

PALM BEACH COMMUNITY COLLEGE

09 | 10
catalog



Expect More.

REGISTRATION CALENDAR

2009-2010

	Fall FULL TERM (16 Weeks)	Fall EXPRESS A (1 st 8 Weeks)	Fall 12 WEEKS	Fall EXPRESS B (2 nd 8 Weeks)	Spring FULL TERM (16 Weeks)	Spring EXPRESS A (1 st 8 Weeks)	Spring 12 WEEKS	Spring EXPRESS B (2 nd 8 Weeks)	Summer FULL TERM (12 Weeks)	SUMMER A (1 st 6 Weeks)	SUMMER B (2 nd 6 Weeks)
	2009				2010						
	Session 1 Aug 21 – Dec 17	Session 2 Aug 21 – Oct 16	Session 3 Sep 21 – Dec 17	Session 4 Oct 19 – Dec 17	Session 1 Jan 6 – May 7	Session 2 Jan 6 – Mar 4	Session 3 Feb 1 – May 7	Session 4 Mar 15 – May 7	Session 1 May 11 – Aug 3	Session 2 May 11 – Jun 22	Session 3 Jun 23 – Aug 3
International Admissions Application Deadline (F1 Visas)	Jul 22, 2009				November 17, 2009				April 12, 2010		
Registration	Fall Registration begins in July 2009				Spring Registration begins in November 2009				Summer Registration begins in April 2010		
	For specific dates, go to www.pbcc.edu/AcademicCalendar (Click on the desired Term Registration Calendar)										
Classes Begin	Aug 21	Aug 21	Sep 21	Oct 19	Jan 6	Jan 6	Feb 1	Mar 15	May 11	May 11	Jun 23
Add/Drop	Aug 21-27	Aug 21-24	Sep 21-25	Oct 19-20	Jan 6-12	Jan 6-7	Feb 1-5	Mar 15-16	May 11-17	May 11-12	Jun 23-24
Last Day to Drop with Full Refund	Aug 27	Aug 24	Sep 25	Oct 20	Jan 12	Jan 7	Feb 5	Mar 16	May 17	May 12	Jun 24
Last Day to A	Aug 27	Aug 24	Sep 25	Oct 20	Jan 12	Jan 7	Feb 5	Mar 16	May 17	May 12	Jun 24
CLAST Registration Deadline	Sep 4	Sep 4	Sep 4	Sep 4	Jan 22	Jan 22	Jan 22	Jan 22	May 7	May 7	May 7
Last Day to Make Up "I" Grades from Previous Term	Sep 21	Sep 21	Sep 21	Sep 21	Feb 5	Feb 5	Feb 5	Feb 5	Sep 21	Sep 21	Sep 21
Graduation Application	Sep 30	Sep 30	Sep 30	Sep 30	Feb 26	Feb 26	Feb 26	Feb 26	May 28	May 28	Jul 14
CLAST Test Date	Oct 3	Oct 3	Oct 3	Oct 3	Feb 20	Feb 20	Feb 20	Feb 20	Jun 5	Jun 5	Jun 5
Last Day to Withdraw	Nov 4	Sep 28	Nov 16	Nov 25	Mar 29	Feb 12	Apr 7	Apr 20	Jul 5	Jun 8	Jul 20
Grades Available via Web	Dec 18	Oct 17	Dec 18	Dec 18	May 8	Mar 5	May 8	May 8	Aug 4	Jun 23	Aug 4
Commencement Certificate Programs	Dec 17, 2009				May 7, 2010						
Commencement Degree Programs	Dec 18, 2009				May 10, 2010						
Student Holidays (No Classes held)	Sep 5-7 Oct 27 Nov 11 Nov 26-29 Dec 18-Jan 5	Sep 5-7	Oct 27 Nov 11 Nov 26-29 Dec 18-Jan 5	Oct 27 Nov 11 Nov 26-29 Dec 18-Jan 5	Jan 16-18 Mar 8-14 Mar 25 Apr 2-4	Jan 16-18	Mar 8-14 Mar 25 Apr 2-4	Mar 25 Apr 2-4	May 29-31 Jul 4	May 29-31	Jul 4

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

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

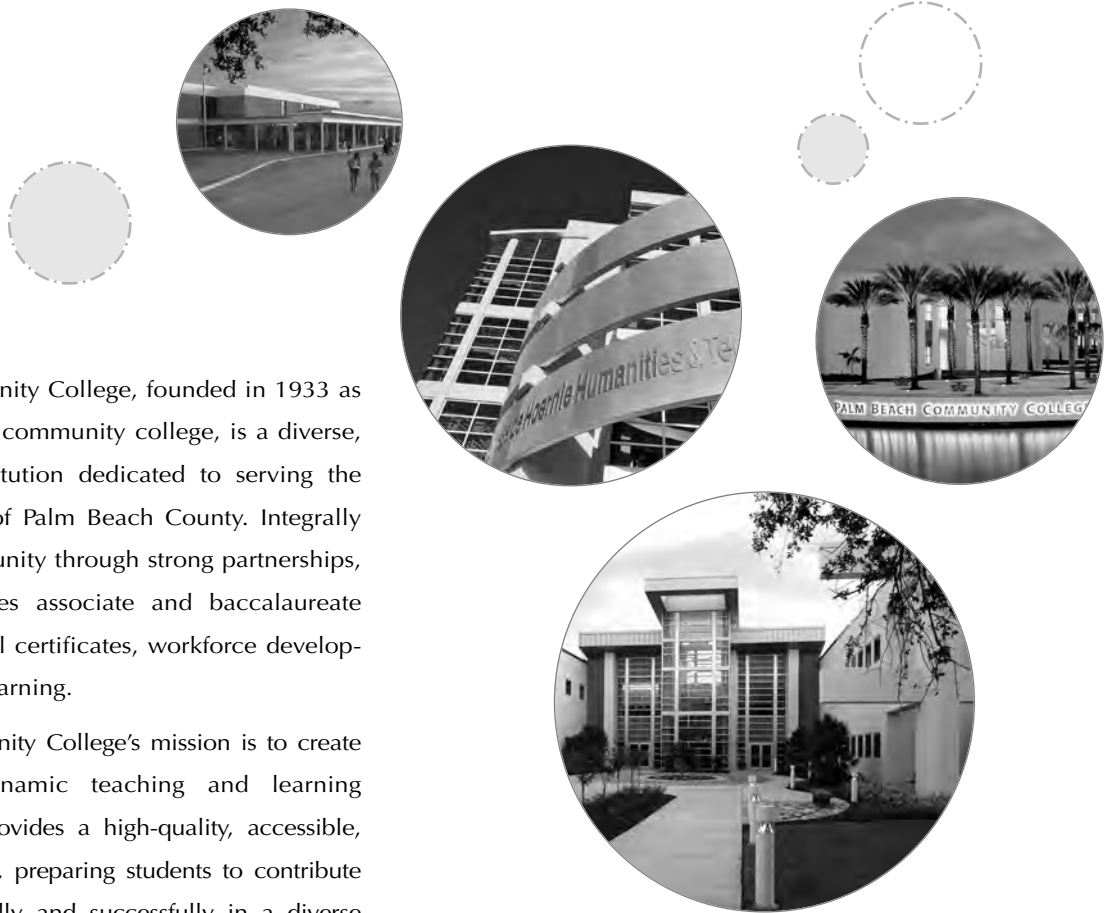
PBCC students can access their final grades via: PantherWeb www.pbcc.edu FACTS www.facts.org

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 71-1

2009-2010 Catalog

PALM BEACH COMMUNITY COLLEGE



Palm Beach Community College, founded in 1933 as Florida's first public community college, is a diverse, comprehensive institution dedicated to serving the educational needs of Palm Beach County. Integrally linked to the community through strong partnerships, the College provides associate and baccalaureate degrees, professional certificates, workforce development and lifelong learning.

Palm Beach Community College's mission is to create and sustain a dynamic teaching and learning environment that provides a high-quality, accessible, affordable education, preparing students to contribute and compete ethically and successfully in a diverse global community.

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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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 Nov. 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 PBJC'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.

Almost five years later the Board of Public Instruction of Palm Beach County 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 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 baccalaureate degree, a Bachelor of Applied Science in Supervision and Management. Upper-level courses in this degree program begin in Fall 2009.

Mission

Palm Beach Community College, founded in 1933 as Florida's first public community college, is a diverse, comprehensive institution dedicated to serving the educational needs of Palm Beach County. Integrally linked to the community through strong partnerships, the College provides associate and baccalaureate degrees, professional certificates, workforce development and lifelong learning.

Palm Beach Community College's mission is to create and sustain a dynamic teaching and learning environment that provides a high-quality, accessible, affordable education, preparing students to contribute and compete ethically and successfully in a diverse global community.

Vision

We envision a College of diverse, active learners engaged in intellectual, social and personal growth that enriches and transforms our community.

Beliefs

We believe...

