tactics (PSAV) 106 clock hours |
| CJD 0480 | Emergency Preparedness (PSAV) 26 clock hours | CJK 0060 | Patrol (PSAV) 57 clock hours |
| CJD 0704 | Criminal Justice Defensive Tactics (PSAV) 106 clock hours | CJK 0070 | Investigation (PSAV) 53 clock hours |
| CJD 0705 | Weapons (PSAV) 64 clock hours | CJK 0075 | Investigating Offenses (PSAV) 44 clock hours |
| CJD 0723 | Criminal Justice Vehicle Operations (PSAV) 32 clock hours | CJK 0080 | Traffic Stops (PSAV) 62 clock hours |
| CJD 0732 | Law Enforcement Traffic (PSAV) 46 clock hours | CJK 0085 | Traffic Crash Investigations (PSAV) 32 clock hours |
| CJD 0750 | Interpersonal Skills 2 - Corrections (PSAV) 50 clock hours | CJK 0090 | Tactical Applications (PSAV) 54 clock hours |
| CJD 0752 | Corrections Operations (PSAV) 64 clock hours | CJK 0202 | Crossover CMS Law Enforcement to Traditional Corrections Introduction (PSAV) 29 clock hours Prerequisites: Traditional or CMS Law Enforcement Training Program; Corrections BAT test score of 70 |
| CJD 0770 | Criminal Justice Legal I (PSAV) 46 clock hours | CJK 0203 | Crossover CMS Law Enforcement to Traditional Corrections Interpersonal Skills (PSAV) 30 clock hours Prerequisites: Traditional or CMS Law Enforcement Training Program; Corrections BAT test score of 70 |
| CJD 0772 | Criminal Justice Communications - Corrections (PSAV) 42 clock hours | | |

- CJK 0211 Crossover Correctional to CMS Law Enforcement Introduction** (PSAV)
94 clock hours
Prerequisite: A student enrolling in this course must possess current certification as a correctional officer in accordance with Chapters 943, F.S. and 11B-35, F.A.C.
- CJK 0212 Crossover Correctional to CMS Law Enforcement High Liability** (PSAV)
8 clock hours
Prerequisite: A student enrolling in this course must possess current certification as a correctional officer in accordance with Chapters 943, F.S. and 11B-35, F.A.C.
- CJK 0213 Crossover Correctional to CMS Law Enforcement Tactical Application** (PSAV)
40 clock hours
Prerequisite: A student enrolling in this course must possess current certification as a correctional officer in accordance with Chapters 943, F.S. and 11B-35, F.A.C.
- CJK 0421 Dart Firing Stun Gun** (PSAV)
6 clock hours
- CJK 0551 Introduction to Dispatching** (PSAV)
68 clock hours
- CJK 0552 Fire Rescue Dispatch** (PSAV)
60 clock hours
Prerequisite: CJK0551
- CJK 0553 Law Enforcement Dispatch** (PSAV)
80 clock hours
Prerequisite: CJK0551
- CJK 1933 Applied Law Enforcement Officer Competencies** (AS)
22 credits (22 lecture hours)
Prerequisites: The successful completion of (or earned prior learning credit for) the Law Enforcement Officer Track PSAV Academy (5600) or a certified Corrections Officer with successful completion of the Crossover to CMS Law Enforcement Officer PSAV Academy (5613); application and acceptance into the Law Enforcement Officer AAS/AS degree; and 12 credits completed toward the Law Enforcement Officer AAS/AS degree
- CJL 1062 Introduction to Constitutional Law** (AA)
3 credits (3 lecture hours)
- CJL 2100 Criminal Law** (AA)
3 credits (3 lecture hours)
- CJL 2130 Laws of Evidence** (AA)
3 credits (3 lecture hours)
- CJL 2403 Law of Arrest, Search, and Seizure** (AA)
3 credits (3 lecture hours)
- CJT 2100 Criminal Investigation** (AA)
3 credits (3 lecture hours)
- CJT 2140 Introduction to Criminalistics** (AA)
3 credits (3 lecture hours)
Prerequisite or corequisite: CJT2100 or CCJ2230
- CLP 2001 Personality Development and Adjustment** (AA)
3 credits (3 lecture hours)
Prerequisite: PSY2012
- CNT 2000 Network Technologies** (AA)
3 credits (3 lecture hours)
Corequisite: CGS1100
- CNT 2401 Computer Network Security Policy Development** (ATC)
2 credits (2 lecture hours)
Prerequisites: CIS A.S. Degree and experience and/or knowledge of CNT2000 and CEN2705
- CNT 2402 Implementing and Administering Network Security** (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100
- CNT 2404 Network Attacks and Introduction to TCP/IP Security** (ATC)
3 credits (3 lecture hours)
Prerequisite: CNT2407
- CNT 2405 Intrusion Detection Systems, Countermeasures and PKI** (ATC)
3 credits (3 lecture hours)
Prerequisite: CNT2404
- CNT 2407 Information Security Implementation and Standards** (ATC)
2 credits (2 lecture hours)
Pre-requisites: CIS A.S. Degree and CNT2401
- CNT 2700 TCP/IP and Network Administration** (AA)
3 credits (3 lecture hours)
Prerequisite: CNT2000 or CGS1565
- COP 1002 Introduction to Programming Logic** (AA)
3 credits (3 lecture hours)
Prerequisite or corequisite: CGS1100
- COP 1220 Introduction to Programming in C** (AA)
3 credits (3 lecture hours)
Prerequisites: COP1002
- COP 1332 Visual Basic Programming** (AA)
3 credits (3 lecture hours)
Prerequisite: COP1002
- COP 2334 Programming in C++** (AA)
3 credits (3 lecture hours)
Prerequisite: COP1002
- COP 2341 UNIX Operating System** (AA)
3 credits (3 lecture hours)
Prerequisite: CGS1100
- COP 2700 Data Structures (SQL)** (AA)
3 credits (3 lecture hours)
Prerequisite: COP1002
- COP 2800 Programming in Java** (AA)
3 credits (3 lecture hours)
Prerequisite: COP1220 or COP2334
- COP 2805 Advanced Java Programming** (AA)
3 credits (3 lecture hours)
Prerequisite: COP2800
- COP 2822 Web Page Design** (AA)
3 credits (3 lecture hours)
Prerequisite: CGS2555 or ART1201C, ART1300C, GRA2100C (or GRA 2131C) and ART1205C
- COP 2831 Advanced Web Page Applications (XML and JavaScript)** (AA)
3 credits (3 lecture hours)
Prerequisite: COP2822 or COP1220

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| COP 2838 | Advanced Visual Basic.NET (AA) 3 credits (3 lecture hours) Prerequisite: COP1332 | CTS 1740 | Computer Maintenance and Repair (AS) 3 credits (3 lecture hours) |
| COP 2840 | Server-Side Programming (AA) 3 credits (3 lecture hours) Prerequisite: One of the following: COP1332, COP1220, COP2334 OR COP2800 | CTS 2173 | UNIX Installation and Administration Using LINUX (AS) 3 credits (3 lecture hours) Prerequisite: CGS1100 |
| COS 0200 | Cosmetology I - Introduction (PSAV) 120 clock hours | DEA 0130 | Related Dental Theory (PSAV) 32 clock hours |
| COS 0301 | Cosmetology II - Haircutting (PSAV) 120 clock hours | DEA 0153 | Dental Psychology and Communication (PSAV) 32 clock hours |
| COS 0400 | Cosmetology III - Styling (PSAV) 120 clock hours | DEA 0800 | Clinical Practice I (PSAV) 32 clock hours Recommended prerequisites: DES1200, DES1200L; Corequisite: DEA0800L |
| COS 0600 | Cosmetology V - Chemicals (PSAV) 120 clock hours | DEA 0800L | Clinical Practice I Lab (PSAV) 128 clock hours |
| COS 0700 | Cosmetology VI - Haircolor (PSAV) 120 clock hours | DEA 0801 | Clinical Practice 2 (PSAV) 32 clock hours Corequisite: DEA0801L |
| COS 0870 | Cosmetology IV - Salon Management (PSAV) 120 clock hours | DEA 0801L | Clinical Practice 2 Lab (PSAV) 256 clock hours |
| CPO 2002 | Comparative Governments (AA) 3 credits (3 lecture hours) Prerequisites: POS1001 or POS1041 or permission of instructor | DEA 0850 | Dental Assisting Clinical Practice 3 (PSAV) 16 clock hours |
| CRW 2001 | Creative Writing (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 | DEA 0940L | Dental Practicum I Laboratory (PSAV) 24 clock hours |
| CRW 2100 | Introduction to Fiction Writing (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 | DEA 0941L | Dental Practicum 2 Laboratory (PSAV) 96 clock hours |
| CSP 0010 | Manicuring, Pedicuring, and Nail Extensions (PSAV) 120 clock hours | DEH 1003 | Dental Hygiene Instrumentation (AS) 1 credit (1 lecture hour) Corequisite: DEH1003L |
| CSP 0011 | Salon Practice Lab II (PSAV) 120 clock hours | DEH 1003L | Dental Hygiene Instrumentation Lab (AS) 2 credits (6 lab hours) Corequisite: DEH1003 |
| CSP 0013 | Nail Specialist (PSAV) 240 clock hours | DEH 1130 | Oral Embryology and Histology (AS) 1 credit (1 lecture hour) |
| CSP 0240 | Facials (PSAV) 120 clock hours | DEH 1800 | Dental Hygiene I (AS) 1 credit (1 lecture hour) Corequisite: DEH1800L |
| CSP 0260 | Facial Specialist (PSAV) 260 clock hours | DEH 1800L | Dental Hygiene I Lab (AS) 4 credits (12 clinical hours) Corequisite: DEH1800 |
| CSP 0300 | Salon Practice Lab I (PSAV) 120 clock hours | DEH 1802 | Dental Hygiene II (AS) 1 credit (1 lecture hour) Corequisite: DEH1802L |
| CTS 0090 | Network Plus Certification (PSAV) 75 clock hours | DEH 1802L | Dental Hygiene II Lab (AS) 1 credit (3 clinical hours) Corequisite: DEH1802 |
| CTS 0095 | Security Plus Certification (PSAV) 75 clock hours | DEH 1811 | Dental Ethics and Jurisprudence (AS) 1 credit (1 lecture hour) |
| CTS 0263 | Electronic Spreadsheets Using MS Excel (PSAV) 100 clock hours Prerequisite: OCA0501 or consent of instructor | DEH 2300 | Pharmacology (AS) 2 credits (2 lecture hours) Recommended prerequisites: BSC 2085/2085L, BSC 2086/2086L, MCB 2010/2010L, CHM 1020 |
| CTS 0414 | Database Management Using MS Access (PSAV) 100 clock hours Prerequisite: CTS0263 or consent of instructor | | |

- DEH 2400 General and Oral Pathology (AS)**
2 credits (2 lecture hours)
- DEH 2602 Periodontology (AS)**
2 credits (2 lecture hours)
Recommended prerequisites: DEH1800C,
DEH1802C; Recommended corequisite: DEH2804C
- DEH 2701 Community Dentistry (AS)**
2 credits (2 lecture hours)
- DEH 2702L Community Dentistry Practicum (AS)**
1 credit (2 lab hours)
Prerequisite: DEH2701
- DEH 2804 Dental Hygiene III (AS)**
1 credit (1 lecture hour)
Corequisite: DEH2804L
- DEH 2804L Dental Hygiene III Lab (AS)**
4 credits (1 lecture hour)
Corequisite: DEH2804
- DEH 2806 Dental Hygiene IV (AS)**
1 credit (1 lecture hour)
Corequisite: DEH2806L
- DEH 2806L Dental Hygiene IV Lab (AS)**
5 credits (15 clinical hours)
Corequisite: DEH2806
- DEH 2807L Dental Hygiene V: Clinical Skills Update (AS)**
2 credits (4 lab hours)
Prerequisite: Graduation from an American Dental
Association accredited school of dental hygiene
- DEH 2934 Compromised Patient (AS)**
1 credit (1 lecture hour)
Recommended Prerequisites: DES1840;
Recommended corequisites: DEH2603, DEH2804C
- DEP 2004 Human Growth and Development (AA)**
3 credits (3 lecture hours)
- DEP 2102 Child Growth and Development (AA)**
3 credits (3 lecture hours)
Prerequisite: PSY2012
- DES 1020 Dental Anatomy (AS)**
3 credits (3 lecture hours)
- DES 1100 Dental Materials (AS)**
2 credits (2 lecture hours)
Corequisite: DES1100L
- DES 1100L Dental Materials Lab (AS)**
1 credit (2 lab hours)
Corequisite: DES1100
- DES 1200 Dental Radiology (AS)**
2 credits (2 lecture hours)
Corequisite: DES1200L
- DES 1200L Dental Radiology Lab (AS)**
1 credit (2 lab hours)
Corequisite: DES1200L
- DES 1600 Office Emergencies (AS)**
1 credit (1 lecture hour)
- DES 1800 Introduction to Clinical Procedures (AS)**
3 credits (3 lecture hours)
Corequisite: DES1800L
- DES 1800L Introduction to Clinical Procedures Lab (AS)**
1 credit (2 lab hours)
Corequisite: DES1800
- DES 1830 Expanded Functions Lecture (AS)**
1 credit (1 lecture hour)
Corequisite: DES1830L
- DES 1830L Expanded Functions Laboratory (AS)**
1 credit (2 lab hours)
Corequisite: DES1830
- DES 1840 Preventive Dentistry (AS)**
2 credits (2 lecture hours)
- DES 2502 Office Management (AS)**
1 credit (1 lecture hour)
- DIM 0004 Introduction to Diesel Mechanics (PSAV)**
120 clock hours
- DIM 0006 Introduction to Diagnosis and Repair (PSAV)**
120 clock hours
- DIM 0007 Braking Systems (PSAV)**
120 clock hours
- DIM 0008 Advanced Braking Systems (PSAV)**
120 clock hours
- DIM 0014 Basic Engine Systems and Applied Academics (PSAV)**
120 clock hours
- DIM 0103 Diesel Preventive Maintenance (PSAV)**
120 clock hours
- DIM 0104 Advanced Diesel Preventive Maintenance (PSAV)**
120 clock hours
- DIM 0106 Hydraulic Systems (PSAV)**
120 clock hours
- DIM 0107 Heating and Air Conditioning (PSAV)**
120 clock hours
- DIM 0108 Steering and Suspension (PSAV)**
120 clock hours
- DIM 0201 Power Train Systems (PSAV)**
120 clock hours
- DIM 0202 Advanced Power Train Systems (PSAV)**
120 clock hours
- DIM 0302 Electrical and Electronic Principles (PSAV)**
120 clock hours
- DIM 0303 Maintenance and Repair of Electrical Systems (PSAV)**
120 clock hours
- EAP 0300 Introduction to Listening and Speaking Skills (Prep)**
4 institutional credits (4 lecture hours)
Prerequisites: Compass/ESL scores 42-71 Listening,
Compass/ESL Composite scores between 59-68
and/or a score of 29 or below on the College
Placement test (CPT)

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| EAP 0360 | Introduction to Grammar Foundations (Prep) 4 institutional credits (4 lecture hours) Prerequisites: Compass/ESL Composite scores between 59-68 and/or a score of 29 or below on the College Placement Test (CPT) or Compass/ESL scores 42-58 Grammar | EDF 1001 | ParaEducators in Special and General Education Classrooms (AA) 3 credits (3 lecture hours) |
| EAP 0382 | Integrated Reading and Writing (Prep) 4 institutional credits (4 lecture hours) Prerequisites: Compass/ESL Composite scores between 59-68, Compass/ESL scores 38-68 Reading and/or a score of 29 or below on the College Placement Test (CPT) | EDF 1030 | Behavior Management in the Classroom (AA) 3 credits (3 lecture hours) |
| EAP 0400 | Speaking and Listening - Level I (Prep) 3 institutional credits (3 lecture hours) Prerequisite: Placement scores of CPT 30-54 or Compass ESL Listening 72-82. (Students required to prove English proficiency may be placed into the ESL Foundation program.) | EDF 1949C | Co-op: Education I (AA) 3 credits (1 lecture hour, 10 lab hours) |
| EAP 0420 | Intermediate Reading (Prep) 3 institutional credits (3 lecture hours) Prerequisite: CPT scores 0-54 (Students required to prove English proficiency may be placed into the ESL Foundation program.) | EDF 2005 | Foundations in Education (AA) 3 credits (3 lecture hours) |
| EAP 0460 | Intermediate Grammar (Prep) 3 institutional credits (3 lecture hours) Prerequisite: A CPT (College Placement Test) score of 0-54 or above, or successful completion of previous course level | EDF 2949C | Co-op Education II (AA) 3 credits (1 lecture hour, 10 lab hours) Prerequisite: EDF1949C |
| EAP 1500 | Speaking and Listening - Level 2 (Prep) 3 institutional credits (3 lecture hours) Prerequisite: A College Placement Test (CPT) English score of 55-68 or successful completion of Level 1 | EDG 1314 | Education Practicum I (AS) 3 credits (15 lab hours) Prerequisite: Completion of all required courses in an Early Childhood Education or Educational Assisting college credit certificate or the High/Scope AS Track |
| EAP 1520 | High Intermediate Reading (Prep) 3 institutional credits (3 lecture hours) Prerequisite: A CPT (College Placement Test) score of 55 to 68 or successful completion of EAP0420 | EDG 1315 | Education Practicum II (AS) 3 credits (15 lab hours) Prerequisites: EDG1314 |
| EAP 1584 | High Intermediate English (Prep) 3 institutional credits (3 lecture hours) Prerequisites: A CPT (College Placement Score) of 55-68 or successful completion of EAP0484 | EDG 2701 | Teaching Diverse Populations (AA) 3 credits (3 lecture hours) |
| EAP 1620 | Advanced Reading (Prep) 3 institutional credits (3 lecture hours) Prerequisite: CPT score of 69-82 or successful completion of EAP1520; Corequisite: SLS1501 | EDP 2002 | Introduction to Educational Psychology (AA) 3 credits (3 lecture hours) Prerequisite: PSY2012 or permission of the instructor |
| EAP 1684 | Advanced English (Prep) 3 institutional credits (3 lecture hours) Prerequisites: A CPT (College Placement Test) score of 69-82 or successful completion of EAP1584; Corequisite: SLS1501 | EEC 1001 | Introduction to Early Childhood Education (AA) 3 credits (3 lecture hours) |
| ECO 2013 | Principles of Macroeconomics (AA) 3 credits (3 lecture hours)(*) | EEC 1003 | Introduction to School Age Child (AS) 3 credits (3 lecture hours) |
| ECO 2023 | Principles of Microeconomics (AA) 3 credits (3 lecture hours) | EEC 1006 | Montessori Philosophy (AS) 3 credits (3 lecture hours) |
| ECS 2955 | Comparative Economics-Travel Study (AA) 3 credits (3 lecture hours) | EEC 1010 | Montessori Sciences (AS) 1 credit (1 lecture hour) |
| ECS 2956 | International Current Business Practices (AA) 3 credits (3 lecture hours) | EEC 1220 | Curriculum: High/Scope Approach in Language and Literacy (AS) 3 credits (3 lecture hours) Prerequisite: EEC1309 |
| | | EEC 1221 | Curriculum: High/Scope Approach in Logical Reasoning Skills (AS) 3 credits (3 lecture hours) Prerequisite: EEC1309 |
| | | EEC 1222 | Curriculum:Adult/Child Interaction to Extend Learning (AS) 3 credits (3 lecture hours) Prerequisite: EEC1309 |
| | | EEC 1233 | Montessori History and Geography (AS) 1 credit (1 lecture hour) |
| | | EEC 1300 | Early Childhood Language Arts (AS) 3 credits (3 lecture hours) |
| | | EEC 1309 | Introduction to High/Scope (AS) 3 credits (3 lecture hours) |
| | | EEC 1311 | Early Childhood Science, Social Studies and Math (AS) 3 credits (3 lecture hours) |