- Student success is our first priority, and all students can succeed.
- Ethical standards are integral to the educational experience.
- Faculty and instructors should use instructional methods and technology that meet the diverse learning styles of students.
- The College curriculum and its operations should demonstrate a commitment to ecological sustainability.
- The College must anticipate and respond to evolving community needs by reaching out to all potential partners and establishing programs and courses that will meet those needs.
- Quality education is a worthwhile investment.
- An educated workforce has a positive impact on our community and economic health.
- Faculty/staff development is integral to quality education.
- A safe, secure and supportive College climate is essential.
- Diversity reflects society and enhances the educational process.
- Equity and equality of opportunity are essential.
- Lifelong learning enhances the quality of life.
- Collaboration enhances the quality of decision-making.

Accreditation

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Applied Science, Associate in Arts, Associate in Science and Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Palm Beach Community College.

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. PBCC at Belle Glade offers 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, a Small Business Development Center 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. 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 Eissey 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 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 postsecondary 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

BACHELOR OF APPLIED SCIENCE (BAS) ADMISSIONS

For specific information regarding the admission requirements for the Bachelor of Applied Science program, please see the Areas of Study area of study section in this catalog or visit www.pbcc.edu/bas.xml.

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; also check the high school dual enrollment and early admission information and the international students information, both of which are presented in this Admissions 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
- Purchasing uniforms, kits, equipment, consumables and/or tools that are kept in the student's possession (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 grade point average (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 FCELPT. 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 or higher are eligible to take Strategies for College Success, SLS 1501.
- Maintain a 3.0 weighted or unweighted high school GPA 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 (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.

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 Centers 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/AdmissionsApplications.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 Advising department.

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 Advising department 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. After passing the Compass/ESL test, students should see an advisor.
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).

Note: For specific information regarding international student requirements for admission to the Bachelor of Applied Science program, please see the Areas of Study section of this catalog.

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/AdmissionsApplications.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 (FCELP, 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 apply for readmission 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 percent (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 percent (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.

CAREER PATHWAY

“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/careerpathways.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/tuitionfees.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 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.

For further detail on the returned check fee breakdown please visit: www.pbcc.edu/FinancialInfo.xml

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 Advising department 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. Contact the Advising department at any PBCC campus for more information.

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.

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	FCELP Florida College Entry Level Placement Test	COLLEGE PREP COURSES	FCELP Florida College Entry Level Placement Test
EAP 0420 - Intermediate Reading [‡]	0-54 (RC)	REA 0001 - College Prep Reading I	0-60 (RC)
EAP 1520 - High-Intermediate Reading	55-68 (RC)	REA 0002 - College Prep Reading II	61-82 (RC)
EAP 1620 - Advanced Reading	69-82 (RC)	ENC 0001 - College Prep English I	0-60 (SS)
EAP 0460 - Intermediate Grammar [‡]	0-54 (SS)	ENC 0010 - College Prep English II	61-82 (SS)
EAP 1584 - High-Intermediate English	55-68 (SS)	MAT 0012 - Basic Algebra I	0-44 (EA)
EAP 1684 - Advanced English	69-82 (SS)	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 minimum score must retest or take FCELP	SAT I Students below 440 must retest or take FCELP	FCELP 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)

COLLEGE LEVEL MATH	ACT ENHANCED	SAT I	FCELP 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 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.
- 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 co-requisites, 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 FCLEPT. These services are provided as an alternative remedial option to traditional courses; however, upon completion, students still must score satisfactorily on the FCLEPT 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. TABE test scores expire two years from the date of the test. Students with an A.A.S. degree or higher; students who have successfully completed or are exempt from taking 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, FCLEPT 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-level courses in reading, English and mathematics. 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.



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

Types of aid available at PBCC include grants, scholarships, work-study programs and student loans. Grants are based upon financial need and do not have to be repaid. Scholarships do not have to be repaid and are based upon several criteria, 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 repaid.

PBCC does not participate in any Alternative Loan Programs.

Please consult the PBCC Web site for details on specific aid programs from federal, state and institutional sources.

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. Students need to complete a FAFSA each academic year. Completing the FAFSA correctly prevents delays in the financial aid application and notification process; the toll-free help line is 1-800-433-3243. 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.

GENERAL ELIGIBILITY REQUIREMENTS

- Students must have a standard high school diploma or GED. Alternatively, certificate-seeking students may satisfy this requirement by achieving certain levels on the College 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 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 who transfer 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 financial aid eligibility can be determined.
- Students in default on a federal loan are ineligible for federal and state financial aid.

IMPORTANT STUDENT RESPONSIBILITIES

- Use PantherWeb regularly to monitor changes in your financial aid and registration status and to maintain your current address, phone numbers and other directory information.
- Open and read all e-mail from PBCC and other correspondence sent to your permanent address; respond promptly.
- Apply for financial aid each year, and understand renewal requirements for all aid received, including the federal Standards of Academic Progress (SAP).
- Complete all classes for which you are registered each term, and/or understand academic policies and dates relating to dropping courses or withdrawals; be responsible for any unpaid charges following the deduction of all financial aid funds, external payments or similar awards.

Disbursement of Financial Aid

Disbursement of financial aid awards to students 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 recipients. 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 check for any residual credit balance. Direct deposit is available.

Enrollment Status

Financial aid awards are subject to change depending on the student's enrollment status at the time of disbursement; this excludes courses that are not yet in progress. For the purpose of awarding and adjusting financial aid, the following chart is used to determine enrollment status for financial aid recipients. Most financial aid programs permit part-time enrollment status.

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. The Office of Disability Support Services (DSS) has a limited number of scholarships for clients.

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 on Withdrawals

Financial aid recipients who withdraw from the College (all courses in a given term) may have to return/repay financial aid funds. Also, withdrawal affects the Standards of Academic Progress (SAP) for financial aid recipients.

The amount of federal 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 on the PBCC Web site.

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.

Veterans should note that required and/or core courses for some academic programs may be available only at a specified campus. However, the pertinent General Education courses may be taken at any campus.

Please see the Veterans Affairs section of the Web site for details on the various VA Benefits and application instructions.

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 online and at each location, where students can visit for an introduction and orientation to career resources. These resources include career advising, computerized career guidance programs, career assessment inventories, and a career library for researching occupations and current employment trends. Students can 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 advising, workshops and online 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

Visit the Career Centers Web page for additional information: www.pbcc.edu/career.xml

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

Centers for Early Learning

The College offers early childhood centers at the Lake Worth and Palm Beach Gardens campuses for the children of PBCC students and employees.

LAKE WORTH

The Center for Early Learning in Lake Worth is a laboratory preschool, licensed to serve 22 children ages 3 to 6. The center's mission 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; therefore, learning experiences are tailored to meet each individual child's needs.

The center operates from 8 a.m. to noon weekdays during the Fall, Spring and Summer A terms. It is staffed by trained teachers and an assistant. For additional information, call (561) 868-3355 or visit www.pbcc.edu/earlylearninglakeworth.xml.

PALM BEACH GARDENS

The Center for Early Learning in Palm Beach Gardens serves children from age 12 months 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 employees. Reduced fees and scholarships are available to qualified college student applicants. For additional information, call (561) 207-5225.

Counseling Center

The College Wide Student Counseling Center (CWSCC), located on the Lake Worth campus, provides services and programs to help students maintain their emotional well-being in order to achieve their educational goals. The mission is inspired by the philosophy of lifelong learning, development of the whole person, self-reflection and values clarification.

CWSCC services include:

- Mental health emergency services
- Crisis intervention
- Brief counseling (4-6 sessions)
- Mental health assessment
- Referral services
- Early alert intervention manager
- Faculty and staff training

For more information, call the center at (561) 868-3980.

Crossroads

Crossroads is a limited access displaced homemaker program offering free job readiness workshops and academic advising to grant-eligible individuals 35 years of age or older. The program focuses on empowerment, esteem-building, education and employment with the goal being to assist participants in their efforts to become economically self-sufficient. Workshops are offered in alternating daytime and evening schedules with on-going support available in a group and/or on an individual basis. Limited funding is available for eligible participants with marketable skills training needs. To apply or to request more information, call (561) 868-3586 or visit 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 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 Success 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 Success Handbook.

One condition of enrollment at the College is that the student follows the Student Code of Conduct, as listed in the Student Success 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 twice a semester. Students are invited to participate in production of the newspaper. 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; the e-mail address is beachcomber@pbcc.edu.

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 a U.S. Department of Education grant-funded TRIO program. EOC provides assistance with admissions applications and the financial aid application process. Other services include vocational and career counseling, academic advising, financial aid and college admissions workshops. The Educational Opportunity Center assists 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. 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 170 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.

Testing Services

A variety of national and state exams for students, such as the Compass/ESL, CLAST, CLEP, FCELP, TABE and others are administered in the Testing Centers. 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. Confirm testing center hours on the Web site as times vary from campus to campus.

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

All tests require a government-issued, valid, photo identification card. The testing centers do not accept fees; students must come to the testing center with a prepaid receipt from the Cashier's Office.

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.

For more information on PBCC Athletics, visit the Web at www.pbcc.edu/Athletics.xml.

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.

CENTER FOR STUDENT LEADERSHIP

The Center for Student Leadership (CSL) focuses on developing a broad range of transferable skills to prepare students for leadership positions within the College as well as the global marketplace. For more information, contact the campus Student Activities office or coordinator.