- EEC 1312 Early Childhood Fine Arts & Movement (AS)**
3 credits (3 lecture hours)
- EEC 1316 Montessori Fine Arts and Movement (AS)**
1 credit (1 lecture hour)
- EEC 1522 Infant/Toddler Environments (AS)**
3 credits (3 lecture hours)
- EEC 1523 Overview of Child Care Center Management (AS)**
3 credits (3 lecture hours)
- EEC 1526 Montessori Interpersonal Communication and Administration (AS)**
1 credit (1 lecture hour)
- EEC 1601 Observation and Assessment in Early Childhood (AS)**
3 credits (3 lecture hours)
- EEC 1603 Positive Guidance and Behavior Management in School Age Child Care (AS)**
3 credits (3 lecture hours)
Prerequisite: EEC1003
- EEC 2002 Child Care and Education Organization Leadership Management (AS)**
3 credits (3 lecture hours)
- EEC 2201 Developing Curriculum for Infants and Toddlers (AS)**
3 credits (3 lecture hours)
- EEC 2202 Child Care and Education Programming (AS)**
3 credits (3 lecture hours)
- EEC 2230 Montessori Classroom Leadership (AS)**
1 credit (1 lecture hour)
Corequisite: EEC2940 (with a minimum grade of C)
- EEC 2271 Teaching Children with Special Needs (AS)**
3 credits (3 lecture hours)
- EEC 2407 Social-Emotional Growth and Socialization in Infants and Toddlers (AS)**
3 credits (3 lecture hours)
- EEC 2521 Child Care and Education Financial and Legal Issues (AS)**
3 credits (3 lecture hours)
- EEC 2530 Montessori Curriculum I (AS)**
5 credits (5 lecture hours)
Prerequisites or Corequisites: EEC1006, EEC1531 (with a grade of C or higher)
- EEC 2531 Montessori Observation and Overview I (AS)**
1 credit (1 lecture hour)
Corequisites: EEC1006 and EEC2530 (with a minimum grade of C)
- EEC 2532 Montessori Curriculum 2 (AS)**
5 credits (5 lecture hours)
Prerequisites: EEC1006, EEC2530, EEC2531 (with a minimum grade of "C" or higher);
Corequisite: EEC2533 (with a minimum grade of "C")
- EEC 2533 Montessori Observation and Overview 2 (AS)**
1 credit (1 lecture hour)
Prerequisites: EEC1006, EEC2530, EEC2531 (with a minimum grade of "C"); Corequisite: EEC2532 (with a minimum grade of "C")
- EEC 2710 Conflict Resolution in Early Childhood (AS)**
3 credits (3 lecture hours)
- EEC 2734 Health, Safety, and Nutrition for the Young Child (AS)**
3 credits (3 lecture hours)
- EEC 2940 Montessori Teaching Practicum I (AS)**
3 credits (20 lab hours)
Prerequisites: EEC2532 and EEC2533 (with a minimum grade of "C")
- EEC 2941 Montessori Teaching Practicum II (AS)**
3 credits (20 lab hours)
Prerequisite: EEC2940
- EET 1015C DC Circuits (AAS)**
4 credits (3 lecture hours, 2 lab hours)
Corequisites: MAT1033
- EET 1025C AC Circuits (AAS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET1015 and EET1015L or EET1015C and MAT1033
- EET 2121C Electronics I (AAS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET1025 and EET1025L or EET1025C
- EET 2122C Electronics II (AAS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET2121 and EET2121L or EET2121C
- EET 2322C Communication Electronics (AAS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET2121 and EET2121L or EET2121C;
Corequisites: EET2122 and EET2122L or EET2122C
- EET 2515C DC and AC Motors and Generators (AAS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET1025 and EET1025L or EET1025C
- EET 2942 Electronics Engineering Technology Internship I (AAS)**
3 credits (14 lab hours)
Prerequisites: EET1015C, EET1025C
- EET 2943 Electronics Engineering Technology Internship II (AAS)**
3 credits (14 lab hours)
Prerequisites: EET2942, EET1015C, EET1025C
- EEV 0793 Communication and Documentation (PSAV)**
60 clock hours
- EEV 0810 Introduction to DC Circuits (PSAV)**
100 clock hours
- EEV 0811 Advanced DC Circuits (PSAV)**
120 clock hours
- EEV 0812 AC Circuits (PSAV)**
100 clock hours
- EEV 0813 Electronic Devices (PSAV)**
90 clock hours

- EEV 0814 Analog Circuits (PSAV)**
200 clock hours
- EEV 0815 Logic Circuits (PSAV)**
140 clock hours
- EEV 0816 Microprocessor Fundamentals (PSAV)**
180 clock hours
- EEV 0821 Soldering and Lab Practices (PSAV)**
70 clock hours
- EEV 0840 Computer Language (PSAV)**
60 clock hours
- EEV 0850 Digital Mathematics (PSAV)**
30 clock hours
- EEV 0851 Introduction to Engineering Math and Science (PSAV)**
40 clock hours
- EEV 0852 Math and Science (PSAV)**
60 clock hours
- EEV 0853 Advanced Math and Science (PSAV)**
40 clock hours
- EEV 0855 Math and Science Verification (PSAV)**
70 clock hours
- EGN 1002C Introduction to Engineering (AA)**
3 credits (2 lecture hours, 2 lab hours)
Corequisite: MAC1105
- EGS 1111C Engineering Graphics (AS)**
3 credits (2 lecture hours, 4 lab hours)
Prerequisite: ETD1102C or equivalent. ETD1320C recommended
- EME 2040 Introduction to Educational Technology (AA)**
3 credits (3 lecture hours)
- EMS 1119 Emergency Medical Technician Basic (Lecture) (AS)**
6 credits (6 lecture hours)
Prerequisites: TABE Level "D" score of 10, Limited Access program application, Red Cross or AHA BLS for Health Care Provider (CPR);
Corequisites: EMS1119L and EMS1431
- EMS 1119L Emergency Medical Technician Basic Laboratory (AS)**
3 credits (6 lab hours)
Corequisites: EMS1119, EMS1431
- EMS 1431 EMT-Basic Hospital and Field Experience (AS)**
2 credits (6 clinical hours)
Corequisites: EMS1119, EMS1119L
- EMS 2620C Paramedic I (AS)**
12 credits (9 lecture hours, 6 lab hours)
Prerequisite: Florida State EMT certification (or State exam eligible*, which must be passed during EMS2620C). *Subject to State changes;
Corequisite: EMS2664
- EMS 2621C Paramedic 2 (AS)**
12 credits (9 lecture hours, 6 lab hours)
Prerequisites: EMS2620C, EMS2664;
Corequisite: EMS2665
- EMS 2622C Paramedic 3 (AS)**
5 credits (3 lecture hours, 4 lab hours)
Prerequisites: EMS2621C, EMS2665;
Corequisite: EMS2658
- EMS 2658 Paramedic Clinical 3 (AS)**
2 credits (6 clinical hours)
Prerequisites: EMS2621C, EMS2665;
Corequisite: EMS2622C
- EMS 2659 Paramedic Field Internship (AS)**
1 credit (8 clinical hours)
Prerequisites: EMS2622C, EMS2658
- EMS 2664 Paramedic Clinical I (AS)**
4 credits (8 clinical hours)
Prerequisite: Florida State EMT certification (or State exam eligible*), which must be passed during EMS2620C). *Subject to State changes;
Corequisite: EMS2620C
- EMS 2665 Paramedic Clinical 2 (AS)**
6 credits (12 clinical hours)
Prerequisites: EMS2620C, EMS2664;
Corequisite: EMS2621C
- ENC 0001 College Prep English I (Prep)**
3 institutional credits (3 lecture hours)
Corequisite: SLS1501
- ENC 0010 College Prep English II (Prep)**
3 institutional credits (3 lecture hours)
Prerequisite: A College Placement Test (CPT) score of 61 or above or successful completion of ENC0001;
Corequisite: SLS1501
- ENC 1101 College Composition I (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC0010 or adequate score on placement exam (*)
- ENC 1102 College Composition II (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)
- ENC 1121 Honors College Composition I (AA)**
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College (*)
- ENC 1122 Honors College Composition 2 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (PBCC GPA of 3.5 or above) (*)
- ENC 1141 Writing About Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)
- ENC 1141 Honors Writing About Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 and admission to the Honors College(*)
- ENC 1210 Technical Communication (AS)**
3 credits (3 lecture hours)
Prerequisite: ENC0010 or adequate score on the placement exam (*)
- ENL 2012 English Literature Before 1800 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)

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| ENL 2012 | Honors English Literature Before 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*) | ETD 2350C | Advanced Computer Drafting (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ETD1320C or another similar computer drafting course |
| ENL 2022 | English Literature After 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*) | ETD 2352C | Modeling in 3-D (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ETD1320C, ETD2350C |
| ENL 2022 | Honors English Literature After 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*) | ETI 1110 | Quality Management (AS) 3 credits (3 lecture hours) |
| EPI 0001 | Classroom Management (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA | ETI 1446 | Project Management (AS) 3 credits (3 lecture hours) Prerequisite: CSC1100 or permission of department chairperson |
| EPI 0002 | Instructional Strategies (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA | ETI 1701 | Environmental Health and Safety (AS) 3 credits (3 lecture hours) |
| EPI 0003 | Educational Technology (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA | ETI 1933 | Applied Technologies (AS) 24 credits (24 lecture hours) The successful completion of Trade and Industrial Apprenticeships or PSAV programs and 12 credits completed toward the Industrial (Operations) Management AAS degree |
| EPI 0004 | The Teaching and Learning Process (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA | EVR 1007 | Florida's Environmental History (AA) 3 credits (3 lecture hours) |
| EPI 0010 | Foundations of Research-Based Practices in Reading (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA | EVR 2266 | Survey of Environmental Mapping/GIS/Remote Sensing (AA) 3 credits (3 lecture hours) |
| EPI 0020 | Professional Foundations (IC) 2 credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0940 | EVR 2858 | Environmental Law (AA) 3 credits (3 lecture hours) |
| EPI 0030 | Diversity in the Classroom (IC) 2 credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0945 | EVR 2940 | Cooperative Work Experience-Environmental Science (AA) 4 credits (32 lab hours) |
| EPI 0940 | Field Experience 1 (IC) 1 credit (15 clinical hours) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0020 | EVS 2015 | Writing for Science (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 |
| EPI 0945 | Field Experience 2 (IC) 1 credit (15 clinical hours) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0030 | EVS 2020 | Scientific Monitoring and Data Methods (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 |
| ESC 1000 | Earth Science (AA) 3 credits (3 lecture hours)(*) | EVS 2193 | Environmental Sampling Techniques (AA) 4 credits (3 lecture hours, 2 lab hours) |
| EST 2542C | Programmable Controllers (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: EET1015 | EVS 2601 | Hazardous Materials and Environmental Air Quality (AA) 3 credits (3 lecture hours) |
| ETC 1202 | Construction Documents (AS) 3 credits (3 lecture hours) Prerequisite: BCN2253C | EVS 2870C | Wildlife Ecology (AA) 4 credits (3 lecture hours, 2 lab hours) Prerequisite: BSC1050 |
| ETD 1102C | Introduction to Technical Drawing (AS) 3 credits (2 lecture hours, 2 lab hours) | FFP 0020 | Fire Fighter (PSAV) 450 clock hours |
| ETD 1320C | Introduction to Computer Drafting (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ETD1102C | FFP 1000 | Introduction to Fire Science (AS) 3 credits (3 lecture hours) Prerequisite: Completion of Firefighter PSAV 5043 and 12 credits toward the Fire Science AS2195 |
| | | FFP 1301 | Fire Hydraulics (AS) 3 credits (3 lecture hours) |

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| FFP 1302 | Fire Apparatus and Equipment (AS) 3 credits (3 lecture hours) Prerequisite: FFP1301 | FFP 2606 | Post Blast Investigations (AS) 3 credits (3 lecture hours) Prerequisites: Student must be a certified Fire Inspector 1 |
| FFP 1505 | Fire Prevention (AS) 3 credits (3 lecture hours) | FFP 2610 | Fire Investigation: Origin and Cause (AS) 3 credits (3 lecture hours) |
| FFP 1540 | Private Fire Protection Systems (AS) 3 credits (3 lecture hours) | FFP 2630 | Latent Investigation (AS) 3 credits (3 lecture hours) Prerequisite: Student must be a certified fire fighter, inspector, investigator or police officer to enroll in this course |
| FFP 1820 | Basic Emergency Planning Concepts (AS) 3 credits (3 lecture hours) | FFP 2670 | Legal Issues for Investigators (AS) 3 credits (3 lecture hours) Prerequisite: Student must be a certified fire fighter, inspector, investigator or police officer to enroll in this course |
| FFP 1822 | Emergency Management Systems Principles and Practices (Introduction to Emergency Management) (AS) 3 credits (3 lecture hours) | FFP 2706 | Public Information Officer (AS) 3 credits (3 lecture hours) |
| FFP 1824 | Basic Incident Management System I-200 (AS) 1 credit (1 lecture hour) | FFP 2720 | Company Officer & Leadership (AS) 3 credits (3 lecture hours) Prerequisite: Must be a firefighter with documents |
| FFP 1825 | Intermediate Incident Management System I-300 (AS) 1 credit (1 lecture hour) Prerequisite: FFP1824 | FFP 2740 | Fire Service Course Delivery (AS) 3 credits (3 lecture hours) |
| FFP 1830 | Hazards Analysis and Impacts (AS) 3 credits (3 lecture hours) | FFP 2741 | Fire Service Course Design (AS) 3 credits (3 lecture hours) Prerequisite: FFP2740 |
| FFP 1832 | Emergency Response to Terrorism (AS) 1 credit (1 lecture hour) | FFP 2770 | Legal And Ethical Issues for the Fire Service (AS) 3 credits (3 lecture hours) |
| FFP 1841 | Business Contingency and Continuity of Operations Planning (COOP) (AS) 3 credits (3 lecture hours) | FFP 2780 | Fire Service Administration (AS) 3 credits (3 lecture hours) |
| FFP 1882 | Emergency Operations Center (EOC) Operations and Design (AS) 3 credits (3 lecture hours) | FFP 2810 | Firefighting Strategy and Tactics I (AS) 3 credits (3 lecture hours) |
| FFP 2111 | Fire Chemistry (AS) 3 credits (3 lecture hours) | FFP 2811 | Firefighting Strategy and Tactics 2 (AS) 3 credits (3 lecture hours) Prerequisite: FFP2810 |
| FFP 2120 | Building Construction Fire Protection (AS) 3 credits (3 lecture hours) | FFP 2840 | Emergency Response and Recovery Operations (AS) 3 credits (3 lecture hours) |
| FFP 2401 | Hazardous Materials for Emergency Operations (AS) 3 credits (3 lecture hours) | FFP 2842 | Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation (AS) 3 credits (3 lecture hours) |
| FFP 2402 | Hazardous Materials for Emergency Operations II (AS) 3 credits (3 lecture hours) Prerequisites: FFP2111, FFP2401 and must be a fire-fighter with documentation | FFP 2880 | Emergency Management Public Policy, Relations and Education (AS) 3 credits (3 lecture hours) |
| FFP 2423C | Hazardous Materials 3 (AS) 2 credits (1 lecture hour, 2 lab hours) Prerequisites: FFP2401, FFP2402, and FFP2111 | FIL 1420 | Motion Picture and Television Production I (AS) 3 credits (3 lecture hours) |
| FFP 2510 | Related Fire Codes and Standards (AS) 3 credits (3 lecture hours) | FIL 1620 | Computer Applications for Motion Pictures and Television (AS) 3 credits (2 lecture hours, 2 lab hours) |
| FFP 2521 | Blueprint Reading and Plan Examination (AS) 3 credits (3 lecture hours) | FIL 2000 | Introduction to Film Communication (AA) 3 credits (3 lecture hours) |
| FFP 2541 | Private Fire Protection Systems 2 (AS) 3 credits (3 lecture hours) Prerequisite: FFP1540 and completion of Fire Inspector 1 PSAV certificate | FIL 2030 | History of Motion Pictures (AA) 3 credits (3 lecture hours) |
| FFP 2604 | Fire Investigation and Arson Detection (AS) 3 credits (3 lecture hours) | | |

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| FIL 2100 | Writing for Motion Pictures And Television (AS) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 | FRE 2240 | Intermediate Conversational French I (AA) 3 credits (3 lecture hours) Prerequisite: FRE1121 or equivalent |
| FIL 2361 | News and Documentary Production (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL1420 | FSS 1220 | Professional Cooking (AS) 2 credits (2 lecture hours) Prerequisite or corequisite: FOS1201; Corequisite: FSS1220L |
| FIL 2432C | Motion Picture and Television Production II (AS) 4 credits (2 lecture hours, 4 lab hours) Prerequisites: FIL1420 and FIL2461 or FIL2537, or FIL2571C | FSS 1220L | Professional Cooking Lab (AS) 1 credit (2 lab hours) Corequisite: FSS1220 |
| FIL 2461 | Cinematography and Lighting (AS) 3 credits (2 lecture hours, 2 lab hours) | FSS 1221C | Quantity Food Production I (AS) 4 credits (2 lecture hours, 4 lab hours) Prerequisite: FSS1220 and FSS1220L |
| FIL 2480 | Motion Picture and Television Direction (AS) 3 credits (1 lecture hour, 4 lab hours) Prerequisites: FIL1420 and RTV2000 | FSS 2105 | Purchasing for the Hospitality Industry (AS) 3 credits (3 lecture hours) |
| FIL 2537 | Sound (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL1420 | FSS 2242C | International Foods (AS) 3 credits (1 lecture hour, 4 lab hours) Prerequisites: FOS1201, FSS1220, FSS1220L, FSS1221C |
| FIL 2571C | Editing and Post-Production (AS) 3 credits (2 lecture hours, 2 lab hours) | FSS 2500 | Food and Beverage Cost Control (AS) 3 credits (3 lecture hours) |
| FIL 2611 | The Business and Marketing of Motion Pictures and Television (AA) 3 credits (3 lecture hours) | GCO 2230 | Pumping and Irrigation Systems (AS) 3 credits (3 lecture hours) |
| FIL 2770 | Introduction to Digital Animation (AS) 3 credits (2 lecture hours, 2 lab hours) | GCO 2405 | Advanced Turf Culture (AS) 3 credits (3 lecture hours) Prerequisite: ORH2220 recommended |
| FIL 2910 | Independent Project in Motion Picture and Television Production (AS) 3 credits (6 lab hours) | GEA 1000 | Principles of Geography and Conservation (AA) 3 credits (3 lecture hours)(*) |
| FIL 2941 | Motion Picture and Television Internship I (AS) 3 credits (24 lab hours) Prerequisites: FIL1420 | GEB 1011 | Introduction to Business (AA) 3 credits (3 lecture hours) |
| FIL 2942 | Motion Picture and Television Internship 2 (AS) 3 credits (24 lab hours) Prerequisite: FIL1420 | GER 1120 | Elementary German I (AA) 4 credits (4 lecture hours) (*) |
| FIL 2943 | Motion Picture and Television Internship 3 (AS) 1 credit (8 lab hours) Prerequisites: FIL1420 | GER 1121 | Elementary German II (AA) 4 credits (4 lecture hours) Prerequisite: GER1120 or equivalent (*) |
| FIL 2952 | Portfolio Preparation (AS) 2 credits (2 lecture hours) | GER 2200 | Intermediate German I (AA) 3 credits (3 lecture hours) Prerequisite: GER1121 or equivalent (*) |
| FIN 2100 | Personal Finance (AS) 3 credits (3 lecture hours) | GER 2201 | Intermediate German II (AA) 3 credits (3 lecture hours) Prerequisite: GER1121 or permission of department chair (*) |
| FOS 1201 | Food Service Sanitation (AS) 2 credits (2 lecture hours) | GER 2210 | Intermediate German Readings and Conversation I (AA) 3 credits (3 lecture hours) Prerequisite: GER 1121 Elementary German II |
| FRE 1120 | Elementary French I (AA) 4 credits (4 lecture hours) (*) | GEY 2000 | Gerontology (AA) 3 credits (3 lecture hours) |
| FRE 1121 | Elementary French II (AA) 4 credits (4 lecture hours) Prerequisite: FRE1120 or equivalent (*) | GLY 1000 | Descriptive Geology (AA) 3 credits (3 lecture hours) (*) |
| FRE 2200 | Intermediate French I (AA) 3 credits (3 lecture hours) Prerequisite: FRE1121 or equivalent (*) | GLY 2030C | Environmental Geology (AA) 3 credits (2 lecture hours, 2 lab hours) |
| FRE 2201 | Intermediate French II (AA) 3 credits (3 lecture hours) Prerequisite: FRE2200 or equivalent (*) | | |

- GRA 1190C Graphic Design I (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C and ART1300C
- GRA 1530C Typography (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART1201C
- GRA 2100C Introduction to Macintosh Graphics (AS)**
3 credits (2 lecture hours, 2 lab hours)
Pre/Corequisites: ART1210C, ART1300C
- GRA 2121C QuarkXPress I (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2100C or department chairperson's permission required
- GRA 2122C QuarkXPress 2 (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2121C or permission of department chair
- GRA 2131C Multimedia Graphics (AS)**
3 credits (3 lecture hours, 2 lab hours)
Prerequisites: ART1201C and ART1300C
- GRA 2132C Multimedia Design (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C and GRA2131C
- GRA 2136C Multimedia Video Editing (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C and GRA2131C
- GRA 2144C Graphic Web Design (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C and GRA2131C
- GRA 2151C Illustrator I (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2100C or permission of department chair
- GRA 2152C Illustrator 2 (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2151C or permission of department chair
- GRA 2156C Photoshop I (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2100C or permission of department chair
- GRA 2157C Photoshop 2 (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2156C
- GRA 2160C Multimedia Animation (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C and GRA2131C
- GRA 2171C Portfolio Composition (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2191C
- GRA 2191C Graphic Design 2 (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA1190C, GRA2100C or instructor permission required
- GRA 2722C Dreamweaver (AS)**
3 credits (3 lecture hours, 2 lab hours)
Prerequisites: ART1201C and GRA2131C
- GRA 2940 Graphic Design Internship (AS)**
3 credits (4 lab hours)
Prerequisite: All other Graphic Design courses required for Graphic Design Technology program. A 3.0 minimum GPA in major graphic design courses and approval of department chair.
- HCP 0120 Nursing Assistant (PSAV)**
75 clock hours
- HCP 0300 Home Health Aide (PSAV)**
50 clock hours
- HCP 0620 Patient Care Assistant (PSAV)**
75 clock hours
- HEV 0106 10-Hour Infant/Toddler Appropriate Practices (PSAV)**
10 clock hours
- HEV 0114 Rules & Regulations for Center-Based (PSAV)**
6 clock hours
- HEV 0118 Rules & Regulations for Family Childcare (PSAV)**
6 clock hours
- HEV 0123 10-Hour Special Needs Appropriate Practices (PSAV)**
10 clock hours
- HEV 0130 Early Childhood Professional Certificate (ECPC) Module 1 (PSAV)**
42 clock hours
Prerequisites: 40-Hour Child Care Training Certification (includes 10-Hour Appropriate Practice for Preschool) and 5-Hour VPK Emergent Literacy
- HEV 0131 Early Childhood Professional Certificate (ECPC) Module 2 (PSAV)**
40 clock hours
Prerequisite: HEV0130
- HEV 0132 Early Childhood Professional Certificate (ECPC) Module 3 (PSAV)**
42 clock hours
Prerequisite: HEV0131
- HEV 0167 10-Hour Preschool Appropriate Practices (PSAV)**
10 clock hours
- HEV 0198 10-HR School Age Appropriate Practices (PSAV)**
10 clock hours
- HEV 0803 Part 1 - School Age Program Certification (PSAV)**
28 clock hours
- HEV 0804 Part 2 - Foundations of Advancing Youth Development (AYD) Principles (PSAV)**
12 clock hours
- HFT 1000 Introduction to the Hospitality Business (AS)**
3 credits (3 lecture hours)
- HFT 1313 Hospitality Property Management (AS)**
3 credits (3 lecture hours)

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| HFT 1630 | Management of Security in Hospitality Business (AS) 3 credits (3 lecture hours) | HIM 0823 | Medical Secretary Office Simulation (Alternative) (PSAV) 70 clock hours |
| HFT 1850C | Dining Room Management (AS) 3 credits (2 lecture hours, 4 lab hours) | HIM 0824 | Medical Secretary Externship (PSAV) 70 clock hours |
| HFT 2220 | Personnel Management Practices (AS) 3 credits (3 lecture hours) | HLP 1080 | Physical Fitness I (AA) 1 credit (2 lab hours) |
| HFT 2410 | Hotel-Motel Front Office and Procedures (AS) 3 credits (3 lecture hours) | HLP 1083 | Essentials of Wellness I (AA) 1 credit (1 lecture hour) |
| HFT 2510 | Sales Promotion and Advertising in Hotels and Food Service (AS) 3 credits (3 lecture hours) | HLP 1087 | Essentials of Wellness II (AA) 1 credit (1 lecture hour) Prerequisite: HLP1083 |
| HFT 2600 | Hospitality Industry Law (AS) 3 credits (3 lecture hours) | HLP 1088 | Essential of Wellness III (AA) 1 credit (1 lecture hour) Prerequisite: HLP1087 |
| HIM 0001 | Health Information Management (ATD) 90 clock hours Prerequisites: HSC0003, OTA0100 | HOS 1010 | Introduction to Horticulture (AS) 3 credits (3 lecture hours) |
| HIM 0030 | Fundamentals of Medical Transcription (ATD) 140 clock hours Prerequisites: MEA0230, OTA0100, PRN0022 | HSC 0003 | Health Care Concepts (PSAV) 78 clock hours |
| HIM 0060 | Medical Transcription I (ATD) 140 clock hours Prerequisites: HIM0030, HIM0439 | HSC 0003L | Health Care Concepts Laboratory (PSAV) 12 clock hours |
| HIM 0062 | Medical Transcription 2 (ATD) 140 clock hours Prerequisites: HIM0001, HIM0060 | HSC 1010 | Introduction to Developmental Concepts for Health Care Providers (AS) 2 credits (2 lecture hours) |
| HIM 0220 | Medical Coding I (ATD) 120 clock hours Prerequisites: HIM0280, OTA0100 | HSC 1101 | Contemporary Issues in Health (AA) 3 credits (3 lecture hours) (*) |
| HIM 0253 | Medical Coding 2 (ATD) 120 clock hours Prerequisites: HIM0220 | HSC 2100 | Health Concepts and Strategies (AA) 3 credits (3 lecture hours) (*) |
| HIM 0263 | Professional Skills for the Medical Transcriptionist (ATD) 90 clock hours Prerequisites: MEA0230, OTA0100, PRN0022 | HSC 2100 | Honors Health Concepts and Strategies (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*) |
| HIM 0270 | Insurance Billing and Claims (ATD) 95 clock hours Prerequisites: HIM0280, OTA0100 | HSC 2130 | Human Sexuality Education (AA) 3 credits (3 lecture hours) |
| HIM 0280 | Fundamentals of Medical Coding (ATD) 75 clock hours Prerequisites: MEA0230, PRN0022 | HSC 2140 | Drug Education (AA) 3 credits (3 lecture hours) |
| HIM 0439 | Pathophysiology and Pharmacology for Health Professions (ATD) 90 clock hours Prerequisites: MEA0230, PRN0022 | HSC 2204 | Community Health Education (AA) 3 credits (3 lecture hours) Prerequisite: HSC2100 recommended (*) |
| HIM 0812 | Medical Transcription Externship (ATD) 148 clock hours Prerequisites: HIM0062 and HIM0263 | HSC 2531 | Medical Terminology (AA) 3 credits (3 lecture hours) |
| HIM 0812L | Advanced Coding Practicum (ATD) 108 clock hours Prerequisites: HIM0001, HIM0253, HIM0270 | HUN 1001 | Introductory Nutrition (AS) 3 credits (3 lecture hours) |
| | | HUN 1201 | Elements of Nutrition (AA) 3 credits (3 lecture hours) (*) |
| | | HUN 1201 | Honors Elements of Nutrition (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*) |
| | | HUN 1501 | Community Nutrition (AA) 3 credits (3 lecture hours) Prerequisite: HUN1201 |
| | | HUS 1001 | Introduction to Human Services (AA) 3 credits (3 lecture hours) |

- HUS 1200 Principles of Group Dynamics (AS)**
3 credits (3 lecture hours)
Prerequisite: PSY2012
- HUS 1302 Counseling and Interviewing (AS)**
3 credits (3 lecture hours)
Prerequisite: PSY2012
- HUS 1424 Counseling the Chemically Dependent Person (AS)**
3 credits (3 lecture hours)
- HUS 1850 Fieldwork in Human Services I (AS)**
3 credits (3 lecture hours)
Prerequisite: HUS1302 or HUS1200 or HUS2308;
Corequisite: HUS1850L
- HUS 1850L Fieldwork in Human Services I Internship (AS)**
3 credits (9 lab hours)
Prerequisite: HUS1302 or HUS1200 or HUS2308;
Corequisite: HUS1850
- HUS 2308 Psychotherapy: Theory and Practice (AS)**
3 credits (3 lecture hours)
Prerequisite: PSY2012
- HUS 2851 Fieldwork in Human Services II (AS)**
2 credits (2 lecture hours)
Prerequisite: HUS1850
- HUS 2851L Fieldwork in Human Services II Internship (AS)**
3 credits (9 lab hours)
Prerequisite: HUS1100 or HUS1200 or HUS2520;
Corequisite: HUS2851
- IDS 2105 Honors Knowledge Through the Ages (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 and admission to the Honors College
- IND 1233C Design Studio I (AS)**
4 credits (3 lecture hours, 2 lab hours)
Corequisite: IND1401C
- IND 1234C Design Studio 2 (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: IND1233C
- IND 1401C Technical Design I (AS)**
3 credits (2 lecture hours, 2 lab hours)
- IND 1935 Building and Barrier Free Codes (AS)**
3 credits (3 lecture hours)
Prerequisite: IND1233C
- IND 2100 History of Interiors I (AS)**
3 credits (3 lecture hours)
- IND 2130 History of Interiors II (AS)**
3 credits (3 lecture hours)
- IND 2202C Introduction to Kitchen and Bath Design (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND1234C and IND2424C
- IND 2203C Advanced Kitchen and Bath Design (AS)**
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: IND2202C
- IND 2237C Design Studio 3 (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: IND1234C and IND2424C
- IND 2238C Design Studio 4 (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: IND2237C
- IND 2307C Interior Design Graphics (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: IND1401C
- IND 2420 Materials, Estimating and Specifications (AS)**
3 credits (3 lecture hours)
- IND 2424C Technical Design II (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: IND1401C
- IND 2429 Textiles for Interiors (AS)**
3 credits (3 lecture hours)
Prerequisites: IND1234C, IND2424C
- IND 2432C Interior Lighting (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND1234C, IND2424C
- IND 2460C CAD for Interiors I (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: IND2424C
- IND 2463C CAD for Interiors 2 (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND2460C
- IND 2505 Professional Practices (AS)**
3 credits (3 lecture hours)
- IND 2608C Sustainable Design (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: IND1234C and IND2424C
- IND 2941 Interior Design Internship (AS)**
1 credit (10 lab hours)
Prerequisite: IND1234C
- INR 2002 International Relations (AA)**
3 credits (3 lecture hours)
Prerequisites: POS1001 or POS2041 or permission of the instructor
- IPM 1301 Pesticides (AS)**
3 credits (3 lecture hours)
- JOU 2103 Specialized News Writing (AA)**
3 credits (3 lecture hours)
Prerequisite: MMC1100 or permission of department chair; Corequisite: ENC1101 or ENC1121
- LDE 2000 Introduction to Landscape Design (AS)**
3 credits (3 lecture hours)
- LDE 2403 Landscape Design II (AS)**
3 credits (3 lecture hours)
Prerequisite: ORH2830 recommended
- LDE 2510 Computer-Aided Landscape Design (AS)**
3 credits (3 lecture hours)
Prerequisite: ORH2830 recommended or consent of instructor
- LIS 1002 Introduction to the Research Process (AA)**
1 credit (1 lecture hour)
- LIS 2004 Introduction to Internet Research (AA)**
1 credit (1 lecture hour)

- LIT 1050 Introduction to Literary Humor, from Ancient Times to the Present** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121
- LIT 1370 The Bible as Literature** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)
- LIT 2090 Contemporary Literature** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)
- LIT 2090 Honors Contemporary Literature** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 and admission to the Honors College(*)
- LIT 2110 World Literature Before the Renaissance** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)
- LIT 2110 Honors World Literature Before the Renaissance** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
- LIT 2120 World Literature After the Renaissance** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)
- LIT 2120 Honors World Literature After the Renaissance** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 and admission to Honors College (*)
- LIT 2190 Introduction to Afro-Caribbean Literature** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)
- LIT 2380 Women In Literature** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (*)
- LIT 2380 Honors Women In Literature** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
- MAC 1105 College Algebra** (AA)
3 credits (3 lecture hours)
Prerequisites: A grade of C or better in MAT 1033 (*)
- MAC 1105 Honors College Algebra** (AA)
3 credits (3 lecture hours)
Prerequisites: A grade of C or better in MAT 1033 and admission to the Honors College(*)
- MAC 1114 Trigonometry** (AA)
3 credits (3 lecture hours)
Prerequisite: A grade of C or better in MAC1140 or MAC1105 (*)
- MAC 1140 Precalculus** (AA)
3 credits (3 lecture hours)
Prerequisites: A suitable score on the placement test together with two years of high school algebra or a C or higher in MAC1105 (*)
- MAC 2233 Survey of Calculus** (AA)
3 credits (3 lecture hours)
Prerequisite: MAC 1105 with a C or higher OR MAC 1140 with a C or higher with scores of 72 and above (EA) and 75 and above (CLM) on the CPT (*)
- MAC 2311 Calculus with Analytic Geometry I** (AA)
4 credits (4 lecture hours)
Prerequisite: A grade of C or better in MAC1140 and MAC1114 (*)
- MAC 2312 Calculus with Analytic Geometry II** (AA)
4 credits (4 lecture hours)
Prerequisite: A grade of C or better in MAC2311 (*)
- MAC 2313 Calculus with Analytic Geometry III** (AA)
4 credits (4 lecture hours)
Prerequisite: A grade of C or better in MAC2312 (*)
- MAN 1949 A Co-op: Business I** (AS)
3 credits (16 lecture, 160 lab)
Prerequisite: Instructor permission required
- MAN 2021 Principles of Management** (AS)
3 credits (3 lecture hours)
- MAP 2302 Differential Equations** (AA)
3 credits (3 lecture hours)
Prerequisite: A grade of C or better in MAC2312 (*)
- MAR 2011 Principles of Marketing** (AA)
3 credits (3 lecture hours)
- MAS 2103 Matrix Theory** (AA)
3 credits (3 lecture hours)
Prerequisite: MAC2311 or MAC2233 (*)
- MAT 0012 Basic Algebra I (Prep)**
3 institutional credits (3 lecture hours)
Corequisite: SLS1501
- MAT 0020 Basic Algebra II (Prep)**
3 institutional credits (3 lecture hours)
Prerequisite: College Placement Test (CPT) score between 45-71 or successful completion of MAT0012;
Corequisite: SLS1501
- MAT 1033 Intermediate Algebra** (AA)
3 credits (3 lecture hours)
Prerequisite: Successful completion of MAT0020
- MCB 2010 Microbiology** (AA)
3 credits (3 lecture hours)
Prerequisite: BSC2085 OR BSC1010 (*)
- MCB 2010 Honors Microbiology** (AA)
3 credits (3 lecture hours)
Prerequisite: BSC2085 OR BSC1010 and admission to the Honors College(*)
- MCB 2010L Microbiology Laboratory** (AA)
1 credit (2 lab hours)
Corequisite: MCB2010 (*)
- MEA 0237 Diseases, Disorders, and Treatment for Medical Assisting 2** (PSAV)
120 clock hours
Prerequisite: MEA0234
- MEA 0230 Medical Terminology for Body Systems** (PSAV)
95 clock hours

- MEA 0242 Pharmacology for the Medical Assistant** (PSAV)
95 clock hours
Corequisite: MEA0310 and MEA0520
- MEA 0234 Diseases, Disorders, and Treatment for Medical Assisting I** (PSAV)
120 clock hours
Prerequisite: MEA0242
- MEA 0254 Basic Medical Laboratory Techniques for the Medical Assistant** (PSAV)
50 clock hours
Prerequisites: MEA0234, MEA0540
- MEA 0258 Radiology for the Medical Assistant** (PSAV)
50 clock hours
Prerequisites: MEA0242, MEA0520
- MEA 0310 Introduction to Medical Office Procedures** (PSAV)
90 clock hours
Prerequisites: HSC0003, MEA0230, OTA0100, PRN0022; Current American Heart Association Basic Life Support (BLS) for Healthcare Providers CPR;
Corequisites: MEA0242, MEA0520
- MEA 0322 Advanced Medical Office Procedures** (PSAV)
75 clock hours
Prerequisite: MEA0334
- MEA 0334 Medical Insurance and Coding** (PSAV)
75 clock hours
Prerequisite: MEA0310
- MEA 0520 Phlebotomy for the Medical Assistant** (PSAV)
75 clock hours
Corequisite: MEA0242 and MEA0310
- MEA 0540 Electrocardiography for the Medical Assistant** (PSAV)
75 clock hours
Prerequisite: MEA0520
- MEA 0801 Externship in Medical Assisting** (PSAV)
173 clock hours
Prerequisites: MEA0237, MEA0254, MEA0322
- MGF 1106 Liberal Arts Mathematics** (AA)
3 credits (3 lecture hours)
Prerequisites: A grade of "C" or above in MAT1033, or 72 & above (EA) FCELPT and 44 & above (CLM) FCELPT or/and one year of high school algebra and passing score on the placement exam (*)
- MGF 1107 Finite Mathematics** (AA)
3 credits (3 lecture hours)
Prerequisite: MAT1033 or equivalent (*)
- MGF 1109 Ratio and Proportion** (AA)
1 credit (1 lecture hour)
Prerequisites: Successful completion of MAT0020 or one year of high school algebra and passing score on placement test
- MGF 1111 Geometry** (AA)
1 credit (1 lecture hour)
Prerequisites: A grade of "C" or above in MAT1033, or 72 & above (EA) FCELPT and 44 & above (CLM) FCELPT or/and one year of high school algebra and passing score on the placement exam (*)
- MGF 1112 Logic** (AA)
1 credit (1 lecture hour)
Prerequisites: A grade of "C" or above in MAT1033, or 72 & above (EA) FCELPT and 44 & above (CLM) FCELPT or/and one year of high school algebra and passing score on the placement test (*)
- MKA 1511 Advertising** (AS)
3 credits (3 lecture hours)
- MKA 2021 Personal Selling** (AS)
3 credits (3 lecture hours)
- MMC 1000 Survey of Communication** (AA)
3 credits (3 lecture hours)
- MMC 1100 Basic News Writing for Mass Media** (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121
- MMC 1949C Mass Media Internship I** (AA)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC1100 or JOU2103
- MMC 2949C Mass Media Internship II** (AA)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC1100 or JOU2103
- MNA 2100 Human Relations in Business** (AS)
3 credits (3 lecture hours)
- MNA 2303 Introduction to Public Personnel Management** (AS)
3 credits (3 lecture hours)
- MNA 2345 Principles of Supervision** (AS)
3 credits (3 lecture hours)
- MSS 0252 Massage Therapy I** (PSAV)
200 clock hours
Prerequisite: HSC0003
- MSS 0262 Massage Therapy 2** (PSAV)
235 clock hours
Prerequisite: MSS0252
- MSS 0263 Massage Therapy 3** (PSAV)
237 clock hours
Prerequisite: MSS0262
- MTB 1103 Business Mathematics** (AS)
3 credits (3 lecture hours)
- MTG 2206 College Geometry** (AA)
3 credits (3 lecture hours)
Prerequisite: MAT1033 or Placement scores: ACT-20, SAT-450, CPT-72(EA) and 44(CLM) (*)

MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA

(Freshman/Sophomore)

- MUC 2301 Introduction to Electronic Music I (AA)**
3 credits (3 lecture hours)
Prerequisites: There are no prerequisites, although basic computer skills and a fundamental knowledge of music notation is recommended
- MUC 2302 Introduction to Electronic Music II (AA)**
3 credits (3 lecture hours)
Prerequisite or corequisite: MUC2301 or instructor permission required
- MUH 2018 History and Appreciation of Jazz (AA)**
3 credits (3 lecture hours)
- MUL 1010 Music Appreciation (AA)**
3 credits (3 lecture hours) (*)
- MUL 1010 Honors Music Appreciation (AA)**
3 credits (3 lecture hours)
Prerequisite: Admissions to the Honors College()*
- MUM 1030L Commercial Music Performance (AA)**
1 credit (3 lab hours)
Prerequisite: MUT1112 or instructor permission required
- MUM 2600 Recording Techniques I (AA)**
3 credits (3 lecture hours)
Corequisite: MUM2600L
- MUM 2600L Recording Techniques I Laboratory (AA)**
1 credit (2 lab hours)
Corequisite: MUM2600
- MUM 2604L Multi-Track Mixdown Techniques (AA)**
1 credit (2 lab hours)
Prerequisites: MUM2600, MUM2600L
- MUN 1120 R Concert Band (AA)**
1 credit (2 lab hours)
- MUN 1310 R Concert Chorus (AA)**
1 credit (3 lab hours)
- MUN 1420 R Woodwind Ensemble (AA)**
1 credit (2 lab hours)
Prerequisite: Music pre-major or audition
- MUN 1430 R Brass Ensemble (AA)**
1 credit (2 lab hours)
- MUN 1492 R Guitar Ensemble (AA)**
1 credit (2 lab hours)
Prerequisite: Members are selected by audition
- MUN 1710 A / MUN 2710 A
12 O'clock Jazz Band (R) (AA)**
1 credit (3 lab hours)
Prerequisite to MUN 2710 A: Two semesters of MUN1710 A and required audition
- MUN 1710 B / MUN 2710 B
Jazz Trombone Ensemble (R) (AA)**
1 credit (2 lab hours)
Prerequisite to MUN 2710 B: Two semesters of MUN 1710 B and required audition
- MUN 1710 C / MUN 2710 C
Jazz Combo (R) (AA)**
1 credit (3 lab hours)
Prerequisite to MUN 2710 C: Two semesters of MUN1710 C and required audition
- MUN 1710 D / MUN 2710 D
Tuesday Nite Jazz Band (R) (AA)**
1 credit (2 lab hours)
Prerequisite to MUN 2710 D: Two semesters of MUN1710 D and required audition
- MUN 1710 E / MUN 2710 E
Jazz Guitar Ensemble (R) (AA)**
1 credit (2 lab hours)
Prerequisite to MUN 2710 E: Two semesters of MUN1710 E and required audition
- MUN 1720 R Troubadours (AA)**
1 credit (3 lab hours)
- MUN 2340 R Chamber Singers (AA)**
1 credit (2 lab hours)
Prerequisite: Membership by audition or instructor permission required
- MUN 2510 R Piano Vocal/Instrumental Accompanying (AA)**
1 credit (2 lab hours)
*Prerequisite: Required audition;
Corequisite: MVK1311 R or MVK2321 R*
- MUS 0010L Recital Seminar (AA)**
0 credit (1 lecture hour)
- MUT 1001 Fundamentals of Music (AA)**
3 credits (3 lecture hours) (*)
- MUT 1111 Music Theory I (AA)**
3 credits (3 lecture hours)
Corequisite: MUT1241L ~
- MUT 1112 Music Theory II (AA)**
3 credits (3 lecture hours)
*Prerequisite: MUT1111 or equivalent;
Corequisite: MUT1242L*
- MUT 1241LL Ear Training and Sight Singing I (AA)**
1 credit (2 lab hours)
Corequisite: MUT1111 or equivalent
- MUT 1242L Ear Training and Sight Singing II (AA)**
1 credit (2 lab hours)
Prerequisite: MUT1241L; Corequisite: MUT1112

MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA
(Freshman/Sophomore)

- MUT 2116 Music Theory III (AA)**
3 credits (3 lecture hours)
Prerequisite: MUT1112 or equivalent;
Corequisite: MUT2246L
- MUT 2117 Music Theory IV (AA)**
3 credits (3 lecture hours)
Prerequisite: MUT2116 or equivalent;
Corequisite: MUT2247L
- MUT 2246L Ear Training and Sight Singing III (AA)**
1 credit (2 lab hours)
Prerequisite: MUT1242L; Corequisite: MUT2116
- MUT 2247L Ear Training and Sight Singing IV (AA)**
1 credit (2 lab hours)
Prerequisite: MUT2246L; Corequisite: MUT2117
- MUT 2641L Instrumental Improvisation (AA)**
1 credit (3 lab hours)
Prerequisite: MUT1111 or instructor permission
required
- MVK 1111A Class Instruction - Piano I (AA)**
1 credit (2 lab hours)
- MVK 1111B Class Instruction - Piano II (AA)**
1 credit (2 lab hours)
Prerequisite: MVK1111 A or equivalent
- MVK 2121L Class Instruction - Piano III (AA)**
1 credit (2 lab hours)
Prerequisite: MVK1111 B or equivalent
- MVK 2122L Class Instruction - Piano IV (AA)**
1 credit (2 lab hours)
Prerequisite: MVK2121L or equivalent
- MVS 1116A Class Instruction - Guitar I (AA)**
1 credit (2 lab hours)
- MVS 1116B Class Instruction - Guitar II (AA)**
1 credit (2 lab hours)
- MVV 1111A Class Instruction - Voice I (AA)**
1 credit (2 lab hours)

MUSIC APPLIED PRIVATE INSTRUCTION (AA)

(Freshman/Sophomore)

Corequisite: MUS0010L (Recital Seminar)

Four semesters of applied private lessons are required for all music pre-majors. Non-music pre-majors and non-degree-seeking students may take private lessons only by permission of the Music Department chairman. Applied private lessons in the Fall and Spring terms are for one hour per week (2 credits) and numbered in the 1300/2300 series. Applied private lessons in the Summer A and Summer B terms are for one hour per week (1 credit) and numbered in the 1200/2200 series. Individual instruction in a specific musical performance area (brass, keyboard, percussion, strings, voice or woodwinds) is given, including work on proper posture, breathing, tone color and expression. If enrolled for the second or subsequent semester, the student is expected to perform in a departmental recital. The letter "R" is added to the common course number for each applied music course indicating that the course is repeatable up to nine times for credit.