MATH OLYMPICS TEAM

The Math Olympics Team meets two times a week during the Fall and Spring terms to prepare for state and national math competitions. Practices provide excellent problem-solving opportunities. Students with a strong interest in mathematics or problem solving in general are encouraged to participate. Eligibility requires that students have taken Calculus II or be scheduled to be enrolled in Calculus II during the Spring term. Practices are on Friday mornings, plus one weekday afternoon.

Scholarships are awarded each year to those students who are selected to be on the Math Olympics Team. Students interested in participating in this challenging and fun activity should contact Professor Roy Boulware at boulwarr@pbcc.edu or Professor Ira Rosenthal at rosenthi@pbcc.edu.

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 Activities office for more 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 Phi Theta Kappa Honors Society, a student must have a minimum 3.2 GPA and have earned 12 semester hours at PBCC. Some other clubs and organizations also have individual membership requirements.



The following are currently sanctioned groups:

Belle Glade

Black Student Union
 Dream It, Do It
 International Student Club
 Kiskeya (Haitian student organization)
 Nursing Student Association
 Phi Theta Kappa (Academic Honors Society)
 Spanish and Latin Student Association (SALSA)
 Cosmetology Club
 Sisters on the Serious Side
 Student Unity Promotion
 Sahara Club

Boca Raton

American Institute of Architectural Students
 Art Society
 Black Student Association
 Boxing Club
 Chabad Student Center
 Christian Leadership Association
 Computer Club
 Djakout Lakay (Haitian student organization)
 Ecology Club (Lean, Clean, & Green)
 Florida Future Educators of America
 Golden Z
 Journalism Club
 Massage Therapy Club
 Phi Theta Kappa (Academic Honors Society)
 Political Forum
 Spanish and Latin Student Association (SALSA)
 Student Government Association
 Students for Israel





Lake Worth

ASPIRA

Black Student Union

Christian Fellowship Club

Community Earth Club

Computer Club

Dental Assisting Student Association

Dream It, Do It

Gay Straight Alliance

German Academics Club

Group 5 Art Society (Graphic Arts Club)

Interior Design Group

Kiskeya (Haitian student organization)

Music Club

Nursing Student Association

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 (Business Club)

Phi Theta Kappa (Academic Honors Society)

Soccer Club

Student American Dental Hygiene Association

Student Government Association

Veterans' Union

Palm Beach Gardens

Art Alliance

Black Student Union

Circle K (Kiwanis)

Chess Club

Chi Gamma Iota (Veterans Club)

Community Earth

Dream It, Do It

Energy Club

Faith Walkers Christian Fellowship

Florida Future Educators of America

Gay Straight Alliance

Phi Theta Kappa (Academic Honors Society)

Political Forum

Psi Beta (Honors Psychology)

Radiography Club

Respiratory Care Club

Sonography Club

Spanish and Latino Student Association (SALSA)

Student Government Association

Writer's Club



PBCC Panthers

Intercollegiate Athletics

Women's Sports

- Basketball
- Softball
- Volleyball

Men's Sports

- Baseball
- Basketball

www.pbcc.edu/Athletics.xml

Corporate and Continuing Education

Through Corporate and Continuing Education at each campus location, 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

Distance learning classes through the Internet provide increased student access through alternative education delivery systems and flexibility of time and location. Online courses promote the integration of technology in the learning environment and the globalization of education through electronic access to information and experts worldwide. The chief difference between face-to-face courses and distance learning courses is in the type of course delivery. Course materials are online with the possible exception of testing. Students may contact their professors and other classmates via telephone, e-mail, chat rooms, bulletin boards, or in some instances, 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 the same as a face-to-face class. Distance learning courses require an additional fee of \$10 per credit hour.

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.blackboard.com.

WHO SHOULD TAKE A DISTANCE LEARNING CLASS?

Successful distance learning students need to be highly motivated and have good study 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 (www.pbcc.edu/dl.xml) and contact an academic advisor for any questions regarding the requirements of distance learning classes.

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, tutoring, 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 optional 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.

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 a grade of B or higher are designated as Honors certificate graduates. Students who graduate from PBCC with a 3.5 GPA and have 21 hours of honors courses (including IDS2105) and have completed other criteria as specified on the Honors Web site earn Honors Diplomas. All Honors graduates 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 of Palm Beach County 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 - FAU upper-level coursework offered at PBCC’s Lake Worth campus
- The Substitute Teacher Academy - a noncredit program for K-12 substitute teacher preparation consisting of six courses and 45 contact hours. Topics include Introduction to Substitute Teaching, Classroom Management and Control (separate courses for elementary and secondary education), Presentation Techniques, Technology in the Classroom, and Lesson Planning.
- Professional Development — noncredit workshops for Florida Teacher Certification Exam preparation and credit courses for ESOL compliance.

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

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 or visit www.pbcc.edu/lul.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/lirc.xml.

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 college bookstore.

Academic Recognition

PRESIDENT'S LIST

At the end of the fall or 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 or 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 his/her 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). Students may audit a class by completing an official Audit Request Form with the Registrar's Office by the audit deadline. Deadline dates for audit and withdrawal 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 (FX, NX, or UX) 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 30 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. Students may also assess their academic progress and status each semester by obtaining an online degree audit via www.pbcc.edu/PantherWeb.xml.

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 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, 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 fourth 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 College Level Academic Skills Test (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. The test is required by Florida statutes and the State Board of Education.

The CLAST is offered in the following formats:

1. The paper-and-pencil version is offered three times per year. This version contains all four sections: essay, English language skills, reading, and computation. It is administered at the Lake Worth and Belle Glade locations only. For more information, please visit www.pbcc.edu/CLAST.xml.
2. The CAT-CLAST is a computerized version of the CLAST test that is given only at the Lake Worth campus Testing Center. The CAT-CLAST version contains only three sections: English language skills, reading, and computation. The essay section is not offered in this format. For more information, please visit www.pbcc.edu/CLASTCAT.xml.

Exemptions

Based on established academic achievements after Jan. 1, 1996, students may be exempt from taking the CLAST. Students should consult an academic advisor regarding exemption status. A complete list of CLAST exemptions can be found at www.pbcc.edu/CLASTexemptions.xml.

- Students who have earned a cumulative grade point average (GPA) of 2.5 in ENC 1101 and ENC 1102 or equivalent shall be exempt from the Essay, English Language Skills, and Reading sections of the CLAST.
- Students who have earned a cumulative grade point average (GPA) of 2.5 in two 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 Computation section of the CLAST.
- A score of 21 or higher in the English section of the ACT-E earns an exemption in the Essay and English 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 Computation section of the CLAST.
- Candidates should check with an advisor concerning any possible exemptions related to Advanced Placement and International Baccalaureate courses taken in high school.

Eligibility

Students seeking Associate in Arts or baccalaureate degrees are eligible to register for the CLAST or CAT-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 Gordon Rule English composition (6 credit hours)
and
3. Completion of the A.A. General Education requirements in Gordon Rule mathematics (6 credit hours).

Note: Transient students must apply to take the CLAST or CAT-CLAST at their home institution.

Application Process

Students should first consult with their academic advisor before submitting an application to take the CLAST or CAT-CLAST. Students wanting to sit for the CLAST paper-and-pencil administration must apply to take the test by the registration deadline. Late applications will not be processed. Applicants who miss the deadline will need to reapply to take the next pencil-and-paper administration. For more information about the CLAST or CAT-CLAST application process, please visit the following page www.pbcc.edu/CLASTapply.xml.

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 or visit www.pbcc.edu/CLASTprep.xml.

Waivers

Students may apply for a waiver of one or more sections of the CLAST based on one of the following two criteria:

1. **Specific Learning Disabilities:** Any student who has a documented specific learning disability such that the student cannot demonstrate successful completion of one or more subtests of the CLAST and is achieving at the college level in every area except that of the disability, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may apply for a waiver of one or more subtests of the CLAST. Contact the campus Disability Support Services coordinator as early as possible in your college program for further information.
2. **Repeated Failures:** Any student who has taken any of the four subtests of the CLAST at least four times and has not earned a passing score on the subtest but has otherwise earned a minimum grade point average of 2.0 in all college courses in that same subject area and has met the requirements defined in State Rule for that area may apply for a waiver of that subtest.

Request for Waiver

All students who request a waiver of one or more subtests must make the request in writing to the vice president of academic affairs of Palm Beach Community College. All requests must document that the student has met the eligibility criteria specified above.

Appeal Process

Students whose requests for waiver have been denied may appeal directly to the president in writing. The president shall forward the appeal to the chair of the Board of Trustees of Palm Beach Community College who may name a panel of five members of the College faculty and administrative staff to review the appeal. That panel will submit its findings and recommendations to the Board of Trustees. Final action of the appeal shall rest with the Board.

For additional information on the waiver process, please visit www.pbcc.edu/CLASTappeal.xml.

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

DEGREE VERIFICATIONS

PBCC has entered into an agreement with National Student Clearinghouse for the verification of degrees and earned certificates. National Student Clearinghouse 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 National Student Clearinghouse, 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.studentclearinghouse.org. 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.