FALL/SPRING TERM 1300/2300 SERIES

BRASSES - FRESHMAN LEVEL

2 credits (one hour per week)

- MVB 1311 R Trumpet (AA)**
Corequisite: MUN1120 R
- MVB 1312 R Horn (AA)**
Corequisite: MUN1120 R
- MVB 1313 R Trombone (AA)**
Corequisite: MUN1120 R
- MVB 1314 R Baritone Horn (AA)**
Corequisite: MUN1120 R
- MVB 1315 R Tuba (AA)**
Corequisite: MUN1120 R

BRASSES - SOPHOMORE LEVEL

2 credits (one hour per week)

- MVB 2321 R Trumpet (AA)**
Prerequisite: 2 semesters of MVB1311 R w/grade of B or higher
Corequisite: MUN1120 R
- MVB 2322 R Horn (AA)**
Prerequisite: 2 semesters MVB1312 R w/grade of B or higher
Corequisite: MUN1120R
- MVB 2323 R Trombone (AA)**
Prerequisite: 2 semesters of MVB1313 R w/grade of B or higher
Corequisite: MUN1120 R
- MVB 2324 R Baritone Horn (AA)**
Prerequisite: 2 semesters of MVB1314 R w/grade of B or higher
Corequisite: MUN1120 R

KEYBOARD - FRESHMAN LEVEL

2 credits (one hour per week)

- MVK 1311 R Piano (AA)**
- MVK 1314 R Jazz Piano (AA)**

KEYBOARD - SOPHOMORE

2 credits (one hour per week)

- MVK 2321 R Piano (AA)**
Prerequisite: 2 semesters of MVK1311 R w/grade of B or higher
- MVK 2324 R Jazz Piano (AA)**
Prerequisite: 2 semesters of MVK1314 R w/grade of B or higher

PERCUSSION - FRESHMAN LEVEL

2 credits (one hour per week)

- MVP 1311 R Percussion (AA)**
Corequisite: MUN1120 R

PERCUSSION - SOPHOMORE LEVEL

2 credits (one hour per week)

- MVP 2321 R Percussion (AA)**
Prerequisite: 2 semesters of MVP1311 R w/grade of B or higher.
Corequisite: MUN 1120 R

STRINGS - FRESHMAN LEVEL

2 credits (one hour per week)

- MVS 1314 R String Bass (AA)**
- MVS 1316 R Classical Guitar (AA)**
- MVS 1317 R Bass Guitar (AA)**
- MVS 1318 R Jazz Guitar (AA)**

STRINGS - SOPHOMORE LEVEL

2 credits (one hour per week)

- MVJ 2323 R Jazz Guitar (AA)**
Prerequisite: 2 semesters of MVS1318 R w/grade of B or higher
- MVJ 2324 R Bass Guitar (AA)**
Prerequisite: 2 semesters of MVS1317 R w/grade of B or higher
- MVS 2324 R String Bass (AA)**
Prerequisite: 2 semesters of MVS1314 R w/grade of B or higher
- MVS 2326 R Classical Guitar (AA)**
Prerequisite: 2 semesters of MVS1316 R w/grade of B or higher

VOICE - FRESHMAN LEVEL

2 credits (one hour per week)

- MVV 1311 R Voice (AA)**
Prerequisite: MUN1120 R, Corequisites: MUN1310 R

VOICE - SOPHOMORE LEVEL

2 credits (one hour per week)

- MVV 2321 R Voice (AA)**
Prerequisite: 2 semesters of MVV1311 R w/grade of B or higher plus MUN1120 R; Corequisites: MUN1310 R

WOODWINDS - FRESHMAN LEVEL

2 credits (one hour per week)

- MVW 1311 R Flute (AA)**
Corequisite: MUN1120 R
- MVW 1312 R Oboe (AA)**
Corequisite: MUN1120 R
- MVW 1313 R Clarinet (AA)**
Corequisite: MUN1120 R
- MVW 1314 R Bassoon (AA)**
Corequisite: MUN1120 R
- MVW 1315 R Saxophone (AA)**
Corequisite: MUN1120 R

WOODWINDS - SOPHOMORE LEVEL

2 credits (one hour per week)

- MVW 2321 R Flute (AA)**
Prerequisite: 2 semesters of MVW 1311 R w/grade of B or higher
Corequisite: MUN1120 R w/grade of B or higher
- MVW 2322 R Oboe (AA)**
Prerequisite: 2 semesters of MVW1312 R w/grade of B or higher
Corequisite: MUN1120 R
- MVW 2323 R Clarinet (AA)**
Prerequisite: 2 semesters of MVW 1313 R w/grade of B or higher
Corequisite: MUN1120 R
- MVW 2324 R Bassoon (AA)**
Prerequisite: 2 semesters of MVW 1314 R w/grade of B or higher
Corequisite: MUN1120 R
- MVW 2325 R Saxophone (AA)**
Prerequisite: 2 semesters of MVW 1315 R w/grade of B or higher
Corequisite: MUN1120 R

SUMMER A AND SUMMER B TERMS I200/2200 SERIES

APPLIED TRUMPET

(1 credit, one hour per week)

- MVB 1211 R Applied Trumpet-Freshman Level (AA)**
- MVB 2221 R Applied Trumpet-Sophomore Level (AA)**
Prerequisite: MVB2321 R

APPLIED JAZZ PIANO, SECONDARY INSTRUMENT

(1 credit, one hour per week)

- MVJ 1210 R Applied Jazz Piano-Freshman Level (AA)**
- MVJ 2220 R Applied Jazz Piano-Sophomore Level (AA)**
Prerequisite: MVJ2324 R

APPLIED JAZZ GUITAR

(1 credit, one hour per week)

- MVJ 1213 R Applied Jazz Guitar-Freshman Level (AA)**
- MVJ 2223 R Applied Jazz Guitar-Sophomore Level (AA)**
Prerequisite: MVS2328 R

APPLIED PIANO, SECONDARY INSTRUMENT

(1 credit, one hour per week)

- MVK 1211 R Applied Piano, Secondary Instrument - Freshman Level (AA)**
- MVK 2221 R Applied Piano, Secondary Instrument - Sophomore Level (AA)**
Prerequisite: MVK2321 R

APPLIED GUITAR

(1 credit, one hour per week)

- MVS 1216 R Applied Guitar - Freshman (AA)**
- MVS 2226 R Applied Guitar - Sophomore (AA)**
Prerequisite: MVS2326 R

APPLIED VOICE

(1 credit, one hour per week)

- MVV 1211 R Applied Voice - Freshman (AA)**
- MVV 2221 R Applied Voice - Sophomore (AA)**
Prerequisite: MVV2321 R

APPLIED FLUTE

(1 credit, one hour per week)

- MVW 1211 R Applied Flute - Freshman (AA)**
- MVW 2221 R Applied Flute - Sophomore (AA)**
Prerequisite: MVW2321 R

- NUR 1022L Nursing I Skills Lab (AS)**
1 credit (3 lab hours)
Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1023/1023L, NUR1141 (or NUR2140)
- NUR 1023 Nursing I (AS)**
4 credits (4 lecture hours)
Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1022L, NUR1023L, NUR1141 (or NUR2140)
- NUR 1023L Nursing I Clinical (AS)**
3 credits (8 clinical hours)
Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1022L, NUR1023, NUR1141 (or NUR2140)
- NUR 1090 Critical Thinking in Nursing (AS)**
3 credits (3 lecture hours)
Prerequisites: BSC2085/2085L, HSC1010 (or DEP2004)
- NUR 1141 Introduction to Pharmacotherapeutics (AS)**
2 credits (2 lecture hours)
Corequisites: MCB2010/2010L, BSC2085/2085L
- NUR 1213 Nursing 2 (AS)**
7 credits (7 lecture hours)
Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR2140);
Corequisites: HUN1201, NUR1213L, NUR1214L
- NUR 1213L Nursing 2 Clinical (AS)**
4 credits (12 clinical hours)
Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR2140);
Corequisites: HUN1201, NUR1213, NUR1214L
- NUR 1214L Nursing II Skills Lab (AS)**
1 credit (3 lab hours)
Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR2140);
Corequisites: HUN1201, NUR1213, NUR1213L
- NUR 2000L Introduction to Professional Nursing (AS)**
1 credit (3 lecture hours)
Prerequisite: LPN; transitional students (Nursing AS - Program Code 2301)
- NUR 2140 Pharmacology for Nursing (AS)**
3 credits (3 lecture hours)
Corequisites: BSC2085/2085L, MCB2010/2010L
- NUR 2215 Nursing III (AS)**
6 credits (6 lecture hours)
Prerequisites: NUR1213, NUR1213L and NUR1214L
Corequisites: NUR2215L and PSY2012
- NUR 2215L Nursing III Clinical (AS)**
4 credits (12 clinical hours)
Prerequisites: HUN1201, NUR1141 (or NUR2140), NUR1213/1213L, NUR1214L;
Corequisites: NUR2215, PSY2012, SYG2000
- NUR 2291L Critical Care Nursing (ATC)**
6 credits (10 clinical hours)
Prerequisites: Current RN license
- NUR 2293C Perioperative Nursing (ATC)**
6 credits (4 lecture hours, 6 lab hours)
Prerequisites: (1) RN licensed in Florida; (2) minimum of six months medical/surgical nursing; (3) employed at a hospital or has agreement with operating room to act as preceptor; (4) current BCLS certification; (5) professional liability and accident insurance
- NUR 2297 Clinical Integration of Basic Electrocardiography For Nurses (ATC)**
3 credits (3 lecture hours)
Prerequisite: Current RN license
- NUR 2651 Overcoming Communication Barriers With The Hispanic Patient (ATC)**
1 credit (1 lecture hour)
- NUR 2712C Nursing 4 Clinical (AS)**
6 credits (3 lecture hours, 9 lab hours)
Prerequisites: NUR 2215/2215L, PSY2012, SYG2000;
Corequisites: NUR 2943L
- NUR 2935 Clinical Applications of Twelve Lead Electrocardiography (ATC)**
3 credits (3 lecture hours)
Prerequisite: Current RN License
- NUR 2943L Clinical Preceptorship (AS)**
4 credits (12 lab hours)
Prerequisites: NUR2215/2215L, PSY2012, SYG2000;
Corequisite: NUR 2712C
- NUR 2944L Critical Care Nursing Preceptorship (ATC)**
2 credits (6 clinical hours)
Prerequisites: Current RN license
- OCA 0501 Word Processing Using MS Word (PSAV)**
150 clock hours
Prerequisite: OTA0100 or instructor's permission required
- OCA 0502 Presentation Graphics Using MS PowerPoint (PSAV)**
50 clock hours
Prerequisite: OCA0501 or instructor's permission required
- OCE 1001 Introduction to Oceanography (AA)**
3 credits (3 lecture hours)(*)
- OCE 1001L Introduction to Oceanography Lab (AA)**
1 credit (2 lab hours)
- ORH 1005L Professional Landscape Installation and Maintenance (AS)**
3 credits (3 lecture hours)
- ORH 1016 Environmental Issues in Horticulture (AS)**
3 credits (3 lecture hours)
- ORH 1230 Landscape Management (AS)**
3 credits (3 lecture hours)
Corequisite: ORH1230L
- ORH 1230L Landscape Management Laboratory (AS)**
1 credit (2 lab hours)
Corequisite: ORH1230
- ORH 1281 Introduction to Orchids and Their Culture (AS)**
3 credits (3 lecture hours)
Prerequisite: PLS2220 recommended

- ORH 1320 Introduction to Palms and Their Culture (AS)**
3 credits (3 lecture hours)
- ORH 1512 Plant Selections for Landscape Situations (AS)**
3 credits (3 lecture hours)
Recommended Prerequisite: ORH2510 or ORH2800 (ORH2800 excellent to take simultaneously)
- ORH 1840 Landscape Construction (AS)**
3 credits (3 lecture hours)
- ORH 2220 Turfgrass Culture (AS)**
3 credits (3 lecture hours)
- ORH 2241 Arboriculture (AS)**
3 credits (3 lecture hours)
- ORH 2251 Florida Horticulture Professional Preparation (AS)**
3 credits (3 lecture hours)
- ORH 2510 Ornamental Plant Identification I (AS)**
3 credits (3 lecture hours)
- ORH 2511 Introduction to Plants of South Florida Ecosystems (AS)**
3 credits (3 lecture hours)
- ORH 2516 Annuals, Bedding Plants, Groundcovers, and Small Perennials (AS)**
3 credits (3 lecture hours)
- ORH 2521 Horticultural Taxonomy (AS)**
3 credits (3 lecture hours)
- ORH 2601 Horticulture Sales and Services (AS)**
3 credits (3 lecture hours)
Prerequisites: ORH1010, BUL2240, MAR2011 recommended
- ORH 2949C Ornamental Horticulture Work Experience/Internship (AS)**
3 credits (2 lecture hours, 15 lab hours)
Prerequisite: Student must have completed at least 12 credit hours with a minimum of 2.0 grade point average
- ORI 2000 Oral Interpretation of Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: Must meet placement requirements in English and reading to enroll in course
- OST 1100C Beginning Keyboarding (AS)**
3 credits (1 lecture hour, 4 lab hours)
- OST 1108 Building Typing Speed and Accuracy (AS)**
1 credit (1 lecture hour)
- OST 1110C Intermediate Keyboarding (AS)**
3 credits (1 lecture hour, 4 lab hours)
Prerequisite: OST1100C
- OST 1141L Keyboarding for Microcomputer (AS)**
1 credit (2 lab hours)
- OST 1355 Records Management (AS)**
3 credits (3 lecture hours)
- OST 1384 Customer Service (AS)**
3 credits (3 lecture hours)
- OST 1783 Workplace Technologies (AS)**
3 credits (3 lecture hours)
Prerequisite: One of the following - CGS1030, CGS1100, OST1100C, or OST2714C
- OST 1811 Desktop Publishing (AS)**
3 credits (3 lecture hours)
- OST 1828 Presentation Graphics for Business (AS)**
3 credits (3 lecture hours)
- OST 1831 Microsoft Windows (AS)**
1 credit (1 lecture hour)
- OST 2335 Business Communications (AS)**
3 credits (3 lecture hours)
- OST 2339 Business English Review (AS)**
1 credit (1 lecture hour)
- OST 2402 Office Procedures and Technology (AS)**
3 credits (3 lecture hours)
Prerequisites: CGS1100, OST1110C (or OST2714C)
- OST 2431 Legal Office Procedures (AS)**
3 credits (3 lecture hours)
- OST 2501 Administrative Office Management (AS)**
3 credits (3 lecture hours)
Prerequisite: CGS1100
- OST 2603C Machine Transcription (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: OST1100C
- OST 2621C Legal Transcription (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: OST1100C and OST2431
- OST 2714C Word Processing (AS)**
3 credits (2 lecture hours, 2 lab hours)
- OTA 0100 Introduction to Keyboarding/Word Processing (PSAV)**
60 clock hours
- OTA 0131 Intermediate Keyboarding and Document Processing (PSAV)**
60 clock hours
Prerequisite: OTA0100
- OTA 0421 Introduction to Office Operations (PSAV)**
90 clock hours
- PCB 2350C Tropical Ecology (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: At least one college-level course in natural or physical sciences
- PEO 1031C Individual Sports (AA)**
3 credits (2 lecture hours, 2 lab hours)
- PEO 1321C Volleyball Fundamentals and Officiating (AA)**
3 credits (2 lecture hours, 2 lab hours)
- PEO 2004 Theory and Practice of Coaching a Specific Sport (AA)**
3 credits (3 lecture hours)
- PEO 2005 Coaching Theory (AA)**
3 credits (3 lecture hours)

- PEO 2351C Fundamentals of Racquet Sports (AA)**
3 credits (2 lecture hours, 2 lab hours)
- PEO 2621C Fundamentals of Basketball (AA)**
2 credits (1 lecture hour, 2 lab hours)
- PEP 2101 Essentials of Fitness (AA)**
3 credits (3 lecture hours)
- PET 2622 Care and Prevention of Athletic Injuries (AA)**
3 credits (3 lecture hours)
- PGY 1118C Color Photography I (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY1401C
- PGY 1401C Introduction to Photography (AA)**
3 credits (2 lecture hours, 2 lab hours)
- PGY 2211C Techniques of Commercial Photography (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, ART1300C, PGY1401C
- PGY 2445C Experimental Photography (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY1401C or instructor permission required
- PGY 2801C Digital Photography I (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY1401C or permission of instructor
- PGY 2802C Digital Photography II (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY1401C, PGY2801C or permission of instructor
- PHI 1010 Introduction to Philosophy (AA)**
3 credits (3 lecture hours)
- PHI 1100 Critical Reasoning (AA)**
3 credits (3 lecture hours)
- PHI 1600 Ethics (AA)**
3 credits (3 lecture hours)
- PHY 1001 Applied Physics (AA)**
3 credits (3 lecture hours)
Prerequisite: MAC1105 (*)
- PHY 2048 General Physics with Calculus I (AA)**
4 credits (4 lecture hours)
Prerequisite: MAC2311; Corequisite: PHY2048L (*)
- PHY 2048L General Physics I and General Physics with Calculus I Laboratory (AA)**
1 credit (2 lab hours)
Corequisite: PHY2048 or PHY2053 (*)
- PHY 2049 General Physics with Calculus II (AA)**
4 credits (4 lecture hours)
Prerequisites: PHY2048; Corequisite: PHY2049L and MAC2312 (*)
- PHY 2049L General Physics II and General Physics with Calculus II Laboratory (AA)**
1 credit (2 lab hours) Prerequisite: PHY2048L;
Corequisite: PHY2049 or PHY2054 (*)
- PHY 2053 General Physics I (AA)**
4 credits (4 lecture hours)
Prerequisite: MAC1105; Corequisites: MAC1114, PHY2048L (*)
- PHY 2054 General Physics II (AA)**
4 credits (4 lecture hours)
Prerequisites: PHY2053 and PHY2048L;
Corequisite: PHY2049L (*)
- PLA 1003 Introduction to Paralegalism (AS)**
3 credits (3 lecture hours)
- PLA 1104 Legal Writing and Research I (AS)**
3 credits (3 lecture hours)
- PLA 1273 Tort Law (AS)**
3 credits (3 lecture hours)
- PLA 1949C Co-op Legal Assistant I (AS)**
3 credits (1 lecture hour, 10 lab hours)
- PLA 2114 Legal Writing and Research II (AS)**
3 credits (3 lecture hours)
Prerequisite: PLA1104
- PLA 2209 Court System: Procedures and Pleadings I (AS)**
3 credits (3 lecture hours)
- PLA 2229 Court System: Procedures and Pleadings II (AS)**
3 credits (3 lecture hours)
Prerequisite or corequisite: PLA2209
- PLA 2465 Bankruptcy Law and Procedure (AS)**
2 credits (2 lecture hours)
- PLA 2483 Administrative Law (AS)**
3 credits (3 lecture hours)
- PLA 2600 Administration of Estates (AS)**
3 credits (3 lecture hours)
- PLA 2611 Real Estate Law and Property Transactions (AS)**
3 credits (3 lecture hours)
- PLA 2612 Real Estate Law and Property Transactions II (AS)**
3 credits (3 lecture hours)
Prerequisite: PLA 2611
- PLA 2630 Real Estate Closing and Document Preparation (AS)**
3 credits (3 lecture hours)
Prerequisite: PLA2611
- PLA 2762 Paralegal Office Systems (AS)**
3 credits (3 lecture hours)
- PLA 2800 Family Law (AS)**
3 credits (3 lecture hours)
- PLA 2841 Immigration Law & Procedures (AS)**
2 credits (2 lecture hours)
- PLS 2220 Plant Propagation (AS)**
3 credits (3 lecture hours)
- PMA 2213 Plant Pest Management (AS)**
3 credits (3 lecture hours)

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| PMT 0108 | Introduction to Welding (PSAV) 120 clock hours | POS 1001 | Introduction to Political Science (AA) 3 credits (3 lecture hours) (*) |
| PMT 0109 | Introduction to Welding II (PSAV) 120 clock hours | POS 1041 | Introduction to American Government (AA) 3 credits (3 lecture hours) (*) |
| PMT 0126 | Shielded Metal Arc Welding (PSAV) 120 clock hours | POS 1041 | Honors Introduction to American Government (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*) |
| PMT 0127 | Shielded Metal Arc Welding Advanced (PSAV) 120 clock hours | POS 2112 | American State and Local Government (AA) 3 credits (3 lecture hours) Prerequisites: POS1001, POS1041 or permission of instructor (*) |
| PMT 0143 | Flux Cored Arc Welding (PSAV) 120 clock hours | PRN 0000 | Fundamentals of Nursing (PSAV) 100 clock hours |
| PMT 0147 | Gas Metal Arc Welding (PSAV) 120 clock hours | PRN 0010 | Comprehensive Nursing and Transitional Skills (PSAV) 106 clock hours |
| PMT 0150 | Gas Tungsten Arc Welding (PSAV) 120 clock hours | PRN 0021 | Growth/Development and Nutrition (PSAV) 96 clock hours |
| PMT 0151 | Gas Tungsten Arc Welding - Advanced (PSAV) 120 clock hours | PRN 0022 | Body Structure and Function (PSAV) 69 clock hours |
| PMT 0167 | Pipe Welding (PSAV) 120 clock hours | PRN 0030 | Introduction to Drug Therapy (PSAV) 100 clock hours |
| PMT 0168 | Pipe Welding Advanced (PSAV) 90 clock hours | PRN 0100 | Maternal and Newborn Health (PSAV) 86 clock hours |
| PMT 0201 | Shop Math, Blueprints and Measurements (PSAV) 120 clock hours | PRN 0201 | Medical-Surgical Nursing I (PSAV) 104 clock hours |
| PMT 0202 | Introduction To Machining (PSAV) 120 clock hours | PRN 0202 | Medical-Surgical Nursing 2 (PSAV) 115 clock hours |
| PMT 0211 | Manual Machining (PSAV) 120 clock hours | PRN 0203 | Medical-Surgical Nursing 3 (PSAV) 123 clock hours |
| PMT 0228 | Introduction to Non-Conventional Machining (PSAV) 120 clock hours | PRN 0206 | Medical-Surgical Nursing 4 Including Pediatrics (PSAV) 101 clock hours |
| PMT 0229 | Inspection Methods (PSAV) 120 clock hours | PRN 0385 | Introduction to Medical/Surgical Nursing I (PSAV) 78 clock hours Prerequisites: HSC0003, PRN0000, PRN0021, PRN0022, and PRN0500 |
| PMT 0230 | Manual Machining - Advanced (PSAV) 120 clock hours | PRN 0386 | Introduction to Medical/Surgical Nursing 2 (PSAV) 104 clock hours Prerequisites: HSC0003, PRN0000, PRN0021, PRN0022, PRN0385, PRN0500 |
| PMT 0251 | Introduction to CNC Machining (PSAV) 120 clock hours | PRN 0500 | Principles of Basic Nursing Skills (PSAV) 90 clock hours |
| PMT 0258 | CNC Milling Methods (PSAV) 120 clock hours | PSC 1341 | Physical Science for Today's World (AA) 3 credits (3 lecture hours) (*) |
| PMT 0259 | CNC Lathe Methods (PSAV) 120 clock hours | PSY 2012 | General Psychology (AA) 3 credits (3 lecture hours) (*) |
| PMT 0260 | Introduction to CAD/CAM Programming (PSAV) 120 clock hours | | |
| PMT 0265 | Machining Technologies (PSAV) 120 clock hours | | |
| PMT 0500 | Manufacturing Methods (PSAV) 120 clock hours | | |
| PMT 0510 | Manufacturing Methods - Advanced (PSAV) 120 clock hours | | |

- PTA 0301 R Sheet Metal Cooperative I (First Year)** (PSAV)
475 clock hours
- PTA 0302 R Sheet Metal Cooperative II (Summer)** (PSAV)
350 clock hours
- PTA 0303 R Sheet Metal Cooperative III (Second Year)** (PSAV)
475 clock hours
- PTA 0304 R Sheet Metal Cooperative IV (Summer)** (PSAV)
350 clock hours
- PTA 0305 R Sheet Metal Cooperative V (Third Year)** (PSAV)
475 clock hours
- PTA 0306 R Sheet Metal Cooperative VI (Summer)** (PSAV)
350 clock hours
- PTA 0307 R Sheet Metal Cooperative VII (Fourth Year)** (PSAV)
475 clock hours
- PTA 0308 R Sheet Metal Cooperative VIII (Summer)** (PSAV)
350 clock hours
- PTA 0391 Sheet Metal Apprenticeship I** (PSAV)
72 clock hours
- PTA 0392 Sheet Metal Apprenticeship II** (PSAV)
72 clock hours
- PTA 0393 Sheet Metal Apprenticeship III** (PSAV)
72 clock hours
- PTA 0394 Sheet Metal Apprenticeship IV** (PSAV)
72 clock hours
- PTA 0395 Sheet Metal Apprenticeship V** (PSAV)
72 clock hours
- PTA 0396 Sheet Metal Apprenticeship VI** (PSAV)
72 clock hours
- PTA 0397 Sheet Metal Apprenticeship VII** (PSAV)
72 clock hours
- PTA 0398 Sheet Metal Apprenticeship VIII** (PSAV)
72 clock hours
- REA 0001 College Prep Reading I (Prep)**
3 institutional credits (3 lecture hours)
Corequisite: SLS1501
- REA 0002 College Prep Reading II (Prep)**
3 institutional credits (3 lecture hours)
Prerequisite: College Placement Score (CPT) of 61 or above or successful completion of REA0001;
Corequisite: SLS1501
- REE 0042 Real Estate Broker** (PSAV)
72 clock hours
Prerequisites: Hold an active Real Estate Sales Associate License and complete 12 months real estate experience during the 5 year period preceding becoming licensed as a broker
- REE 0047 Florida Real Estate Sales Agent** (PSAV)
63 clock hours
- REL 1240 The New Testament** (AA)
3 credits (3 lecture hours)
- REL 2300 Introduction to the Major Religions of the World** (AA)
3 credits (3 lecture hours)
- RET 1272 Fundamentals of Respiratory Care I** (AS)
9 credits (9 lecture hours)
Prerequisites: BSC1085/1085L;
Corequisites: RET1272L, RET1874L
- RET 1272L Fundamentals of Respiratory Care I Laboratory** (AS)
3 credits (6 lab hours)
Prerequisites: BSC1085/1085L;
Corequisites: RET1272; RET1874L
- RET 1273 Fundamentals of Respiratory Care II** (AS)
6 credits (6 lecture hours)
Prerequisites: RET1272/1272L, RET1874L;
Corequisites: RET1273L, RET1875L
- RET 1273L Fundamentals of Respiratory Care II Laboratory** (AS)
2 credits (4 lab hours)
Prerequisites: RET1272/1272L, RET1874L;
Corequisites: RET1273, RET1875L
- RET 1874L Clinical Internship I** (AS)
1 credit (8 lab hours)
Prerequisites: BSC1085/1085L;
Corequisites: RET1272, RET1272L
- RET 1875L Clinical Internship II** (AS)
3 credits (24 lab hours)
Prerequisites: RET1272/1272L, RET1874L;
Corequisites: RET1273/1273L
- RET 1876C Clinical Internship III** (AS)
4 credits (3 lecture hours, 12 lab hours)
Prerequisites: RET1273/1273L, RET1875L
- RET 2280C Fundamentals of Respiratory Care Therapy III** (AS)
7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET1273/1273L, RET1876C;
Corequisite: RET2877L
- RET 2534C Fundamentals of Respiratory Care Therapy IV** (AS)
7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET2280C, RET2877L;
Corequisite: RET2878L
- RET 2877L Clinical Internship IV** (AS)
2 credits (16 lab hours)
Prerequisites: RET1876C; Corequisite: RET2280C
- RET 2878L Clinical Internship V** (AS)
2 credits (16 lab hours)
Prerequisites: RET2877L; Corequisite: RET2534C
- RMI 0091 Property and Casualty/General Lines** (PSAV)
200 clock hours
- RMI 0092 Life, Health and Variable Annuities** (PSAV)
40 clock hours
- RTE 1000 Introduction to Radiography** (AS)
3 credits (3 lecture hours)
Prerequisite: Program Admission

- RTE 1401 Radiographic Imaging I (AS)**
2 credits (2 lecture hours)
Prerequisite: RTE1000; Corequisite: RTE1401L
- RTE 1401L Radiographic Imaging I Laboratory (AS)**
1 credit (2 lab hours)
Prerequisite: RTE1000; Corequisite: RTE1401
- RTE 1457 Radiographic Imaging 2 (AS)**
2 credits (2 lecture hours)
Prerequisite: RTE1401; Corequisite: RTE1457L
- RTE 1457L Radiographic Imaging 2 Laboratory (AS)**
1 credit (2 lab hours)
Prerequisite: RTE1401L; Corequisite: RTE1457
- RTE 1503 Radiographic Procedures I (AS)**
3 credits (3 lecture hours)
Prerequisite: Program Admission;
Corequisites: RTE1503L and RTE1804
- RTE 1503L Radiographic Procedures I Lab (AS)**
1 credit (2 lab hours)
Prerequisite: Program Admission;
Corequisite: RTE1503
- RTE 1513 Radiographic Procedures 2 (AS)**
2 credits (2 lecture hours)
Prerequisite: RTE1503;
Corequisites: RTE1513L and RTE1814
- RTE 1513L Radiographic Procedures 2 Lab (AS)**
1 credit (2 lab hours)
Prerequisite: RTE1503L; Corequisite: RTE1513
- RTE 1523 Radiographic Procedures 3 (AS)**
3 credits (3 lecture hours)
Prerequisite: RTE1513; Corequisites: RTE1523L and RTE1824
- RTE 1523L Radiographic Procedures 3 Lab (AS)**
1 credit (2 lab hours)
Prerequisite: RTE1513L; Corequisite: RTE1523
- RTE 1804 Radiographic Clinical Education I (AS)**
3 credits (24 clinical hours)
Corequisite: RTE1503
- RTE 1814 Radiographic Clinical Education 2 (AS)**
2 credits (18 clinical hours)
Prerequisite: RTE1804; Corequisite: RTE1513
- RTE 1824 Radiographic Clinical Education 3 (AS)**
3 credits (24 clinical hours)
Prerequisite: RTE1814; Corequisite: RTE1523
- RTE 2130 Pharmacology for Medical Imaging (AS)**
3 credits (3 lecture hours)
Prerequisites: RTE2563 or Registered Technologist;
Corequisite: RTE2854
- RTE 2385 Radiobiology (AS)**
3 credits (3 lecture hours)
Prerequisite: RTE2613
- RTE 2473L Radiography Seminar (AS)**
2 credits (4 lab hours)
Corequisite: RTE2385
- RTE 2533 Radiographic Procedures 4 (AS)**
3 credits (3 lecture hours)
Prerequisite: RTE1523; Corequisites: RTE2533L and RTE2834
- RTE 2533L Radiographic Procedures 4 Lab (AS)**
1 credit (2 lab hours)
Corequisite: RTE2533
- RTE 2563 Advanced Medical Imaging (AS)**
3 credits (3 lecture hours)
Prerequisite: RTE2533; Corequisite: RTE2844
- RTE 2571 Computed Tomography I (ATC)**
3 credits (3 lecture hours)
Pre or Corequisite: RTE2762
- RTE 2571L Computed Tomography Clinical Education (ATC)**
3 credits (18 clinical hours)
- RTE 2575 Introduction to Magnetic Resonance Imaging (ATC)**
3 credits (3 lecture hours)
Prerequisite: Must be ARRT(R) or registry eligible;
Prerequisite or corequisite: RTE2762
- RTE 2576 Magnetic Resonance Imaging II (ATC)**
3 credits (3 lecture hours)
- RTE 2576L Magnetic Resonance Imaging Clinical Education 2 (ATC)**
3 credits (24 lab hours)
Corequisite: RTE2575L
- RTE 2577L Magnetic Resonance Imaging Clinical Education I (ATC)**
3 credits (24 lab hours)
Prerequisite: Instructor approval is required
- RTE 2582 Cardiovascular Intervention Technology I (ATC)**
3 credits (3 lecture hours)
Prerequisite: Must be ARRT(R) or registry eligible
- RTE 2583L Cardiovascular Intervention Technology Clinical Education (AS)**
3 credits (18 clinical hours)
- RTE 2613 Radiologic Physics (AS)**
3 credits (3 lecture hours)
Prerequisite: RTE1457
- RTE 2762 Cross Sectional Anatomy (AS)**
3 credits (3 lecture hours)
- RTE 2785 Advanced Pathophysiology for Medical Imaging (ATC)**
3 credits (3 lecture hours)
- RTE 2834 Radiographic Clinical Education 4 (AS)**
3 credits (24 clinical hours)
Prerequisite: RTE1824; Corequisite: RTE2533
- RTE 2844 Radiographic Clinical Education 5 (AS)**
2 credits (18 clinical hours)
Prerequisite: RTE2834; Corequisite: RTE2563
- RTE 2854 Radiographic Clinical Education 6 (AS)**
3 credits (24 clinical hours)
Prerequisite: RTE2844; Corequisite: RTE2130

- RTV 2000C Television Studio Production (AA)**
3 credits (2 lecture hours, 2 lab hours)
- SBM 2000 Small Business Management (AS)**
3 credits (3 lecture hours)
- SLS 0380 Introduction to Business (PSAV)**
40 clock hours
- SLS 1300 Career Self-Assessment (AA)**
1 credit (1 lecture hour)
- SLS 1301 Career Development (AA)**
3 credits (3 lecture hours)
- SLS 1302 Career Information and Decision-Making (AA)**
1 credit (1 lecture hour)
- SLS 1303 Job Search (AA)**
1 credit (1 lecture hour)
- SLS 1501 Strategies for College Success (AA)**
3 credits (3 lecture hours)
- SLS 2261 Leadership Development (AA)**
3 credits (3 lecture hours)
Prerequisites: ENC1101 or ENC1121, SPC1016 (With permission of the instructor, any and/or all prerequisites may be waived.)
- SON 1000 Practical Aspects of Sonography I (AS)**
3 credits (3 lecture hours)
Prerequisites: SON1100 and SON1311;
Corequisites: SON1111, SON1121 and SON1614
- SON 1001 Practical Aspects of Sonography II (AS)**
3 credits (3 lecture hours)
Prerequisites: SON1111, SON1614, SON1000
Corequisites: SON1112, SON1618, SON1814L
- SON 1100 Principles and Protocols of Sonography (AS)**
3 credits (3 lecture hours)
Corequisite: SON1311
- SON 1111 Abdominal Sonography I (AS)**
3 credits (3 lecture hours)
Prerequisites: SON1100 and SON1311;
Corequisites: SON1000, SON1121 and SON1614
- SON 1112 Abdominal Sonography II (AS)**
3 credits (3 lecture hours)
Prerequisites: SON1111, SON1121, and SON1614;
Corequisites: SON1122, SON1618, and SON1001
- SON 1121 Sonographic OB/GYN I (AS)**
3 credits (3 lecture hours)
Prerequisites: SON1100 and SON1311;
Corequisites: SON1000, SON1111, SON1614
- SON 1122 Sonographic OB/GYN 2 (AS)**
3 credits (3 lecture hours)
Prerequisites: SON1111, SON1121, and SON1614;
Corequisites: SON1112, SON1618, and SON1001
- SON 1170 Sonography of the Circulatory System (AS)**
3 credits (3 lecture hours)
Prerequisites: SON1112, SON1122, SON1814L;
Corequisite: SON1824L
- SON 1311 Sonography Cross Sectional Anatomy (AS)**
2 credits (2 lecture hours)
Corequisite: SON1100
- SON 1614 Medical Sonographic Physics I (AS)**
3 credits (3 lecture hours)
Prerequisites: SON1100, SON1311;
Corequisites: SON1000, SON1111 and SON1121
- SON 1618 Medical Sonographic Physics II (AS)**
3 credits (3 lecture hours)
Prerequisites: SON1111, SON1121 and SON1211;
Corequisites: SON1112, SON1122 and SON1001
- SON 1804L Clinical Education I (AS)**
3 credits (24 clinical hours)
Prerequisites: SON1100 and SON1311;
Corequisites: SON1111, SON1121 and SON1614
- SON 1814L Clinical Education II (AS)**
3 credits (24 clinical hours)
Prerequisites: SON1111, SON1211 and SON1804L;
Corequisites: SON1112, SON1122 and SON1618
- SON 1824L Clinical Education III (AS)**
4 credits (32 clinical hours)
Prerequisites: SON1112, SON1122 and SON1814L;
Corequisites: SON1141
- SON 2130 Sonography of Heart/Chest I (ATC)**
3 credits (3 lecture hours)
- SON 2131 Sonography of Heart/Chest II (ATC)**
3 credits (3 lecture hours)
- SON 2400L Clinical Education Echo I (ATC)**
4 credits (32 lab hours)
Corequisite: SON2130
- SON 2401L Clinical Education Echo II (ATC)**
4 credits (32 lab hours)
Prerequisites: SON2130 and SON2400L;
Corequisite: SON2131
- SON 2402L Clinical Education Echo III (ATC)**
3 credits (24 lab hours)
Prerequisites: SON2401L
- SON 2936 Adult Echo Sonography Seminar (ATC)**
3 credits (3 lecture hours)
Prerequisites: SON2131, SON2401L
- SOP 2740 Feminist Psychology (AA)**
3 credits (3 lecture hours)
- SOS 1102 Soils and Fertilizers (AS)**
3 credits (3 lecture hours)
- SPC 1016 Fundamentals of Speech Communication (AA)**
3 credits (3 lecture hours) (*)
- SPC 1016 Honors Fundamentals of Speech Communication (AA)**
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College(*)
- SPC 2052 Voice and Diction (AA)**
3 credits (3 lecture hours)

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| SPC 2300 | Introduction to Interpersonal Communication (AA) 3 credits (3 lecture hours) | STS 0005C | Principles of Asepsis (PSAV) 96 clock hours Corequisite: STS0150C |
| SPC 2511 | Argumentation and Debate (AA) 3 credits (3 lecture hours) Prerequisite: SPC1016 or permission of instructor | STS 0008 | Pharmacology for the Surgical Technologist (PSAV) 48 clock hours Corequisite: STS0003L |
| SPC 2601 | Public Speaking (AA) 3 credits (3 lecture hours) Prerequisite: SPC1016 or permission of instructor | STS 0120 | Surgical Specialties I (PSAV) 32 clock hours Corequisite: STS0255L |
| SPN 1120 | Elementary Spanish I (AA) 4 credits (4 lecture hours) (*) | STS 0121 | Surgical Specialties 2 (PSAV) 32 clock hours Corequisite: STS0256L |
| SPN 1120 | Honors Elementary Spanish I (AA) 4 credits (4 lecture hours) Prerequisite: Admission to the Honors College(*) | STS 0150C | Surgical Technology Procedures (PSAV) 96 clock hours Corequisite: STS0005C |
| SPN 1121 | Elementary Spanish II (AA) 4 credits (4 lecture hours) Prerequisite: SPN1120 or equivalent (*) | STS 0155L | Operating Room Technique (PSAV) 96 clock hours |
| SPN 1121 | Honors Elementary Spanish II (AA) 4 credits (4 lecture hours) Prerequisite: SPN1120 or equivalent and admission to the Honors College(*) | STS 0255L | Surgical Specialties I Clinical (PSAV) 184 clock hours Corequisite: STS0120 |
| SPN 2200 | Intermediate Spanish I (AA) 3 credits (3 lecture hours) Prerequisite: SPN1121 or equivalent (*) | STS 0256L | Surgical Specialties 2 Clinical (PSAV) 184 clock hours Corequisite: STS0121 |
| SPN 2201 | Intermediate Spanish II (AA) 3 credits (3 lecture hours) Prerequisite: SPN1121 or permission of department chair (*) | STS 0805 | Perioperative Anatomy and Medical Terminology (PSAV) 48 clock hours Corequisite: STS0805L |
| SPN 2240 | Intermediate Conversational Spanish I (AA) 3 credits (3 lecture hours) Prerequisite: SPN1121 or equivalent | STS 0805L | Perioperative Anatomy Laboratory (PSAV) 48 clock hours Corequisite: STS0805 |
| SPN 2241 | Intermediate Conversational Spanish II (AA) 3 credits (3 lecture hours) Prerequisite: SPN1121 or equivalent | STS 0949C | Clinical Practicum (PSAV) 185 clock hours |
| STA 1021 | Probability and Statistics (AA) 1 credit (1 lecture hour) Prerequisites: A grade of "C" or above in MAT1033, or 72 & above (EA) FCELPT and 44 & above (CLM) FCELPT or/and one year of high school algebra and passing score on the placement exam (*) | SUR 1101C | Basic Surveying and Mapping (AS) 3 credits (2 lecture hours, 2 lab hours) |
| STA 2023 | Statistics (AA) 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAT1033 or adequate score on the placement exam and two years of high school algebra (*) | SUR 1322C | CAD for Surveyors (AS) 2 credits (1 lecture hour, 2 lab hours) Prerequisites: SUR1101, SUR1640C |
| STA 2023 | Honors Statistics (AA) 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAT1033 or admission to the Honors College (*) | SYG 1230 | American Minorities Today (AA) 3 credits (3 lecture hours) (*) |
| STS 0003 | Introduction to Surgical Technology (PSAV) 96 clock hours | SYG 2000 | Introduction to Sociology (AA) 3 credits (3 lecture hours) (*) |
| STS 0003L | Introduction to Clinical Practicum (PSAV) 48 clock hours Corequisite: STS0008 | SYG 2000 | Honors Introduction to Sociology (AA) 3 credits (3 lecture hours) Prerequisite: Admission to Honors College (*) |
| | | SYG 2010 | American Social Problems (AA) 3 credits (3 lecture hours) (*) |
| | | SYG 2361 | Death and Dying (AA) 3 credits (3 lecture hours) |
| | | SYG 2430 | Marriage and Family (AA) 3 credits (3 lecture hours) |