LEARNING OUTCOMES FOR DEGREES

Creating a Culture of Evidence

As a community college, PBCC values its central role as a teaching and learning institution, and its mission statement emphasizes the importance of having a responsive curriculum through learning outcomes. Learning outcomes can be thought of as the knowledge, skills, and abilities students attain as a result of their involvement in an educational activity.

The learning outcomes approach reflects a conceptual shift towards making learning more meaningful and effective for both students and faculty. It requires that students gain an understanding of the fact that education can enable them to enrich their lives by learning. This is in contrast to the viewpoint that education is a task primarily done to satisfy the demands of others, such as faculty or the institution.

By developing educational experiences based on what students should be able to do with their knowledge, the learning outcomes approach helps faculty, staff and students understand the purpose of any educational activity, program or course.

Palm Beach Community College has defined learning outcomes for each degree and certificate at the College. To view these learning outcomes, please see the Web page www.pbcc.edu/learningoutcomes.xml.

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 completed at least 25 percent (15 credits for A.A. students; 30 credits for B.A.S. 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 48-49.

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
- Personal 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. 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, student information may be given to requesting parties. If a student does not wish to have the directory information released, the student must complete and submit a non-disclosure form indicating which of the above items are not to be released. The non-disclosure form is located at www.pbcc.edu/PantherWeb.xml (A "Don't Share My Information" button is located at the top right corner of the Web page).

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 registration, 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 four degrees:

B.A.S. – Bachelor of Applied Science

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

BACHELOR OF APPLIED SCIENCE

This degree is 120 credit hours in length (including transfer credits from the associate degree). It is designed for students and professionals seeking a bachelor's degree with a focus in Supervision and Management for entry and advancement in the business, health, and public safety sectors.

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 in length. 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 65 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 17 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

Bachelor of Applied Science

Associate in Arts
(Transfer)

Business and Office
Management

Child Care, Human Services
and Teacher Education

Computer Science
and Information
Technology

Creative Arts
and Communications

Health Care

Public Safety

Science and Environment

Trade and Industrial

Bachelor of Applied Science 42

Supervision and Management (BAS)

Concentrations:

Business Administration

Health Administration

Public Safety Administration

Associate in Arts (Transfer) 46

Business and Office Management 51

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)

High/Scope Preschool Approach Curriculum (CCC)

Infant/Toddler (CCC)

Montessori Preschool Curriculum Specialization (CCC)

Pre-School (CCC)

School Age (CCC)

Human Services (CCC)
 Early Childhood Education (AS)
 Educational Assisting (AS)
 Human Services (AAS/AS)
 Child Care/Human Services Corporate & Continuing Education
 Teacher Certification Program

Computer Science and Information Technology 79
 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 and Television Production Technology (CCC)
 Graphic Design Technology (AAS/AS)
 Interior Design Technology (AS)
 Motion Picture and Television Production Technology (AS)

Health Care 90
 Dental Assisting (PSAV)
 Massage Therapy (PSAV)
 Medical Assisting (PSAV)
 Patient Care Assistant (PSAV)
 Practical Nursing (PSAV)
 Surgical Technology (PSAV)
 Medical Transcription (ATD)
 Medical Information Coder/Biller (CCC)
 Sonography (CCC)
 Dental Hygiene (AS)
 Health Information Management (AS)
 Nursing (AAS)
 Radiography (AS)
 Respiratory Care (AS)
 Sonography (AS)
 Adult Echo Sonography (ATC)
 Computed Tomography (ATC)
 Magnetic Resonance Imaging (ATC)
 Health Care Corporate & Continuing Education

Public Safety 109
 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)
 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

Science and Environment 122
 Landscape and Horticulture Specialist (CCC)
 Landscape and Horticulture Professional I (CCC)
 Landscape and Horticulture Professional II (CCC)
 Biotechnology (AS)
 Environmental Science Technology (AS)
 Landscape and Horticulture Management (AS)

Trade and Industrial 127
 Apprenticeship Programs (PSAV)
 Automotive Service Technology 1 (PSAV)
 Automotive Service Technology 2 (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)
 Aeronautical Science (AAS/AS)
 Electrical Power Technology (AS)
 Industrial (Operations) Management Technology (AAS)
 Sugar Technology (AS)

Bachelor of Applied Science

BAS

STATE UNIVERSITY SYSTEM TRANSFER

ADMISSION STANDARDS

FOREIGN LANGUAGE REQUIREMENT

GRADUATION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS AND PREREQUISITES

Bachelor of Applied Science (BAS)

Palm Beach Community College offers the Bachelor of Applied Science in Supervision and Management with concentration areas in Business Administration, Health Administration, and Public Safety Administration. The Bachelor of Applied Science degree requires the transfer of 42 hours of A.S./A.A.S. degree credit hours. Additionally, the program includes 36 credit hours of general education, 21 credit hours of program core courses that all three concentration areas share, and 21 hours of concentration area courses with a capstone experience configured to reflect the student's area of concentration. These courses total the 120 hours needed for baccalaureate degree completion.

The degree's core courses provide the student with a broad applied background in finance, legal and ethical issues, management information systems, leadership, human resources and management. The concentration area courses offer specific coursework relevant to the specialty areas (Business Administration, Health Administration, and Public Safety Administration) with one elective course to further focus on the student's interest area. The capstone course, taken in the final term, allows the student to apply all the skills and concepts acquired in the program.

STATE UNIVERSITY SYSTEM TRANSFERS

Palm Beach Community College adheres to all state-level articulation agreements. The B.A.S. program offered at PBCC is designed to maximize seamless articulation for students with maximum use of credits, with each student receiving a minimum of 60 credits for his/her A.S./A.A.S./A.A. degree.

ADMISSION STANDARDS

Students interested in the B.A.S. program must complete a PBCC application which may be completed online or submitted to any campus. To be eligible for program admission, the student must have earned, at a minimum, an A.S./A.A.S. or A.A. degree from a regionally accredited institution and have earned at least a 2.0 grade point average on a 4.0 point scale. A.A. degree students will be required to complete 18 credit semester hours in an A.S. degree. Such courses must come from one recognized A.A.S. or A.S. degree. To be eligible for credit hour articulation, students must have earned at least 60 semester hours in their A.S./A.A.S./A.A. degree program and at least 15 credit semester hours must be in transferable

general education courses in which the student received a "C" or higher. Students who have earned a minimum of 60 credit hours and a 2.0 GPA but do not have an associate's degree may apply on a provisional basis. The student must present official transcript(s) indicating the coursework and the degree awarded in addition to meeting all other admission requirements as stated in the College catalog.

FOREIGN LANGUAGE REQUIREMENT

Students graduating with a Bachelor of Applied Science degree must demonstrate proficiency in a foreign language equivalent to one year of college instruction. This requirement may be met by successful completion of appropriate college-level courses, by CLEP examination, or by two years of high school instruction in the same language. Students who have previously received a baccalaureate degree are exempt from this requirement.

GRADUATION REQUIREMENTS

Students must successfully complete all courses in the 120-credit hour program. All general education courses and upper division courses must be completed with a "C" or higher; the student must achieve at least a 2.0 grade point average on a 4.0 scale in all course work attempted at the College and at other institutions. The student must satisfy CLAST requirements by the 90th credit earned through state recognized exemptions, waivers or through passing the CLAST examination.

GENERAL EDUCATION REQUIREMENTS AND PREREQUISITES

Students in the B.A.S. program must meet the College's general education requirements for the A.A. degree if they have not satisfied general education at another institution as indicated on the student's transcript. The B.A.S. in Supervision and Management does not have any common prerequisite courses, but students should meet with an academic advisor to design a general education plan that best suits the student's academic goals.

Supervision and Management

BAS

CONCENTRATIONS:

Business Administration
Health Administration
Public Safety Administration

Business Administration Concentration BAST701

Program Web Site

www.pbcc.edu/BAS.xml

Program Description

As a graduate of this program, you will have the knowledge, skills and opportunity to pursue managerial-level positions in a variety of careers related to business. The B.A.S. degree in Supervision and Management with the Business Administration Concentration offers a 120-hour baccalaureate curriculum structured to make maximum use of the credits from your A.S./A.A.S. degree. In addition to general education coursework, B.A.S. students will take 21 hours of upper division (junior/senior level) core courses that provide a broad applied background in accounting, finance, legal and ethical issues, management information systems, leadership, human resources and management. An additional 21 hours of upper division concentration area courses focus on coursework to prepare students for employment in a variety of managerial roles and business career settings.

Employment Opportunities

Upon completion of this program, you may seek employment in a variety of business and organizational settings in managerial-level positions that require a bachelor's degree for consideration.

Career Path Notes

After completion of this program, students may choose to apply for graduate study at a public or private university.

Admission Requirements

To apply for the B.A.S. program, students must have earned an A.S./A.A.S. or A.A. degree and have at least a 2.0 GPA. Students who have earned a minimum of 60 credit hours and a 2.0 GPA but do not have an associate's degree may apply on a provisional basis.

Completion Requirements

Students must successfully complete all courses in the curriculum, have at least a 2.0 GPA and have earned a "C" or better in all general education courses and upper division courses.