- TAX 2000 Federal Income Tax I (AS)**
3 credits (3 lecture hours)
Prerequisite: ACG2022 or instructor permission required
- TAX 2010 Federal Income Tax II (AS)**
3 credits (3 lecture hours)
Prerequisite: TAX2000 or equivalent
- THE 1000 Theatre Appreciation (AA)**
3 credits (3 lecture hours) (*)
- THE 2051 Theater for a Children's Audience (AA)**
3 credits (3 lecture hours)
- THE 2300 Dramatic Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: THE1000
- THE 2925 R Play Production (AA)**
1 credit (2 lab hours)
- TPA 1200 Stagecraft I (AA)**
3 credits (3 lecture hours)
- TPA 1211 Advanced Stagecraft (AA)**
3 credits (3 lecture hours)
Prerequisite: TPA1200
- TPA 2290 R Technical Theater Lab I (AA)**
1 credit (2 lab hours)
- TPP 1600 Playwriting (AA)**
3 credits (3 lecture hours)
- TPP 2100 Acting I (AA)**
3 credits (3 lecture hours)
Prerequisite: THE1000 or special permission of the department chair
- TPP 2111 Acting II (AA)**
3 credits (3 lecture hours)
Prerequisite: TPP2100 or permission of department chair
- TPP 2190 R Rehearsal and Performance I (AA)**
1 credit (2 lab hours)
- TPP 2300 Directing (AA)**
3 credits (3 lecture hours)
Prerequisites: THE1000, TPP2100, TPA1200
- TPP 2510 Movement for the Theater (AA)**
3 credits (3 lecture hours)
- TPP 2700 Freeing the Actor's Voice (AA)**
3 credits (3 lecture hours)
- VPI 0100 Vocational Preparatory Reading (PREP)**
20 clock hours
- VPI 0200 Vocational Preparatory Mathematics (PREP)**
30 clock Hours
- VPI 0300 Vocational Preparatory Language (PREP)**
20 clock hours
- WOH 1012 Ancient and Medieval History (AA)**
3 credits (3 lecture hours)
- WOH 1022 Modern World History (AA)**
3 credits (3 lecture hours)
- ZOO 2303 Vertebrate Zoology (AA)**
3 credits (3 lecture hours)
Prerequisites: BSC1011 and BSC1011L;
Corequisite: BSC2306L
- ZOO 2303L Vertebrate Zoology Laboratory (AA)**
1 credit (3 lab hours)
Prerequisites: BSC1011 and BSC1011L;
Corequisite: BSC2306



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Dean, Academic Affairs,
PBCC at Palm Beach Gardens

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Aguila, Susan

M.A., Florida Atlantic University
Associate Professor, English

Aikhionbare, Victor

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M.S.N., Boston University
Associate Professor, Nursing

Allen, Carolyn

M.S., Florida Atlantic University
Associate Professor, Biology

Alonso-Sheldon, Rita

B.A., Florida Atlantic University
Assistant Professor, Reading

Alvarez, Patricia

M.A., University of South Florida
Associate Professor, Library Learning
Resource Center

Ames, Robert

M.S., Syracuse University
Associate Professor, Mathematics

Anderson, Roxanna

Ph.D., New York University
Professor II, Psychology

Arango-Jaramillo, Silvio

Ph.D., University of Maryland
Professor III, Biology

Arbona, Maria

Psy.D., Caribbean Center for
Advanced Studies
Professor III, Psychology

Aurelien, Louise

M.S., Northeastern University
Associate Professor, Nursing

Bailey, Mary

M.S., Florida International University
Associate Professor, Reading

Baird, Dianne

M.A., Florida Atlantic University
Associate Professor, English

Balic, Iva

M.A., University of North Texas
Associate Professor, English

Basant, Garfield

M.S., Nova Southeastern University
Associate Professor, Mathematics

Bassell, Kellie

M.S., Florida Atlantic University
Associate Professor, Nursing

Bennett, Freddie

Ph.D., University of Utah
Professor III, Student Success

Berg, Jacquelyn

M.A.T., Stetson University
Professor II, English

Berry, Esther

Ed.D., Howard University
Professor I, Psychology

Best, Latsy I

M.S., Nova Southeastern University
Associate Professor, Biology

Bey, Kathleen A.

Ph.D., University of North Carolina
at Greensboro
Professor III, Education

Bickings, Valerie

M.S.N., Case Western Reserve University
Associate Professor, Nursing

Bierster, Susan

M.A., Florida Atlantic University
Associate Professor, Student Success

Biferie, Christopher

M.S., Nova Southeastern University
Counselor/Professor I,
Student Services

Biferie, Michelle

M.A., Florida Atlantic University
Associate Professor, Reading

Blaque, Ellesia

M.A., Wayne State University
Associate Professor, English

Boone, Jeanne S.

M.Ed., Florida Atlantic University
Associate Professor, Health Education

Boulware, Roy

M.S., Florida Atlantic University
Associate Professor, Mathematics

Bradshaw, Colleen

M.S., Nova Southeastern University
Assistant Professor, Dental Hygiene

Braga, Patty

B.S., Saint Joseph's College
Assistant Professor, Sonography

Brahlek, Steve J.

M.A., Northern Michigan University
Associate Professor, English

Brecker, Edward

D.C., Life University
Associate Professor, Biology

Brown, Ralston

B.S., Southern Connecticut State University
Assistant Professor, Mathematics

Bruton, James L., Jr.

M.A.S.S., Florida A&M University
Associate Professor, History

Burkett, Gail

M.A., Trinity College
Associate Professor, Mathematics

Bush, Christine W.

Ed.S., Nova Southeastern University
Professor I, Mathematics

Butler, Reginald

B.S., Florida Atlantic University
Assistant Professor, Mathematics

Calcagni, Della

M.Ed., Boston State College
Associate Professor, Student Success

Cameron, Joanne

M.S., Florida State University
Associate Professor, Library Learning
Resource Center

Campbell, Janette H.

M.A., University of Alabama
Associate Professor, Mathematics

Ceravolo, Joseph J.

M.Ed., University of Pittsburgh
Associate Professor, Chemistry

Chan, Kenny

M.S., Florida Atlantic University
Associate Professor, Mathematics

Chauvin, Marg

M.S.C.S., University of Santa Clara
Associate Professor, Computer Science

Chow, Emma

M.S., Florida Atlantic University
Associate Professor, Chemistry

Coleman-Ferrell, Tunjarnika

Ed.D., Florida Atlantic University
Professor III, Education

Colombo, Costantino A.

Ph.D., New York University
Professor III, Biology

Copeland, Deborah

M.S.N., Barry University
Associate Professor, Nursing

Copper, Michael

Ph.D., Nova Southeastern University
Professor III, Computer Science

Cornwell, Douglas W.

M.L.S., Syracuse University
Associate Professor, Library Learning
Resource Center

Courtney, Colleen M.

M.S., Florida Atlantic University
Professor I, Student Success

Cox, Eugenia

Ph.D., All-Russian Scientific-Research Insti-
tute of Geophysical Prospecting Methods
Associate Professor, Mathematics

Crane, Lori

M.A., Ball State University
Associate Professor, Speech
Communications

Cruz, Noel

M.S.N., City University of New York
Associate Professor, Nursing

Cuan, Omar

M.A., University of Miami
Associate Professor, History

Curless, Wilbur W.

M.S.T., Florida Atlantic University
Professor II, Biology

D'Agati, Robin

M.A.C., Florida Atlantic University
Associate Professor, Accounting

Davis, Nancy

M.S., University of Florida
Associate Professor, Mathematics

De Armas, Ana

M.S.T., Florida Atlantic University
Professor I, Mathematics

Demarco, Shernett

M.S.N., Mercy College
Associate Professor, Nursing

DePaolo, Joseph

Ed.D., Nova Southeastern University
Professor III, Education

Diaz, Gisela M.

M.S., Florida State University
Associate Professor, Psychology

Dilgen, Regina

M.A., Florida Atlantic University
Professor I, English

Domnitch, Jay H.

M.S.T., Middle Tennessee State University
Associate Professor, Mathematics

Doran, Eileen

B.S., Florida Atlantic University
Assistant Professor, Mathematics

Duffey, Lydia

B.H.S., Florida Atlantic University
Assistant Professor, Dental Health Services

Duncan, David D.

M.A., Atlanta University
Professor I, English

Eichner, Timothy R.

M.F.A., Florida Atlantic University
Associate Professor, Art

Erickson, Lynn

M.S.N., Florida Atlantic University
Associate Professor, Nursing

Escoffery, Leonie

M.A., Florida Atlantic University
Associate Professor, Speech
Communications

Espinosa, Zenaida I.

M.S., Florida State University
Associate Professor, Art

Faquir, Maqsood M.

Ed.S., Florida Atlantic University
Professor II, Health Education

Fawcett, Colleen

Ph.D., Empresarial University of Costa Rica
Professor III, Early Childhood Education

Fazelpour, Alireza

M.S., Middle East Technical University
Associate Professor, Computer Science

Feliciano, Nazare

M.A., School of the Art Institute of Chicago
Associate Professor, Art

Findley, Brian

M.Ed., Florida Atlantic University
Professor I, Health Education

Fine, Africa

M.A., Florida Atlantic University
Associate Professor, English

Fisher, Jeffrey A.

M.S., Florida State University
Professor I, Biology

Fleisher, Richard S.

M.S., Syracuse University
Associate Professor, Physical Science

Flynn, Kerry

B.A., Florida Atlantic University
Assistant Professor, Dental Health Services

Fontenot, Danny W.

B.S., Nova Southeastern University
Assistant Professor, Hospitality

Friedman, Paul

M.A., Union Institute & University
Associate Professor, Crime Scene Technology

Frishman, Stephen

Ph.D., Wayne State University
Professor I, Speech

Froehlich, Patricia

M.S., Long Island University
Associate Professor, Dietetics

Gailey, James R.

M.Ed., Georgia Southern College
Associate Professor, Health Education

Garcia-Landry, Maria

M.S., Nova Southeastern University
Associate Professor, English

Gattozzi, Karen B

J.D., Suffolk Law School
Professor III, Legal Assisting

Gaylord, Cory

Ph.D., University of Tennessee
Professor III, Nursing

Gent, Victor

J.D., University of Kansas
Associate Professor, Speech Communications

Geraldi, Robert

Ph.D., University of South Carolina
Professor III, Foreign Language

Gibble, David L.

M.S., University of North Texas
Associate Professor, Music

Gibson, Stephen M.

M.A., Syracuse University
Associate Professor, English

Gieffers, Alessandra

M.A., Hunter College,
City University of New York
Professor I, Art

Gill, Sofia

M.B.A., Florida Institute of Technology
Associate Professor, Computer Science

Glass, Paula

M.S. Florida International University
Associate Professor, Nursing

Goegelman, Cindy M.

M.S.N., Emory University
Associate Professor, Nursing

Gorgevska, Alexandra

Ph.D., Wayne State University
Professor I, Bio-Chemistry

Graham, William G.

B.A., University of Florida
Associate Professor, Business

Grant, Meri

M. Ed., University of Florida
Professor I,

Grasso, Marie

M.S., Adelphi University
Associate Professor, Physical Science

Graziose, James

M.S., Nova Southeastern University
Associate Professor, Mathematics

Grimm, Carol C.

M.S., Nova Southeastern University
Associate Professor, Computer Science

Hamlin, Allen C.

M.S., Florida Atlantic University
Associate Professor, Mathematics

Hamlin, Monica L.

J.D., Florida State University
Associate Professor, Student Success

Hartman, Wendy

M.S., Florida Atlantic University
Associate Professor, Biology

Hawkins, Bradley J.

M.B.A., Nova Southeastern University
Counselor/Associate Professor,
Student Services

Heath, Laura

M.S., Florida Atlantic University
Associate Professor, Mathematics

Hedstrom, Shelly K.

M.A., University of Ottawa
M.A., St. Michael's College
Professor I, English for Academic Purposes

Herrington, Lawrence

M.S.N., University of Texas
Associate Professor, Nursing

Hitchcock, Susan K.

M.S., University of Akron
Associate Professor, Mathematics

Holmes-DeGraw, Margaret

M.S., Columbia University
Professor I, Nursing

Hogan, Lisa A.

M.A.L.S., Rosary College
Associate Professor, Library Learning Resource
Center

Horvath, Elizabeth I.

Ph.D., Florida Atlantic University
Professor II, Computer Science

Horwitz, James J.

M.S., Northern Illinois University
Professor II, Biology

Jahn, George A.

M.A., University of Miami
Associate Professor, Mathematics

Johnson, Bradley

M.F.A., University of Miami
Associate Professor, English

Johnson, Cynthia

Ed.D., Florida Atlantic University
Professor I, Student Success

Johnson, Lyndon

M.S., Florida Atlantic University
Associate Professor, Computer Science

Johnson, Patricia H.

M.S., Florida Atlantic University
Associate Professor, Biology

Joinson, Tracy

M.S., Florida State University
Counselor/Associate Professor, Student
Services

Jones, Robert D.

M.A., University of Connecticut
Associate Professor, Music

Jordan, Lilian R.

M.S., Florida Atlantic University
Professor II, Science

Judd, Cynthia

M.S., University of Central Florida
Professor I, Chemistry

Kass, Mitchell E.

Ph.D., City University of New York
Professor III, Sociology

Kent, Leslie

M.S.N., Florida Atlantic University
Associate Professor, Nursing
Kevetos, Joyce
M.A., Central Connecticut State University
Associate Professor, Reading

Klass, Traci

Ph.D., University of Florida
Professor I, English

Knysh, Nataliya

M.S., Kharkiv State University
Associate Professor, Mathematics

Konopacki, Steven

Ph.D., University of Michigan
Professor III, English

Krieger, Peter J.

Ed.D., Florida Atlantic University
Professor III, Chemistry

Krull, Robert H.

M.L.S., Florida State University
Associate Professor, Library Learning
Resource Center

Ladika-Cipolla, Heidi

M.P.S., Lynn University
Associate Professor, Hospitality

Lambert, Andrew

M.A., CUNY-Lehman College
Associate Professor, Mathematics

Langston, Marie A.

M.Ed., Florida Atlantic University
Associate Professor, Mathematics

Larocca, Nicholas

M.A., Minnesota State University
Associate Professor, English

Latimer, Michael

B.S., New Mexico State University
Assistant Professor, Radiography

Lazzara, Valerie

B.A., Florida Atlantic University
Assistant Professor, English

Levin, Nancy

J.D., Chicago-Kent School of Law
Associate Professor, Speech Communications

Liang, Lee

M.S., Michigan State University
Associate Professor, Biology

Librun, Witny

M.S., Florida International University
Associate Professor, Mathematics

Lopez, Jessica

M.S., Florida Atlantic University
Associate Professor, Mathematics

Long, Ronald A.

M.A., Ball State University
Counselor/Associate Professor, Student
Services

Luma, Andrew E.

Ph.D., Texas Tech. University
Professor III, Political Science

MacLachlan, Shari L.

Ph.D., Florida Atlantic University
Professor III, Geography

MacMullen, Michael

M.M., Arizona State University
Associate Professor, Music

Madson, Richard R.

M.S., Brigham Young University
Professor I, Health Education

Manesh, Madjid (Mike)

M.S., Nova Southeastern University
Associate Professor, Mathematics

Mansour, Mohamed K.

Ph.D., Nova Southeastern University
Assistant Director/Professor III,
Library Learning Resource Center

Marshall, Deborah J.

M.S.N., University of South Florida
Associate Professor, Nursing

Marshall, Richard A.

M.A., University of Kansas
Associate Professor, Student Success

Martin, Sharon

M.A., University of West Florida
Associate Professor, Speech

Martin, Tommy

M.Ed., Nova Southeastern University
M.S., Nova Southeastern University
Associate Professor, Computer Science

Marx, Lourdes I.

M.A., University of Florida
Associate Professor, English for
Academic Purposes

McCauley, Judith A.

M.A., New York University
Associate Professor, Dental Health Services

McDonald, Nancy

M.A., Western Kentucky University
Associate Professor, English

McDonald, Patricia

M.A., Florida Atlantic University
M.S., Florida State University
Associate Professor, English

McGaughey, Marilee

B.S., East Tennessee State University
Assistant Professor, Dental Hygiene

McGavin, Daniel

Ph.D., Michigan Technological University
Professor III, English

McLaughlin, Idell W.

M.A., Atlanta University
Associate Professor, English

Mears, Lisa A.

M.Ed., University of Central Florida
Associate Professor, Business

Middleton, Sallie

Ph.D., Florida International University
Professor I, History

Miles, Jessica

M.S., Florida Atlantic University
Professor I, Physical Science

Millas, Joseph J.

M.A., Louisiana State University
Professor II, Speech Communications

Mkpong, Offiong E.

Ph.D., Ohio State University
Professor III, Physical Science

Montalvo, Gladys

Ed.D., Nova Southeastern University
Professor III, Reading

Montonen, Jane

M.B.A., Florida Atlantic University
Associate Professor, Business

Moon, William J.

M.B.A., George Mason University
Associate Professor, Computer Science

Mossadeghi, Sepandar (Frank)

M.A., University of Tulsa
Associate Professor, Economics

Munro, Sophia I.

M.S.O.T., Boston University
Associate Professor, Health Education

Murphy, John A. D.

Ph.D., Florida Atlantic University
Professor III, Accounting

Myers, Kenneth

M.L.S., Florida State University
Associate Professor, Library Learning
Resource Center

Myslivecek, Paula

M.S., Queen's University
Associate Professor, Health Education

Naylor-Waidelic, Heather

M.A., New York University
Professor I, Sociology

Nixon, David H.

M.A., Florida Atlantic University
Associate Professor, English

Norris, Shelby

M.S.N., University of Florida
Professor II, Nursing

O'Brien, Gerald

M.S., Mississippi State University
Associate Professor, Physical Science

Osterman, Patricia

M.A., Indiana University
Associate Professor, English

Pachter, Marcie

M.A., Indiana State University
Associate Professor, Speech
Communications

Pain, Karen

B.S., Florida Atlantic University
Assistant Professor, Mathematics

Pannozzo, Pamela

M.S., Youngstown State University
Associate Professor, Biology

Parbhoo, Ernest B.

M.A., University of Iowa
Professor II, English

Pasapane, Lois

M.S., Nova Southeastern University
Associate Professor, Social Science

Pate, Glenn

M.S., University of Kentucky
Associate Professor, Business

Patton, Joanne C.

M.S., Virginia Commonwealth University
Counselor/Associate Professor, Student
Services

Pawlicki, Martin J.

M.P.H., University of Michigan
Associate Professor, Mathematics

Peck, Edwin T.

M.A., New York University
Associate Professor, English

Peters, Jeffrey C.

M.A., Montclair State University
Counselor/Associate Professor,
Student Services

Pleasant, Rebecca

M.S.N., University of Virginia
Associate Professor, Nursing

Policy, Carole

Ph.D., Florida State University
Professor I, English

Proctor, Roberta

M.A., Purdue University
Associate Professor, English

Pryzby, Barbara J.

M.S.N., Florida Atlantic University
Associate Professor, Nursing

Rajcoomar, Bob

M.D., University of Saskatchewan
M.P.H., University of Miami
Professor III, Health

Ramos, Carlos

M.S., Florida Atlantic University
Associate Professor, Physical Science

Ray, Charlie L.

Ph.D., Florida State University
Professor III, Biology

Raza, Asif

Ph.D., Loyola University
Professor III, Sociology

Ribar, John E.

M.A., Rutgers University
Associate Professor, English

Richmond, Sandra S.

Ed.D., Florida Atlantic University
Professor III, Social Science

Rogers, Estaline

M.L.S., University of South Florida
Associate Professor, Library Learning
Resource Center

Rogers, George

Ph.D., University of Michigan
Professor III, Environmental Horticulture

Rolison, Roger W., Jr.