Program Length

Total program credits: 120 (including transfer credits from the associate degree).

Location

The program is offered at the Lake Worth campus.

COURSES FROM A.S./A.A.S. DEGREE 42 credits

PLUS

**GENERAL EDUCATION COURSES
(TRANSFERABLE)** 36 credits

UPPER DIVISION COMMON CORE COURSES CREDITS

BUL 3130	Legal & Ethical Environment of Business	3
FIN 3400	Principles of Financial Management	3
ISM 4011	Management Information Systems	3
MAN 3025	Administrative Management	3
MAN 3240	Organizational Theory and Management	3
MAN 3301	Human Resources Management	3
MAN 4120	Leadership Challenges and Supervision	3

Total Upper Division Common Core Courses 21

CONCENTRATION AREA REQUIRED COURSES

GEB 3213	Business Writing	3
MAN 4162	Customer Relations for Business	3
MAN 4401	Labor Relations Management	3
MAN 4504	Operational Decision Making	3
MAR 4802	Marketing for Managers	3

Total Concentration Area Required Courses 15

ELECTIVES – Choose 1 course

GEB 3375	Foundations of International Business	3
GEB 4113	Entrepreneurship	3
GEB 4891	Strategic Management & Decision Making	3

Total Required Elective Credits 3

CONCENTRATION CAPSTONE COURSE

GEB 4935	Capstone Experience: Business Administration	3
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Total Capstone Experience Business Administration 3

Total Program Credits 120

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/T701.asp

Health Administration Concentration BAST702

Program Web Site

www.pbcc.edu/BAS.xml

Program Description

As a graduate of this program, you will have the knowledge, skills and opportunity to take a leadership role in a variety of careers related to health care. The B.A.S. degree in Supervision and Management with Health Administration Concentration offers a 120 hour baccalaureate curriculum structured to make maximum use of the credits from your A.S./A.A.S. degree. In addition to general education coursework, B.A.S. students will take 21 hours of upper division (junior/senior level) core courses that provide a broad applied background in accounting, finance, legal and ethical issues, management information systems, leadership, human resources and management. An additional 21 hours of upper division concentration area courses focus on coursework to prepare students for employment in a variety of careers in the health care field.

Employment Opportunities

Upon completion of this program, you may seek employment in a variety of health care organizations that require a bachelor's degree for consideration.

Career Path Notes

After completion of this program, students may choose to apply for graduate study at a public or private university.

Admission Requirements

To apply for the B.A.S. program, students must have earned an A.S./A.A.S. or A.A. degree and have at least a 2.0 GPA. Students who have earned a minimum of 60 credit hours and a 2.0 GPA but do not have an associate's degree may apply on a provisional basis.

Completion Requirements

Students must successfully complete all courses in the curriculum, have at least a 2.0 GPA and have earned a "C" or better in all general education courses and upper division courses.

Program Length

Total program credits: 120 (including transfer credits from the associate degree).

Location

The program is offered at the Lake Worth campus.

COURSES FROM A.S./A.A.S. DEGREE 42 credits

PLUS

GENERAL EDUCATION COURSES

(TRANSFERABLE)

36 credits

UPPER DIVISION COMMON CORE COURSES CREDITS

BUL 3130	Legal & Ethical Environment of Business	3
FIN 3400	Principles of Financial Management	3
ISM 4011	Management Information Systems	3
MAN 3025	Administrative Management	3
MAN 3240	Organizational Theory and Management	3
MAN 3301	Human Resources Management	3
MAN 4120	Leadership Challenges and Supervision	3

Total Upper Division Common Core Courses 21

CONCENTRATION AREA REQUIRED COURSES

GEB 3213	Business Writing	3
HSA 3110	Healthcare Organization & Management	3
HSA 4421	Legal Aspects & Legislation in Healthcare	3
MAN 4504	Operational Decision Making	3
HSC 4500	Epidemiology	3

Total Concentration Area Required Courses 15

ELECTIVES – Choose 1 course

HSA 3160	Health Care Marketing	3
HSA 4109	Principles of Managed Care	3
HSA 4553	Ethics in Health Care	3

Total Required Elective Credits 3

CONCENTRATION CAPSTONE COURSE

HSA 4938	Capstone Experience: Health Administration	3
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Total Capstone Experience Health Administration 3

Total Program Credits 120

For suggested course sequence, check the Web at www.pbcc.edu/transfer/T702.asp

Public Safety Administration Concentration

BAS T703

Program Web Site

www.pbcc.edu/BAS.xml

Program Description

As a graduate of this program, you will have the knowledge, skills and opportunity to take a leadership role in a variety of careers related to public safety. The B.A.S. Degree in Supervision and Management with Public Safety Concentration offers a 120- hour baccalaureate curriculum structured to make maximum use of the credits from your A.S./A.A.S. degree. In addition to general education coursework, B.A.S. students will take 21 hours of upper division (junior/senior level) core courses that provide a broad applied background in accounting, finance, legal and ethical issues, management information systems, leadership, human resources and management. An additional 21 hours of upper division concentration area courses focus on coursework to prepare students for employment in a variety of careers in the public safety field.

Employment Opportunities

Upon completion of this program, you may seek employment in public safety organizations that require a bachelor's degree for consideration.

Career Path Notes

After completion of this program, students may choose to apply for graduate study at a public or private university.

Admission Requirements

To apply for the B.A.S. program, students must have earned an A.S./A.A.S. or A.A. degree and have at least a 2.0 GPA. Students who have earned a minimum of 60 credit hours and a 2.0 GPA but do not have an associate's degree may apply on a provisional basis.

Completion Requirements

Students must successfully complete all courses in the curriculum, have at least a 2.0 GPA and have earned a "C" or better in all general education courses and upper division courses..

Program Length

Total program credits: 120 (including transfer credits from the associate degree).

Location

The program is offered at the Lake Worth campus.

COURSES FROM A.S./A.A.S. DEGREE 42 credits

PLUS

GENERAL EDUCATION COURSES

(TRANSFERABLE)

36 credits

UPPER DIVISION COMMON CORE COURSES CREDITS

BUL 3130	Legal & Ethical Environment of Business	3
FIN 3400	Principles of Financial Management	3
ISM 4011	Management Information Systems	3
MAN 3025	Administrative Management	3
MAN 3240	Organizational Theory and Management	3
MAN 3301	Human Resources Management	3
MAN 4120	Leadership Challenges and Supervision	3

Total Upper Division Common Core Courses 21

CONCENTRATION AREA REQUIRED COURSES

DSC 3079	Foundations of Public Safety	3
DSC 4034	Security & Emergency Communications	3
GEB 3213	Business Writing	3
MAN 4504	Operational Decision Making	3
PAD 4393	Critical Incident Management	3

Total Concentration Area Required Courses 15

ELECTIVES – Choose 1 course

PAD 4426	Public Sector Labor Relations	3
PAD 4442	Public Safety Community Relations	3
PAD 4604	Regulatory Policy Administrative Law for the Public Sector	3

Total Required Elective Credits 3

CONCENTRATION CAPSTONE COURSE

DSC 4710	Capstone Experience: Public Safety Administration	3
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Total Capstone Experience Public Safety Administration 3

Total Program Credits 120

For suggested course sequence, check the Web at www.pbcc.edu/transfer/T703.asp

Associate in Arts

AA

Transfer Degree

GENERAL EDUCATION REQUIREMENTS

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.

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.

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 1017	Fundamentals of Speech Communication	(GR) (3)
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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-

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)
GER 1120	Elementary German 1	(4)
GER 1121	Elementary German 2	(4)
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.)*

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

Program Web Site

www.pbcc.edu/Insurance.xml

Program Description

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.

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.

Employment Opportunities

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

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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program hours: 40. Approximate program length: five weeks.

Location

The program is offered at the Boca Raton, Lake Worth and Palm Beach Gardens campuses.

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

Program Web Site
www.pbcc.edu/Insurance.xml

Program Description

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.

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.

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.

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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program hours: 200. Approximate program length: 14 weeks.

Location

The program is offered at the Boca Raton, Lake Worth and Palm Beach Gardens campuses.

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

Program Web Site
www.pbcc.edu/RealEstate.xml

Program Description

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.

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.

Employment Opportunities

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

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 must have a high school diploma or equivalent when applying for the state license.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program is 72 hours in length available online only.

Location

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.

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

Program Web Site

www.pbcc.edu/RealEstate.xml

Program Description

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.

The pre-license course for real estate sales associates must be successfully completed prior to taking the state license examination.

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.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program hours: 63. Approximate program length: eight to ten weeks.

Location

The program is offered on the Boca Raton, Lake Worth and/or Palm Beach Gardens campuses. Class formats are classroom or online.

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

Program Web Site

www.pbcc.edu/Accounting.xml

Program Description

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

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

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.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Students may complete the program in one year if they attend full time or two years part time.

Location

The program is offered at the Lake Worth campus.

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

Program Web Site
www.pbcc.edu/Business.xml

Program Description

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.

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.

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.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Students may complete this program in one year.

Location

The program is offered at the Palm Beach Gardens campus.

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

Program Web Site
www.pbcc.edu/Business.xml

Program Description

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

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.