Ph.D., Florida State University
Professor III, Social Science

Rosenthal, Ira

M.S., University of South Carolina
Associate Professor, Mathematics

Ruffin, Derrick

Ed.D., Nova Southeastern University
Professor II, Mathematics

Russal, Barry K.

Ph.D., Kent State University
Professor III, Drama

Salzinger, Samantha

M.F.A, Yale University
Associate Professor, Art

Scheffer, Barbara J.

J.D., Nova Southeastern University
Professor III, Legal Assisting

Scheurer, Vicki F.

M.A., Florida Atlantic University
Associate Professor, English

Schmidt, Wawaise J.

M.S., University of Delaware
Associate Professor, Biology

Schneider, Elizabeth M.

M.S.N., University of Nebraska
Associate Professor, Nursing

Schoenfeldt, Alyse L.

Ed.D., Florida Atlantic University
Professor III, Foreign Language

Seenath, Lystra

M.A., Florida Atlantic University
Associate Professor, Sociology

Sellars, Trineshia

M.S., Florida Agricultural & Mechanical
University
Associate Professor, Chemistry

Seminerio, Michael

M.A., Florida State University
Associate Professor, Motion Picture & TV
Technology

Setterlund, Susan

M.A., University of South Florida
Associate Professor, Library Learning Resource
Center

Seyler, Catherine

M.A., Western Michigan University
Associate Professor, Reading

Sfiropoulos, Mike

M.A., Florida Atlantic University
Associate Professor, English for
Academic Purposes

Sharp, Barbara

M.Ed., Florida Atlantic University
Associate Professor, Mathematics

Shaver, Vicki

Ed.D., Florida Atlantic University
Professor III, Radiography

Shepardson, Richard G.

Ph.D., Indiana University of Pennsylvania
Professor II, English for Academic Purposes

Shreve, Rachel

B.A., Florida Atlantic University
Assistant Professor, English

Shreve, Richard

Ph.D., Illinois Institute of Technology
Associate Professor, Chemistry

Siassi, Tony

M.S., Nova Southeastern University
Associate Professor, Mathematics

Simmons, Vanger A.

M.A., Hampton University
Associate Professor, Student Success

Siniscalchi, Timothy

M.S.T., Boston College
Associate Professor, Mathematics

Slesinger, Victor

M.A., Pennsylvania State University
Associate Professor, Foreign Language

Smalls, Raishell

M.S., Florida State University
Associate Professor, Student Success

Smith, Noel S.

M.B.A., Florida State University
Professor I, Economics

Smith, Sean P.

M.L.S., Mercer University
Professor I, History

Sooklall, Raywattie

M.S., City University of New York
Associate Professor, Nursing

St. Pierre, Karin L.

M.A., Florida Atlantic University
Associate Professor, English

Stephens, Sherry

M.F.A., Pratt Institute
Associate Professor, Art

Strong, Brett

M.S., Purdue University
Associate Professor, Biology

Stuart-Tuggle, Gracelyn V.

M.A., Florida Atlantic University
Professor I, Accounting

Sullivan, Clark

M.S., Nova Southeastern University
Associate Professor, Mathematics

Sundquist, Jeffrey J.

M.S., University of Wisconsin
Associate Professor, Physical Science

Talebi, Massoud (Mike)

M.S., Michigan State University
Associate Professor, Mathematics

Thomasson, Gary D.

M.S., University of Tennessee
Associate Professor, Mathematics

Thorsen, Deborah

M.S., University of Georgia
Associate Professor, Economics

Tierney, Patrick

M.A., Youngstown State University
Associate Professor, English

Tomei, Gail B.

M.A., Wayne State University
Counselor/Associate Professor,
Student Services

Toohy, Patricia

M.S., State University of New York
at New Paltz
Associate Professor, Mathematics

Treanor, John

A.S., Palm Beach Community College
Assistant Professor, EMS/Paramedic

Treize, Lynn

M.A., University of Florida
Associate Professor, Architecture

Tuisku, Connie

A.M.L.S., University of Michigan
Associate Professor, Library Learning
Resource Center

Urbanek, Susan

M.Ed., Florida Atlantic University
M.F.A., Vermont College
of Norwich University
Professor I, Art

Van Dusen, Frederick

Ed.D., Nova Southeastern University
Professor III, Criminal Justice

Vitrano, Mary

M.B.A., Adelphi University
Associate Professor, Computer Science

Webber, Allen L.

M.M., Miami University
Professor II, Music

Weissman, Nancy

M.Ed., Florida Atlantic University
Professor I, Respiratory Therapy

Welch, Robyn

M.S.N., University of Florida
Associate Professor, Nursing

Wolesensky, Bobette

M.A., University of Nebraska-Lincoln
Associate Professor, Speech

Williams, Sandra K.

M.S., Illinois State University
Professor II, Art

Zazzi, Henry R.

M.A., St. Mary's University
M.S.W., Worden School of Social Work
Counselor/Professor I, Student Services

Full-Time Post Secondary Adult Vocational Instructors

Barbee, Kathleen S.

Diploma, Lowell Academy
Cosmetology

Cardinal, Julie B.

B.S., Florida Atlantic University
Criminal Justice

Delp, Terry L.

B.A., Albright College
Cosmetology

Dennis, Michael H.

A.S., Benjamin Franklin Institute of Boston
Automotive Service Technology

Frietary, Debra

A.S.S., Orange County Community College
Practical Nursing

Geppert, Andrew J.

B.S., University of North Carolina
Machining Technology

Harn, H. Marty

B.S., Nova Southeastern University
Criminal Justice

Hoosac, Kirk J.

Heating, Ventilation, Air Conditioning &
Refrigeration

Horlick, Stephen J.

Industry Certification
Automotive Body Repair

Johnson, Charles W.

Certificate of General Automotive
Mechanics, N.E. Bergen Tech.
Diesel Technology

Kirby, Traci

B.S.N., Auburn University at Montgomery
Practical Nursing

Koen, Lynne S.

B.H.S., Florida Atlantic University
Surgical Technology

Landsdorf, Stacey

B.A., Oakland University
Cosmetology

Lubinsky, Timothy

Certificate of Surgical Technology,
Palm Beach Community College
Surgical Technology

Madnick, Lynda

Certificate of Massage Therapy, Gainesville
Massage Therapy

McKenna, Robert

B.S., Temple University
Trade & Industry (Welding)

Panai, Carmen M.

B.S., University of Alberta
Practical Nursing

Safford, Jay V.

Master Auto Technician, National Institute
for Auto Service Excellence
Automotive Service Technology

Smith, Gary

B.S., St. John University
Criminal Justice

Steff, Julia A.

A.A., Palm Beach Community College
Medical Transcription

Tortora, Patricia M.

A.S., Palm Beach Community College
Patient Care Assistant

Venereo, Jesus

Doctor of Medicine, The Higher Institute of
Medical Sciences of Havana
Medical Office (Medical Assistant)

Weiss, Kerry

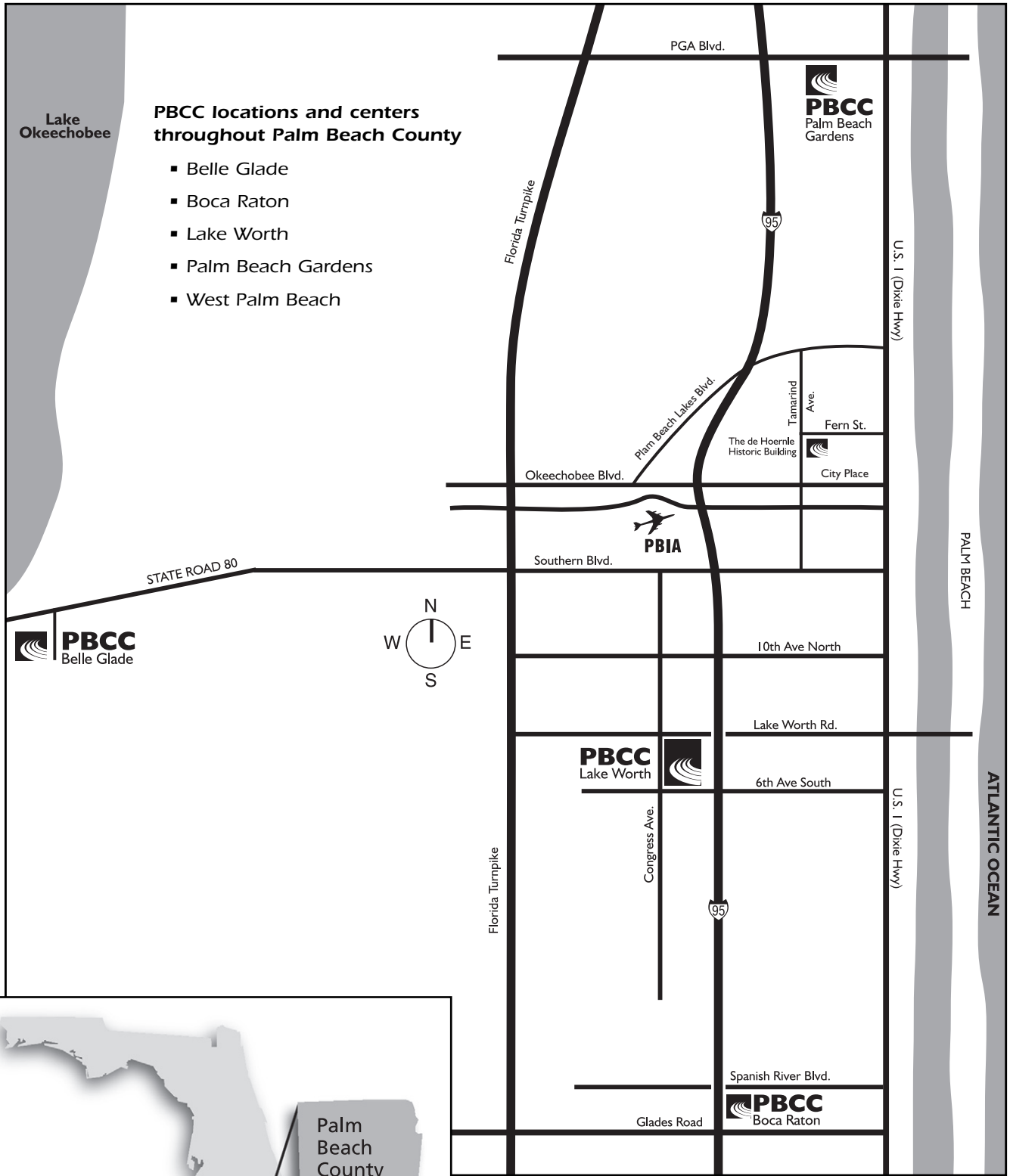
Firefighter

Weissberger, Marybeth

A.S., Palm Beach Community College
Practical Nursing

Emeritus Faculty

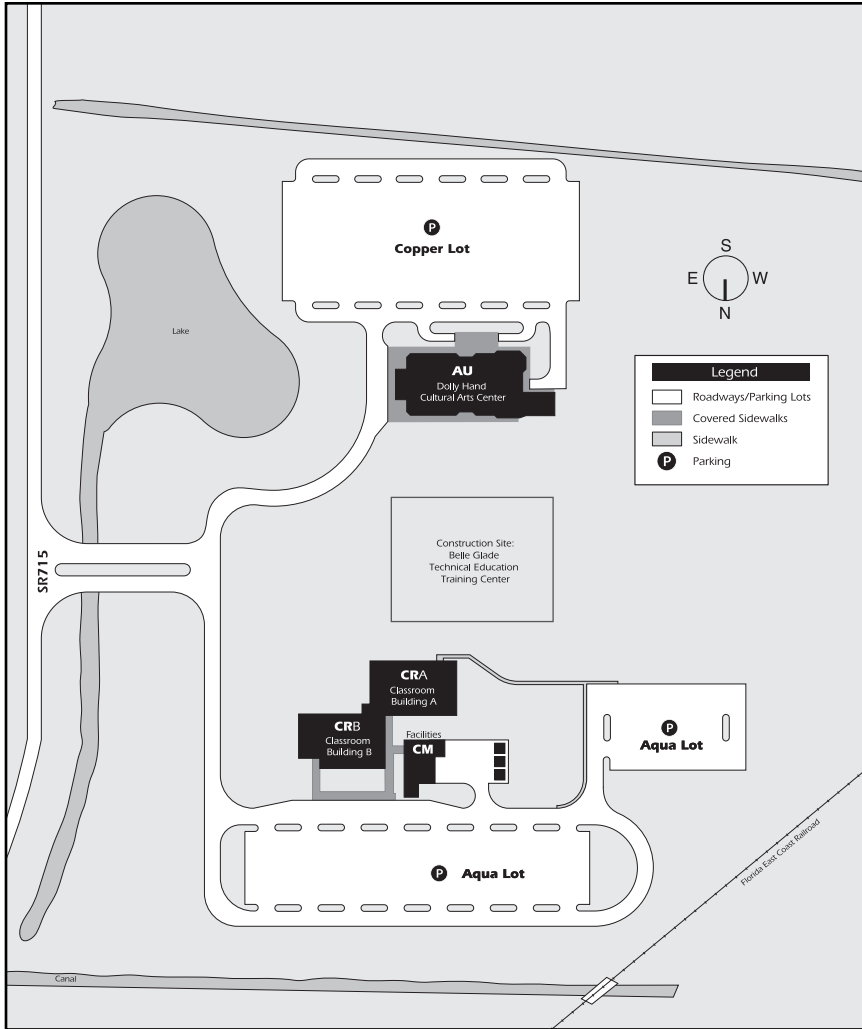
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|--------------------|---------------------|--------------------------|---------------------|
| John Adams | Ethel Fowler | Evelyn Merkle | Raymond Sweet |
| Hugh Albee | Roy Fox | Sunny Meyer | James Tanner |
| Knud Alber | Walter A. Franklin | Michael Miles | Charles Toohey |
| Elizabeth Allred | Philip Gans | Philip Millard | Marjorie Toomath |
| Martha Ambrosio | Allan Gerson | Patricia Miller-Shaivitz | Lawrence Tuttle |
| Patrick Archer | Banna I. Ghioto | Stafford Mooney | William Van Wyhe |
| Easter Arora | Charles Graham | Betty Morgan | Donald Voils |
| Kathleen Asher | Paul Graham | Joanne Nikides | Idella Wade |
| Robert Barry | Walker Graham | Joseph O'Brien | Rochelle Warm |
| Louise Barton | I. James Gross | Daniel O'Connell | Margaret Weatherly |
| James Baugher | Reuben Hale | John O'Neil | Carol Wershoven |
| Floyd Becherer | Alma Harrell | F. Herbert Perez | Ivor L. Wetherby |
| Barbara Benken | Maurice Hartman | Henry Petraki | Don Whitmer |
| Robert Bergen | Paul Hitchcock | Noreen Poole | William Wilson |
| Betty Blanton | Joan Holloway | Gloria Poorvin | Ruth Wing |
| Carol Bloodworth | James Houser | Mavilene Prentice | Dorothy Witherspoon |
| Carole Blum | Earl Huber | Joann Pride | James Wood III |
| Robert Book | Helen Hull | Seymour Pryweller | Mary Woods |
| William Boorman | Winifred Huneke | Carl Purtz | Richard Yinger |
| Mary Bosworth | John E. Jenkins | Jennings Rader | Joan C. Young |
| Virginia C. Brooks | Patricia Johnson | Arthur Ramos | |
| Donald Busselle | Hugh Alan Johnston | Thomas Reid | |
| Paul Butler | Joan E. Jones | Margaret B. Richardson | |
| Tom Butler | Joanne Kelly | Trinette Robinson | |
| Judy Campbell | Diana Kilpatrick | Letha Royce | |
| M. Helene Colbert | Gwen Koza | Marcia Saile | |
| Sandra Collins | Byron Krumm | Mildred M. Schild | |
| Joanne Connolly | Francis L. Leahy | John Schmiederer | |
| John Connolly | Phyllis Leapman | Arthur Schneider | |
| Donald Cook | Faye Ledbetter | Delores Seemayer | |
| Helen Darcey | Frank Littler | Oscar Shackelford | |
| Elizabeth Davey | Rosemarie Lowrey | Adele Shapiro | |
| Lucile Dickinson | Nancy MacPherson | Bob Shaw | |
| Robert Donnelly | Carolyn L. Martin | Patrick Slatery | |
| Ruth Dooley | Barbara Matthews | Richard Smith | |
| Kathleen Drawdy | Eleanor L. Mayock | Sue C. Smith | |
| Alice Duxbury | Charles McCreight | Frankie Sprague | |
| Godwin I. Ezeilo | James McCue | Ann Steckler | |
| Gwendolyn Ferguson | Joseph McElhanev | Thomas H. Steffen | |
| Jesse Ferguson | Harris McGirt | Jewell Sterling | |
| Jeffrey Fisher | Frank J. McLaughlin | Mildred Suttle | |
| James Flatley | Sylvia Meeker | Geraldine Sutton | |



PBCC locations and centers throughout Palm Beach County

- Belle Glade
- Boca Raton
- Lake Worth
- Palm Beach Gardens
- West Palm Beach

College Information Center
561-967-PBCC



CRA - Registration & Classrooms

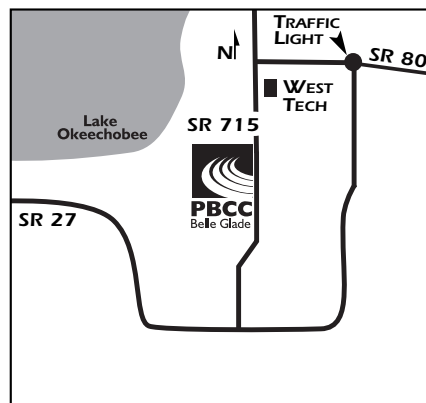
- Administration
- Testing Center
- Computer Center
- Financial Aid
- Cashier
- Prep Lab
- Provost's Office
- Security

CRB - Classrooms

- Library Learning Resource Center
- Bookstore

CM - Facilities

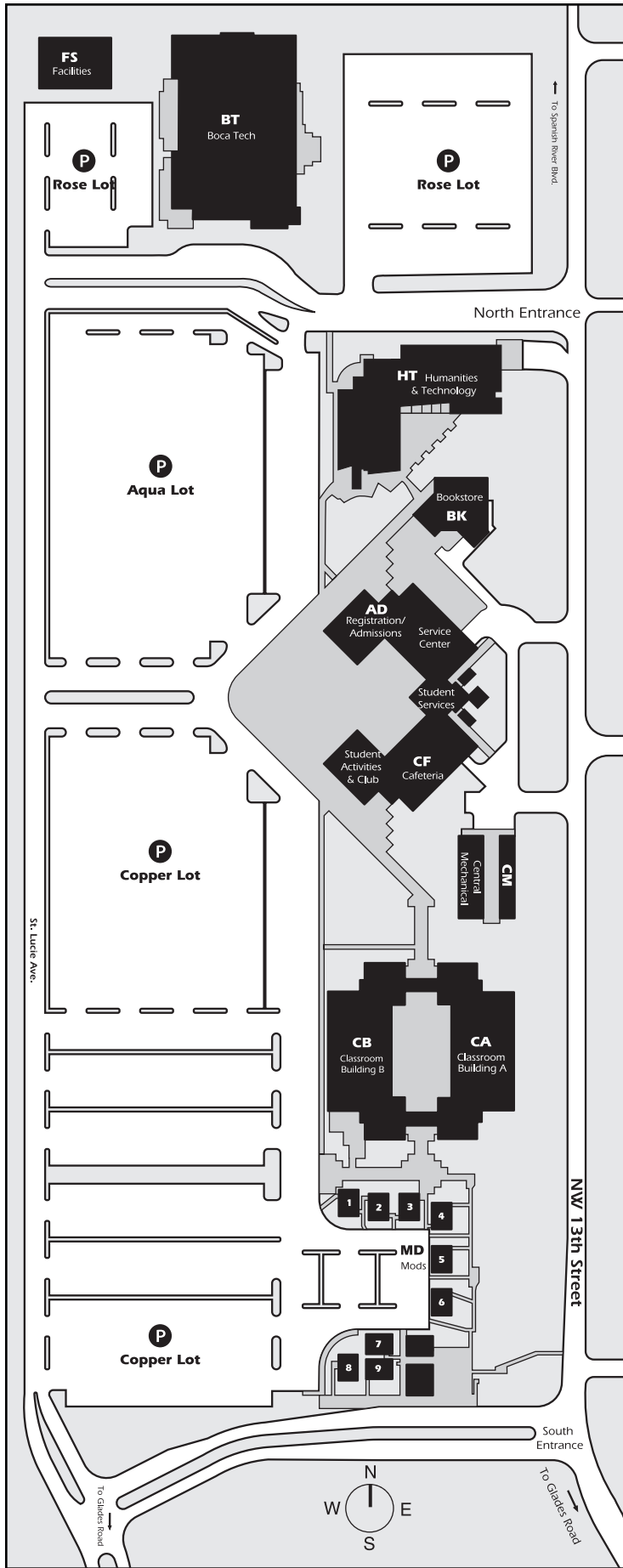
AU - Dolly Hand Cultural Arts Center



DIRECTIONS

From I-95:
 Proceed west on Southern Blvd. (SR 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.

From the Florida Turnpike:
 Exit at Southern Blvd. (SR 80). Proceed west on SR 80 approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.