Employment Opportunities

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

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.

Admission Requirements

High School diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in one year if you attend full time or two years if you attend part time.

Location

The program is offered at Lake Worth campus.

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	3
-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

Program Web Site

www.pbcc.edu/Business.xml

Program Description

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

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.

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.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be completed in one year full time or 11/2 years part time.

Location

The program is offered at Lake Worth campus.

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

Program Web Site

www.pbcc.edu/Business.xml

Program Description

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

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.

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.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be completed in one semester full time or one year part time.

Location

The program is offered at Lake Worth campus.

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

Program Web Site

www.pbcc.edu/Hospitality.xml

Program Description

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.

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

Employment Opportunities

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

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 (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Approximate program length is one year.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/Hospitality.xml

Program Description

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.

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

Employment Opportunities

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

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 (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Approximate program length is one year.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

Program Description

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

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

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.

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.

Admission Requirements

High School diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Students may complete the program in one year if they attend full time or two years part time.

Location

The program is offered at the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/BusinessAdministration.xml

Program Description

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

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

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.

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.

Admission Requirements

High School diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Students may complete the program in one year if they attend full time or two years part time.

Location

The program is offered at the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

Program Description

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

Course content includes keyboarding, computer applications and office procedures.

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.

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.

Admission Requirements

High School diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Students may complete the program in one year if they attend full time or two years part time.

Location

The program is offered at the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

Program Description

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

Course content includes keyboarding, computer applications and office procedures.

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.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Students may complete the program in one year if they attend full time or two years part time.

Location

The program is offered at the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

Program Description

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

Course content includes keyboarding, computer applications and office procedures.

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.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Students may complete the program in one year if they attend full time or a year and a half part time.

Location

The program is offered at the Lake Worth campus.

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)
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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

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

Program Description

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

Course content includes keyboarding, computer applications and office procedures.

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.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Students may complete the program in one semester if they attend full time or one year part time.

Location

The program is offered at the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/Accounting.xml

Program Description

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.

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

Employment Opportunities

The program prepares the student for employment as a para-professional accountant or an assistant to an 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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if you attend full time or three years if you attend part time.

Location

The program is offered at the Lake Worth campus.

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 1017	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	3
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**	3
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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

Program Web Site

www.pbcc.edu/Business.xml

Program Description

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.

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

Employment Opportunities

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

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if you attend full time or three years if you attend part time.

Location

The program is offered at Lake Worth and Belle Glade campuses.

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 1017	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 ACG, 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

Program Web Site

www.pbcc.edu/Hospitality.xml

Program Description

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

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

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if you attend full time or three years if you attend part time.

Location

The program is offered on the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS

	CREDITS
ENC 1101 College Composition 1	3
MAT 1033 Intermediate Algebra	3
SPC 1017 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

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

Office Administration

AAS A52I

Program Web Site

www.pbcc.edu/OfficeAdministration.xml

Program Description

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

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

Employment Opportunities

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

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if you attend full time or three years if you attend part time.

Location

The program is offered on the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
MTB 1103	Business Mathematics	3
SPC 1017	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

Program Web Site

www.pbcc.edu/Paralegal.xml

Program Description

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.

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

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if you attend full time or three years if you attend part time.

Location

The program is offered on the Lake Worth and Palm Beach Gardens campuses.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
SPC 1017	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

High/Scope Preschool Approach Curriculum

Infant/Toddler

Montessori Preschool Curriculum Specialization

Pre-School

School Age

Human Services

AAS/AS

Early Childhood Education

SPECIALTY TRACKS:
EARLY CHILDHOOD EDUCATION
HIGH/SCOPE APPROACH
MONTESSORI

Educational Assisting

Human Services

SPECIALTY TRACKS:
HUMAN SERVICES – GENERAL
HUMAN SERVICES – YOUTH DEVELOPMENT

CCE (Corporate & Continuing Education)

Child Care

Human Services

Special Program

Teacher Certification Program

Child Care PSAV 5348

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

Program Web Site

www.pbcc.edu/childcare.xml

Program Description

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.

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

PBCC had additional credit child care and education programs.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) 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 child care certification visit www.myflorida.com/childcare/training or www.pbcc.edu/childcare.xml (select Child Care Exam).

Program Length

Total program hours: 40.

Location

The program is offered on all PBCC campuses.

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)

Program Web Site

www.pbcc.edu/childcare.xml

Program Description

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

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

PBCC has additional credit child care and education programs.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) 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 afterschool program to those students passing the required exam for both Part I & II classes.

Program Length

Total program hours: 40.

Location

The program is offered on all PBCC campuses.

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

Program Web Site
www.pbcc.edu/childcare.xml

Program Description

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.

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

PBCC has additional credit child care and education programs.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) 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 child care certification visit www.myflorida.com/childcare/training or www.pbcc.edu/childcare.xml (select Child Care Exam).

Program Length

Total required hours: 30.

Location

The program is offered on all PBCC campuses.

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

Program Web Site
www.pbcc.edu/childcare.xml

Program Description

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.

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.

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 child care setting working with children 3 to 5 years old
- 5 Hour Emergent Literacy course

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

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

Total Required Hours: 600.

Location

The program is offered on all PBCC campuses.

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

Program Web Site

www.pbcc.edu/childcare.xml

Program Description

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.

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.

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).

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

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

Total Required Hours: 600.

Location

The program is offered on Lake Worth campus.

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

Program Web Site

www.pbcc.edu/childcare.xml

Program Description

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.

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.

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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

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

Total program hours: 120.

Location

The program is offered on all PBCC campuses.

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

Group A

(Both courses must be completed for DCF Certification)

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

Program Web Site

www.pbcc.edu/childcare.xml

Program Description

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.

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.

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.

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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

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 (888) 352-2842.

Completion Requirements

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

Program Length

Total program credits: 12.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/teachered.xml

Program Description

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.

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.

Employment Opportunities

Educational Assisting positions in K-12 classrooms include paraprofessionals and substitute teachers.

Career Path Notes

Credits earned in this program transfer into the Educational Assisting A.S. degree program.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 15.

Location

The program is offered at all PBCC campuses.

REQUIRED COURSES	CREDITS
DEP 2102 Child Growth & Development	3
-or-	
EDP 2002 Introduction to Educational Psychology	3
EDF 1030 Behavior Management in the Classroom	3
EDF 2005 Foundations of Education	3
EDF 2085 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

High/Scope Preschool Approach Curriculum

CCC 6388

Program Website

www.pbcc.edu/childcare.xml

Program Description

This college credit certificate (CCC) provides the students with the knowledge and skills to implement the High/Scope curriculum approach for preschoolers.

The 12-credit High Scope CCC provides an overview of the High Scope approach in early childhood and coursework in High Scope curriculum including language and literacy, math and science, adult/child interaction and learning environments.

Employment Opportunities

The High Scope CCC prepares students to work in developmentally-appropriate curriculums including High/Scope and Creative Curriculum.

Career Path Notes

These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in High Scope.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The High Scope CCC is a one-year program.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES	CREDITS
EEC1309 Introduction to High/Scope	3
EEC1220 Curriculum: High/Scope Approach in Language and Literacy	3
EEC1221 Curriculum: High/Scope Approach in Logical Reasoning Skills	3
EEC1222 Curriculum: Adult/Child Interaction to Extend Learning	3
Total Program Credits	12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6388.asp

Infant/Toddler CCC 6367

Program Web Site

www.pbcc.edu/childcare.xml.

Program Description

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with infants and toddlers.

This CCC consists of college-level courses in infant/toddler development, curriculum, classroom environment, adult-child interaction and parent relationships.

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.

Career Path Notes

These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in Infant/Toddler.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 12.

Location

The program is offered on the Lake Worth campus.

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

Montessori Preschool Curriculum Specialization

CCC 6389

Program Web Site

www.pbcc.edu/montessori.xml

Program Description

The Montessori college credit certificate (CCC) provides the foundation in educational theory and practice for those who wish to work in a Montessori early childhood environment. The Montessori CCC consists of 29 college credits of Montessori coursework which includes Montessori philosophy, practical life, sensorial, language, math, science, history, and geography, fine arts and movement, interpersonal communication and leadership.

Employment Opportunities

The Montessori CCC prepares the student to work in a Montessori early childhood environment in the private sector or as an assistant in the public sector. In order to teach in a Montessori early childhood classroom in a public school, the student must also hold a Professional Teaching Certificate.

Career Path Notes

The 29 credits in the Montessori CCC will articulate to the Montessori Track in Early Childhood Education A.S. degree. Students who complete the Montessori CCC are eligible for national Montessori certification through The American Montessori Society (AMS).

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The Montessori CCC is a two-year program.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES	CREDITS
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
Montessori Teaching Practicum I	3
EEC 2941 Montessori Teaching Practicum II	3
Total Program Credits	29

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6389.asp

Pre-School CCC 6368

Program Web Site

www.pbcc.edu/childcare.xml

Program Description

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with pre-school children.

This CCC provides college-level courses in child development, curriculum, classroom environments, adult-child interaction and parent relationships.

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.

Career Path Notes

These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in Pre-School.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 12.