AD - Administration

1st Floor

- Admissions/Registration
- Cashier
- Counseling
- Count deHoernle Student Center
- Dean of Student Services
- Financial Aid
- Student Organizations
- Registrar

2nd Floor

- Mechanical Room

3rd Floor

- Computer Resources
- Early Childhood Education

4th Floor

- Dean of Academic Affairs
- Corporate & Continuing Education
- Provost's Office

BK - Bookstore

- Instructional Support Center

BT - BocaTech

- Career Center
- Child Care Program
- Massage Therapy
- Student Learning Center / Lab
- Testing Center
- Wellness Center

CB - Classroom Building B

1st Floor

- Art Studios
- Science Labs

2nd Floor

- Classrooms
- Faculty Workroom

CA - Classroom Building A

CM - Central Mechanical

FS - Facilities South

- Facilities Offices
- Security

HT - Humanities & Technology

COUNTESS DE HOERNLE HUMANITIES & TECHNOLOGY BLDG.

- Architecture
- Art
- English
- Lecture Hall
- Media Technology & Instructional Services (MTIS)
- Videoconference classroom

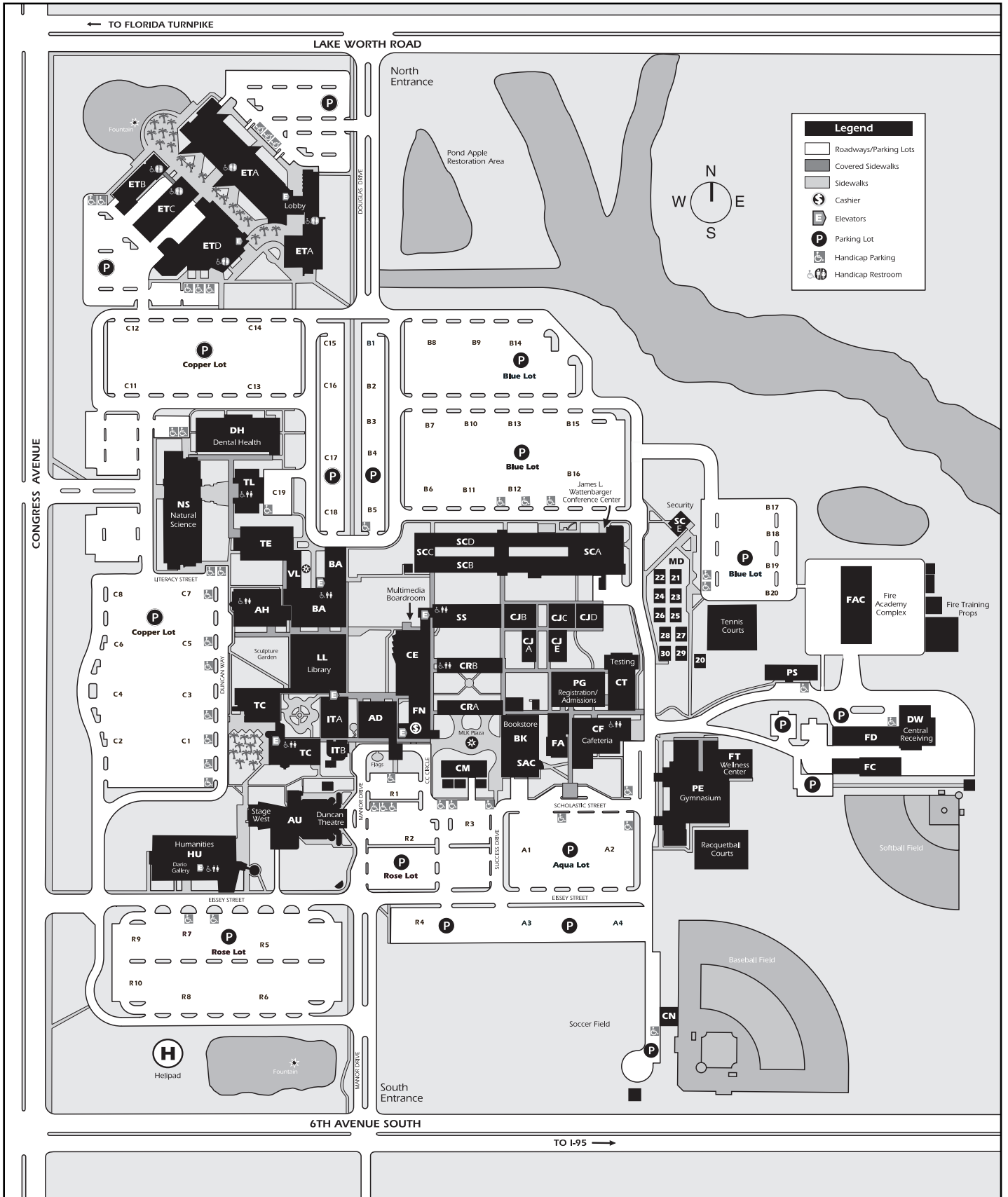
MD - Modular Village (portables)

- Classrooms
- Community Education- MD 3

DIRECTIONS

From I-95:
 Proceed east on Glades Road to NW 13th St. (FAU Blvd) turn left (north) and enter the FAU Campus. Go approximately 1.5 miles past Henderson School to the south entrance of PBCC on the left.

From Spanish River Boulevard: Go south on NW 8th Avenue. The north entrance to PBCC is on the right.



Legend

- Roadways/Parking Lots
- Covered Sidewalks
- Sidewalks
- Cashier
- Elevators
- Parking Lot
- Handicap Parking
- Handicap Restroom

TO FLORIDA TURNPIKE

LAKE WORTH ROAD

North Entrance

Pond Apple Restoration Area

CONGRESS AVENUE

DOUGLASS DRIVE

ETB, ETC, ETA, ETD, Lobby

Fountain

P

C12, C14, C15, C16, C17, C18, C19

B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B11, B12, B13, B14, B15, B16

Copper Lot

Blue Lot

DH Dental Health

NS Natural Science

TE, TL, VL, BA, AH, LL, TC, ITA, AD, FN, CE, CRB, CJA, CJE, CJB, CJC, CJD

SCC, SCD, SCB, SCA

MD, 22, 21, 24, 23, 26, 25, 28, 27, 30, 29, 20

Security

Blue Lot

B17, B18, B19, B20

FAC Fire Academy Complex

Fire Training Props

Tennis Courts

PS

FD Central Receiving

FC

PE Wellness Center

PE Gymnasium

Racquetball Courts

Softball Field

Baseball Field

Soccer Field

Humanities HU Dario Gallery

Stage West AU Duncan Theatre

Bookstore BK

CAFETERIA FA

Registration/Admissions PG

Testing CT

Library LL

SCULPTURE GARDEN

MULTIMEDIA BOARDROOM

MILK PLAZA

ROSE LOT

AQUA LOT

ROSE LOT

R9, R7, R5, R10, R8, R6

R4, A3, A4

ESSEY STREET

SCHOLASTIC STREET

6TH AVENUE SOUTH

South Entrance

TO I-95

- **AD - Administration/District Offices**
G. TONY TATE BLDG.
Advancement & Communications
College Relations & Marketing
Human Resources
Office of the President
Vice Presidents' Offices
- **AH - Allied Health**
PHILIP O. LICHTBLAU BLDG.
- **AU - Auditorium/Theatres**
WATSON B. DUNCAN III THEATRE
STAGE WEST
- **BA - Business Administration**
- **BK - Bookstore**
- **CF - Cafeteria**
Dr. Kathryn W. Davis Global
Education Center
- **\$ - Cashier's Office**
- **CS - Chemical Storage**
- **CN - Concession Stand / Press Box**
- **CJA - E Criminal Justice A - E**
- **CRA - General Classrooms A**
Foundation
Provost's Office
- **CRB - General Classrooms B**
Center for Lifetime Learning
- **CE - Continuing Education**
PAUL W. GRAHAM BLDG.
College Information Center
Crossroads
Dean of Academic Affairs
Grants/Resource Development
Institute of Teacher Education
Multimedia Boardroom
- **CT - Counseling & Testing**
STUDENT SERVICES CENTER
Academic Advisement
Career Center
Disability Support Services
Testing Center
- **DH - Dental Health**
- **DW - Central Receiving/Facilities**

- **ETA - Education and Training Center**
Dean of Business, Trade and
Industry
Dean of Health Sciences and
Public Safety
Business Applications
Career Exploration/Job Placement
Commercial HVAC
Computer Applications
Electrical
Emergency Medical Services (EMS)
Machining Technology
Math Lab
Medical Assistant
Medical Coder/Biller
Medical Transcription
Plumbing
Practical Nursing
Professional Pilot
Sheet Metal
Surgical Technology
Vocational Preparatory
Instruction (VPI)
- **ETB - Education and Training Center**
Automotive Body Repair
- **ETC - Education and Training Center**
Automotive Service Technology
- **ETD - Education and Training Center**
Carpentry
Cosmetology
Diesel Mechanics
Emergency Medical Tech. (EMT)
Welding
- **FA - Financial Aid**
College Registrar
Graduation Office
Outreach Services
Student Support Services
- **FAC - Fire Academy Complex**
- **FC - Facilities Central**
- **FD - Facilities District**
CLAUDE A. EDWARDS BLDG.
- **FT - Wellness Center**
- **HU - Humanities**
- **IT - Information Technology**
- **LLRC - Library**
HAROLD C. MANOR BLDG.
Library Learning Resource Center
Media Technology & Instructional
Services (MTIS)

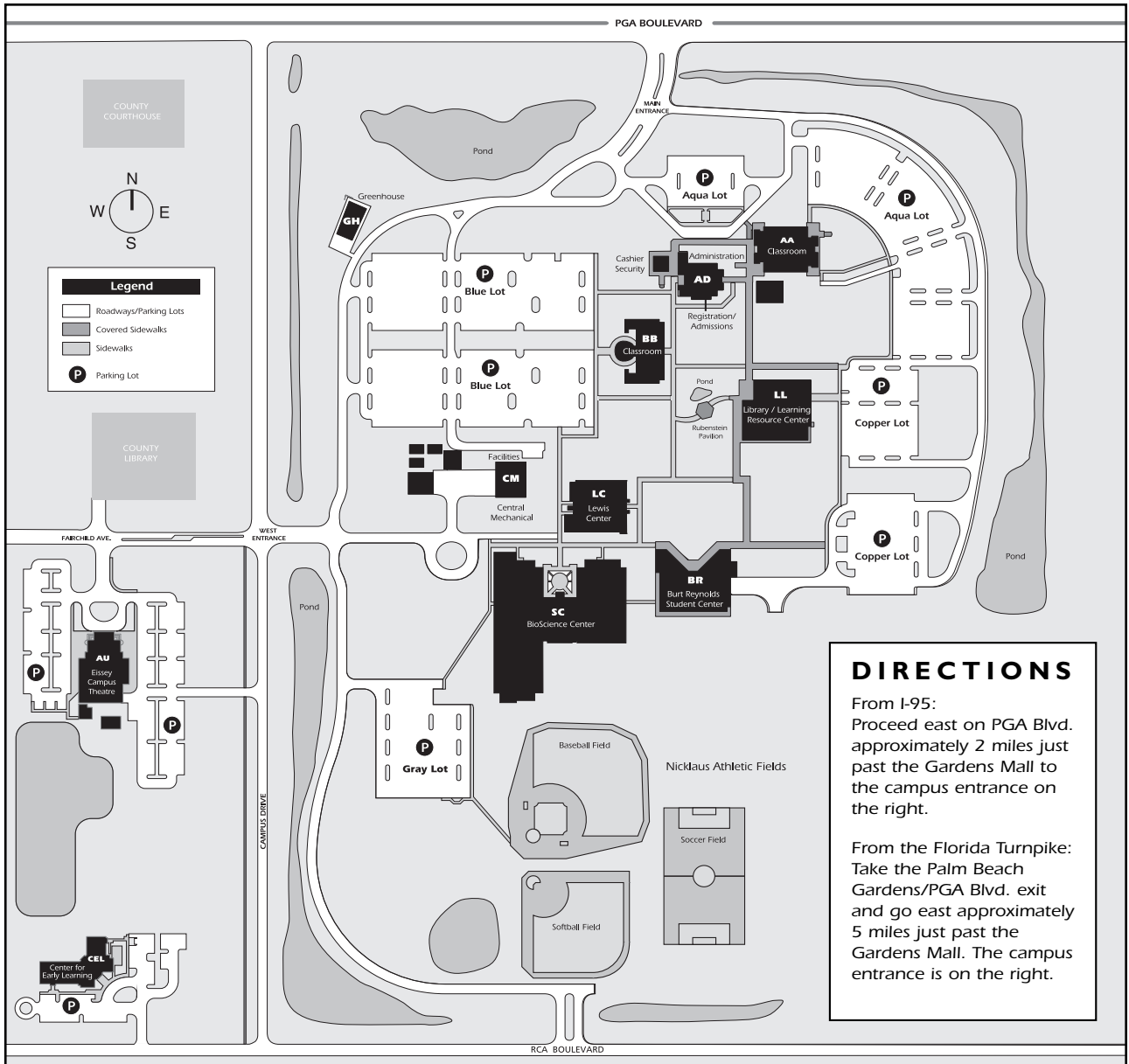
- **MD - Modules (portables)**
MD 20 - MD 30
- **NS - Natural Science**
Science Classrooms
Science Labs
- **OF - Office Building**
PantherCard
- **PE/GYM - Gymnasium**
ELISABETH W. ERLING BLDG.
- **PG - Student Services Center**
PAUL J. GLYNN BLDG.
Admissions/Registration
Dean of Student Services
International Admissions
Limited Access Admissions
New Student Enrollment
Web Registration
- **PR - Purchasing Dept/Print Shop**
- **SAC - Student Activities Center**
Dean, Bachelor of Applied Science
- **SCA - Science A**
Upward Bound Office
- **SCE - Security**
- **SB - Softball Field Box / Restrooms**
- **SS - Social Science**
BRITTON G. SAYLES BLDG.
- **TC - Technology Center**
COUNT AND COUNTESS DE HOERNLE BLDG.
Academic Services
CAD/Drafting Lab
Computer Lab
Dean of Curriculum, Planning
& Research
Graphic Design Lab
Institutional Research
& Effectiveness
Student Learning Center:
EAP/English/Reading Labs
- **TE - Technical Education**
- **TL - Technical Laboratory**
- **VL - Vocational Lab**
Patient Care Assistant

DIRECTIONS

From I-95:
Proceed west on 6th Avenue South approximately 2 miles to the south entrance.
Turn right (north) into the campus. Visitor parking is straight ahead.

From the Florida Turnpike:
Take the Lake Worth Road exit and go east approximately 5 miles to Congress Ave.
Go through the light, and turn right (south) into the campus.

Please note:
Due to ongoing construction and renovation, some modules, building descriptions or locations may have changed.



DIRECTIONS

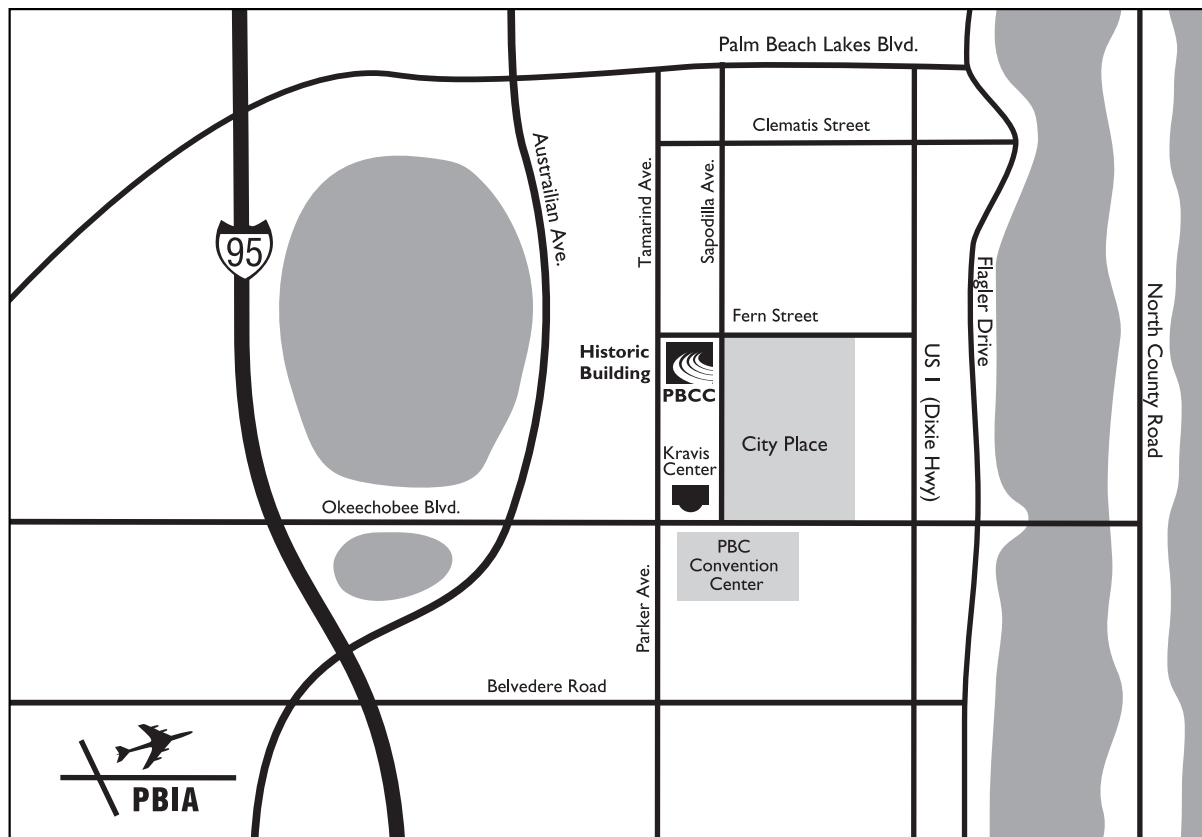
From I-95:
Proceed east on PGA Blvd. approximately 2 miles just past the Gardens Mall to the campus entrance on the right.

From the Florida Turnpike:
Take the Palm Beach Gardens/PGA Blvd. exit and go east approximately 5 miles just past the Gardens Mall. The campus entrance is on the right.

- **AA - Classroom Building**
Faculty Offices
Instructional Support Center
- **AD - Administration**
1st Floor:
Student Services
Admissions
Registration
Financial Aid
Cashier
Security
2nd Floor:
Provost
Academic Dean
Corporate and Continuing Education (CCE)
- **AU - Eissey Campus Theatre**

- **BB - Classroom Building**
Meldon Lecture Hall
Art Gallery
Art Lab
Associate Dean
SLC - Math Lab
SLC - Student Learning Ctr.
English/Reading Lab
- **BR - Burt Reynolds Student Center**
Advisement
Career Resources
Disabilities Services
Student Activities
Bookstore
Cafeteria
- **CEL - Center for Early Learning**

- **LC - Phillip D. Lewis Center**
Radiography
Respiratory Care
EMT
Computer Science
- **LL - Library Learning Resource Center**
(Under renovations, temporarily in SC)
Law Library (Temporarily in BB)
Media Technology & Instructional Services (Temporarily in LC)
- **SC - BioScience Technology Complex**
Associate Dean
BioScience Multi-Media Lecture Hall
Biotechnology
Environmental Horticulture
Environmental Science
Science Labs
Wellness Center



Count and Countess de Hoernle Historic Building

Classrooms
Institute of Excellence in Early Care and Education

Named after Count Adolph and Countess Henrietta de Hoernle, the de Hoernle Historic Building has been renovated for use as an educational center.

Located in downtown West Palm Beach at the site of the old Twin Lakes High School, the 1927 building was the original home of Palm Beach Community College.

The Mediterranean Revival-style building is listed on the National Register of Historic Places.

DIRECTIONS

From I-95:
Proceed east on Okeechobee Blvd. until you reach Tamarind Ave. At the traffic light turn left (north) and proceed past the Kravis Center and the School of the Arts. Turn right on Fern Street. PBCC is on the right.

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Which way do you want to go?

AA

AS

AAS

Certificates

FACTS.org

1. Admissions
 2. Create Facts Login - User ID password
 3. Choose PBCC from drop down menu
- > Shop majors and prerequisites online.
 - > Compare university programs.
 - > View the common prerequisite manual.

Palm Beach Community College

Go to FACTS.org and see an advisor to determine which path to take...

- > AA to a degree > AS to a career
- > AAS to a career > Certificates to enhance your career

AA / Transfer degree

With an associate in arts degree you can transfer into one of the state universities and are prepared for literally hundreds of majors.

To see a list of the most common pre-majors or transfer programs see page 48 or go to

>> www.pbcc.edu/acsv/majors.asp

Customized AA

The AA degree from PBCC can be customized to prepare you for many majors. Refer to FACTS.org and a PBCC advisor to determine which courses to take to be prepared to transfer into your intended university.*

SUS State University System



PBCC advisors will help you through FACTS.org

CALL

561-967-PBCC
866-576-7222 toll-free

www.pbcc.edu

*Each university has specific requirements that must be followed within the AA degree to be prepared to enter the university as a junior. Please note that universities change their requirements and it is the responsibility of the student to be aware of any changes or revisions to programs.





PALM BEACH COMMUNITY COLLEGE



BELLE GLADE
1977 College Drive



BOCA RATON
3000 St. Lucie Avenue



LAKE WORTH
4200 Congress Avenue



PALM BEACH GARDENS
3160 PGA Boulevard

www.pbcc.edu



561.967.PBCC
7 2 2 2

866.576.PBCC
Toll-Free 7 2 2 2



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