Location

The program is offered on all PBCC campuses.

REQUIRED COURSES	CREDITS
EEC 1001 Introduction to Early Childhood Education	
-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

Program Web Site

www.pbcc.edu/childcare.xml

Program Description

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).

This CCC provides college-level courses in school-age care, development, curriculum, positive guidance and behavior management, adult-child interaction and parent relationships.

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.

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.

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 12.

Location

The program is offered on all PBCC campuses.

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

Program Web Site

www.pbcc.edu/HumanServices.xml

Program Description

This college credit certificate program is designed to be the first educational step to a professional career in human services.

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.

Employment Opportunities

Students who complete this program may find employment as services assistants, social service aides, and case management aides.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Approximate program length: 18 months.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/childcare.xml

Program Description

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.

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

In addition, the Early Childhood Education A.S. degree will articulate to Florida Atlantic University's Bachelor in Early Childhood Education (BECE) degree and to Lynn University's Bachelor of Science in Elementary Education Grade K-6 plus Pre-K/Primary (Age 3 to Grade 3).

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if you attend full time or three years if you attend part time.

Location

The program is offered at the Lake Worth campus.

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
ESC 1000	Earth Science	
	-or-	
	Any course from Natural Sciences - Area IV	3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3

Total Required General Education Credits 15

REQUIRED COURSES CREDITS

CHD 1220	Child Development Infancy/Preschool	3
DEP 2102	Child Growth and Development	3
EDF 2085	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
ENC 1102	College Composition 2*	3
MAT1033	Intermediate Algebra**	3
MUL 1010	Music Appreciation	3

*EDG1315 Practicum II may be taken instead of ENC1102 only by students not planning to transfer to a university.

** (Or higher. Students planning to transfer to a university should see an advisor.)

Total Required Course Credits 36

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	
HIGH SCOPE CCC 6388	(12)
EEC1309; EEC1220; EEC1221; EEC1222	
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

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
ESC 1000	Earth Science	
-or-		
Any course from Natural Sciences - Area IV		3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Total Required General Education Credits		15
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
ENC 1102	College Composition 2*	3
MAT 1033	Intermediate Algebra**	
<i>*EDG1315 Practicum II may be taken instead of ENC1102 only by students not planning to transfer to a university.</i>		
<i>** (Or higher. Students planning to transfer to a university should see an advisor.)</i>		
Total Required Course Credits		19
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**Program Web Site**

www.pbcc.edu/teachered.xml

Program Description

This degree program provides the foundation in educational theory and practice within content areas for work in an educational assisting position.

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if you attend full-time or three years if you attend part time.

Location

The program is offered on the Lake Worth campus.

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 1017	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
EDF 2085	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 2608	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/AS

Program Web Site

www.pbcc.edu/HumanServices.xml

Program Description

This degree program is designed with two tracks: traditional human services or youth development. The traditional human services track will 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. The youth development track will prepare the student for an entry level position as a youth worker in areas such as recreation programs, youth counselor, social and human services assistant, child, family and school social work, social and community service program directors and other youth service occupations in community-based, residential, group home and other youth work environments. Based on the track selected course content may include psychological theories, group dynamics, counseling and interviewing, youth development principles, after school programming best practices and supervised clinical fieldwork experiences.

Employment Opportunities

Employment opportunities include positions in social service agencies, government and community agencies, drug and alcohol rehabilitation treatment facilities, group homes, nursing homes, and community-based or school-based after school programs, youth advocacy agencies 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, youth worker, recreation worker, youth counselor, and team/group facilitator.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth campus.

HUMAN SERVICES-GENERAL TRACK

AAS A353/AS 2345

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 1017 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 2004 Human 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 65For suggested course sequence, check the Web at www.pbcc.edu/transfer/2345.asp**HUMAN SERVICES –YOUTH**

DEVELOPMENT TRACK AAS A378/AS2374

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 1017 Fundamentals of Speech Communication	3
Any course from Natural Sciences - Area IV	3
Total Required General Education Credits	18

REQUIRED COURSES

EDF 1030 Behavior Management in the Classroom*	3
DEP 2004 Human Growth and Development	3
ENC 1102 College Composition 2	3
HUS 1001 Introduction to Human Services	3
HUS 1620 Principles and Best Practices in Afterschool Programs*	3
HUS 1200 Principles of Group Dynamics	3
HUS 1640 Principles of Youth Work*	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 2010 American Social Problems*	3
Total Required Course Credits	47

Total Program Credits 65

*Those Human Services A.S. students who plan to transfer to a Human Services B.S. or Social Work B.S.W. must take the Human Services-General A.A.S./A.S. Track.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2374.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

Program Web Site

www.pbcc.edu/teachered.xml

Program Description

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 observation.

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.

Employment Opportunities

Employment opportunities include working as a certified teacher in a public, charter or private K-12 school setting.

Career Path Notes

Students who successfully complete the program will be eligible to apply for their Florida Professional Educator Certificate.

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 FTCE General Knowledge Test and Subject Area Exam.

Program Length

Approximate program length: one year.

Location

The program is offered on the Lake Worth and Palm Beach Gardens campuses.

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

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

Cisco CCNA CCC 6135

Program Web Site

www.pbcc.edu/ComputerScience.xml

Program Description

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.

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.

Employment Opportunities

Employment opportunities include network administration and networking infrastructure support.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Approximate program length: nine months.

Location

The program is offered on the Lake Worth Campus.

REQUIRED COURSES

	CREDITS
CTS 1650 Cisco 1 (Networking Essentials)	3
CTS 2651 Cisco 2 (Router Technology)	3
CTS 2652 Cisco 3 (Advanced Router Technology)	3
CTS 2653 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

Program Web Site

www.pbcc.edu/ComputerScience.xml

Program Description

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.

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.

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.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Approximate program length: one year.

Location

The program is offered on the Lake Worth and Boca Raton campuses.

REQUIRED COURSES	CREDITS
CTS 2334 Local Area Networks	3
CTS 2320 Wide Area Networks	3
CNT 2700 TCP/IP and Network Administration	3
CNT 2000 Network Technologies	3
CTS 1110 Microcomputer Operating Systems	3
CGS 1100 Microcomputer Applications	3
CTS 1150 Computer Maintenance and Repair	3
COP 1002 Introduction to Programming Logic	3
CTS 2301 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

Program Web Site

www.pbcc.edu/ComputerScience.xml

Program Description

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.

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.

Employment Opportunities

This program prepares students for employment as entry level programmers, programmer specialists or computer programmers.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Approximate program length: 1½ years.

Location

The program is offered on the Lake Worth and Boca Raton campuses.

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 2301 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

Program Web Site

www.pbcc.edu/ComputerScience.xml

Program Description

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.

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.

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.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Approximate program length: one year.

Location

The program is offered on the Lake Worth and Boca Raton campuses.

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

Program Web Site

www.pbcc.edu/ComputerScience.xml

Program Description

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.

Computer programming course content includes computer programming concepts, programming languages and software project management.

Employment Opportunities

The purpose of this program is to prepare students for employment as entry-level programmers, programmer specialists or computer programmers.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth and Boca Raton campuses.

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 1017	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 2301	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, 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

Program Web Site

www.pbcc.edu/ComputerScience.xml

Program Description

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.

Course content includes computer programming concepts, Web design languages, computer programming, Web page design, server-side and client side scripting, and network security.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth and Boca Raton campuses.

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
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
SPC 1017	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

Program Web Site

www.pbcc.edu/ComputerScience.xml

Program Description

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.

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth and Boca Raton campuses.

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
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
SPC 1017	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

CTS 2334	Local Area Networks	3
CTS 2320	Wide Area Networks	3
CNT 2700	TCP/IP and Network Administration	3
CNT 2000	Network Technologies	3
CTS 1110	Microcomputer Operating Systems	3
CGS 1100	Microcomputer Applications	3
CTS 1150	Computer Maintenance and Repair	3
CIS 2321	Systems and Applications	3
CNT 2402	Implementing and Administering Network Security	3
COP 1002	Introduction to Programming Logic	3
CTS 2301	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

Program Web Site

www.pbcc.edu/ComputerScience.xml

Program Description

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.

Students will learn to recognize computer attacks, identify intrusion methods, prevent network attacks, respond to computer attacks and use security tools.

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.

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 all courses listed in the catalog for this program.

Program Length

Total program credits: 10.

Location

The program is offered on the Lake Worth and Boca Raton campuses.

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 FOR FILM, BROADCAST
AND DOCUMENTARY TECHNOLOGY

AS/AAS

Graphic Design Technology

Interior Design Technology

Motion Picture and Television Production Technology

Graphic Design Technology

CCC

Program Web Site

www.pbcc.edu/GraphicDesign.xml

Program Description

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.

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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 24.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/MotionPictureandTelevisionProduction.xml

Program Description

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 college credit certificate program allows the student to focus on a specific area of Motion Picture and Television Production Technology.

The certificate is 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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 16. The certificate can be earned in as little as one semester.

Location

The program is offered on the Lake Worth campus.

POST PRODUCTION FOR FILM, BROADCAST AND DOCUMENTARY PRODUCTION CCC 6019

REQUIRED COURSES	CREDITS
FIL 2571C Introduction to Editing	3
FIL 2537C Introduction to Sound	3
FIL 2561C Advanced Editing	3
FIL 2538C Advanced Sound for Film	3
GRA2156C Photoshop 1	3
FIL 2941 Motion Picture Production Internship 1	1
Total Program Credits	16

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6019.asp

Graphic Design Technology

AAS A018 / AS 2011

Program Web Site

www.pbcc.edu/GraphicDesign.xml

Program Description

This degree program is designed to prepare the student to enter the graphic design field, especially as it relates to the printing industry.

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

In addition, 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

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.

Completion Requirements

A grade of C or higher is required to advance in the program. All Macintosh computer courses must 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

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth campus.

Special Note: Students are encouraged to enroll in GRA 2940, Graphic Design Internship, in order to gain experience and a better understanding of the graphics industry.

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 1017 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

Program Web Site

www.pbcc.edu/InteriorDesign.xml

Program Description

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.

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. This program also meets all the qualifications for accreditation from the National Kitchen & Bath Association (NKBA).

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

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.

A student graduating from the program will be eligible to sit for the NKBA Associate Kitchen & Bath Designer (AKBD) academic exam and earn the Associate Kitchen & Bath Designer (AKBD) appellation. Afterwards, a minimum of three years full-time residential kitchen/bath design experience is required to sit for the NKBA design exam and become a Certified Kitchen and/or Bathroom Designer (CKD/CBD).

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

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

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS	CREDITS
ARH 1000 Art Appreciation	
-or-	
Any course from Humanities - Area II	3
ENC 1101 College Composition 1	3
SPC 1017 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	3
IND 2505 Professional Practices	3
IND 2608C Sustainable Design	3
IND 2941 Interior Design Internship	2
IND 2463C CAD for Interiors 2	
-or-	
IND 2408C CAD Kitchen and Bath	3
IND 2203C Advanced Kitchen and Bath Design	3
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

Program Web Site

www.pbcc.edu/MotionPictureandTelevisionProduction.xml

Program Description

This degree program provides professional training in film, broadcast and documentary production and prepares the student to work in a technical capacity in most key crew areas. The program offers internship experiences in cooperation with the local/regional motion picture and broadcast industry, and through student film, news, documentary, and commercial production projects.

The courses are offered on a block schedule that requires the student to enroll in three or more major courses each term. Course content includes motion picture production, newsmagazine production, documentary production, cinematography, lighting, sound, editing and business concepts in the motion picture and broadcast industries.

Students work cooperatively with students enrolled in concurrent courses to complete production projects outside of regular class meetings.

Employment Opportunities

Organizations employing graduates include video and film production companies, government and educational agencies, motion pictures, commercial advertising studios and broadcast television stations.

Some entry-level positions include audio/sound technician, utility production assistant, set builder, video editor, non-linear editor, camera assistant, camera operator, production crew member and production assistant.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth campus.

MOTION PICTURE PRODUCTION TRACK
AS 2282

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 1017	Fundamentals of Speech Communication	3
Total Required General Education Credits		15

REQUIRED COURSES

FIL 2000	Film Appreciation	3
FIL 2480C	Directing for Film	3
FIL 2100	Screenwriting	3
FIL 1461C	Cinematography	3
FIL 2571C	Introduction to Editing	3
FIL 2561C	Advanced Editing	3
FIL 1518C	Lighting and Grip	3
FIL 2537C	Introduction to Sound	3
FIL 2538C	Advanced Sound For Film	3
FIL1641C	Production Management	3
FIL1456C	Production Design	3
FIL 2611C	Producing for Film	3
FIL2420C	Motion Picture Production 1	3
FIL2432C	Motion Picture Production 2	3
FIL 2941	Motion Picture Production Internship 1	1
Total Required Course Credits		43

ELECTIVES – Choose 6 credits

FIL2425C	Feature Film Production	(3)
FIL2671C	Feature Film Post-Production and Marketing	(3)
FIL2130	Advanced Screenwriting	(3)
FIL2910	Independent Project in Motion Picture and Television Production	(3)
FIL2031	Film History to the 1940s	(3)
FIL2032	Film History Since the 1940s	(3)
FIL1490C	Acting for Film 1	(3)
FIL2491C	Acting for Film 2	(3)
FIL2488C	Directing for Actors	(3)
FIL2002	Introduction to Film Studies	(3)
FIL2930	Topics in Film Studies	(3)
FIL2952	Portfolio Preparation	(2)
MUC2301	Introduction to Electronic Music 1	(3)
MUM2600	Recording Techniques 1	(3)
MUM2600L	Recording Techniques 1 Laboratory	(1)
TPP2100	Acting 1	(3)
TPA1200	Stagecraft 1	(3)
Total Elective Course Credits		6

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2282.asp

BROADCAST AND DOCUMENTARY PRODUCTION TRACK AS 2286

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC1101	College Composition 1	3
ARH1000	Art Appreciation	
-or-		
THE1000	Theatre Appreciation	3
Any course from Mathematics – Area III		3
Any course from Social Sciences – Area V		3
SPC1017	Fundamentals of Speech Communication	3
Total Required General Education Credits		15

REQUIRED COURSES

MMC1000	Survey of Communication	3
RTV1100C	Writing for Broadcast and Documentary Production	3
FIL2571C	Introduction to Editing	3
FIL2561C	Advanced Editing	3
FIL1518C	Lighting and Grip	3
FIL2537C	Introduction to Sound	3
FIL2361C	Directing and Producing for Broadcast and Documentary Production	4
FIL1456C	Production Design	3
RTV1201C	Videography	3
RTV2000C	Television Studio Production	3
RTV2245C	News Magazine Production	4
RTV2333C	Documentary Production	4
RTV2940	Broadcast Internship 1	3
MMC1100	Basic News Writing for Mass Media	3
Total Required Course Credits		45

ELECTIVES – Choose 4 credits

RTV2335C	Feature Documentary Production	4
RTV2250C	Feature Documentary Post-production	3
RTV2710	Freelance Producing for the Broadcast Industry	3
GRA2156C	Photoshop I	3
Total Elective Course Credits		4

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2286.asp

Health Care

PSAV

Dental Assisting
 Massage Therapy
 Medical Assisting
 Patient Care Assistant
 Practical Nursing
 Surgical Technology

ATD

Medical Transcription

CCC

Medical Information Coder/Biller
 Sonography

AAS/AS

Dental Hygiene
 Health Information Management
 Nursing
 Radiography
 Respiratory Care
 Sonography

ATC

Adult Echo Sonography
 Computed Tomography
 Magnetic Resonance Imaging

CCE (Corporate & Continuing Education)

Health Care

Dental Assisting PSAV 5155

LIMITED ACCESS

Program Web Site

www.pbcc.edu/DentalHealth.xml

Program Description

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.

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.

Program Accreditation

This program is accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

Employment Opportunities

Students completing this program 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.

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.

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

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

Program Length

This full-time day, ten-month program begins once a year in the Fall Term.

Location

The program is offered on the Lake Worth campus.

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 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 5/13

Term Four (Summer A)

DEA 0850	Dental Assisting Clinical Practice 3	0/1
DEA 0850L	Clinical Practice 3 Lab	0/4

Total Program Credit Hours/Voc Credits 19/25

** 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

Program Web Site

www.pbcc.edu/MassageTherapy.xml

Program Description

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.

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.

Program Accreditation

This program is accredited by the Florida Board of Massage Therapy.

Employment Opportunities

After completing this program and obtaining their license, students may seek employment as a massage therapist in a private office or clinic, health club, sports facility, resort, spa, rehabilitation clinic, medical facility, cruise ship or in private client homes.

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. Because 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml). Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

1. Students must be 18 years of age or older.
2. 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.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 9 or qualify for TABE exemption (www.pbcc.edu/vpiLW.xml).

Program Length

Total program hours: 750

Location

The program is offered on the Boca Raton campus.

Course offerings:

Full-time day programs: January - July or June - December

Part-time evening program: January – December.

REQUIRED COURSES

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

LIMITED ACCESS

Program Web Site

www.pbcc.edu/MedicalAssistant.xml

Program Description

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.

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.

Program Accreditation

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.

Employment Opportunities

Upon completion of this program, you may seek employment as a medical assistant in a physician's office or outpatient clinic.

Career Path Notes

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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

In addition, students must complete a limited access program application which is available online at www.pbcc.edu/documents/Medical_Assistant/MA_limited_access_20101.pdf.

PSAV students are required to take the Test of Adult Basic Education (TABE) and pass it prior to program completion.

All applicants must take the Health Occupations Basic Entrance Test (HOBET).

Criminal background checks, physical examination and drug screening information will be included in the Provisional Acceptance notice and must be submitted prior to the start of the class.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 10 or qualify for TABE exemption (www.pbcc.edu/vpiLW.xml).

Program Length

1,300 hours, or approximately 13 months. Medical Assisting is a daytime program only. Only foundation (entry-level) courses can be completed at night.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/PCA.xml

Program Description

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.

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.

Program Accreditation

This program is accredited by the Florida Board of Nursing.

Employment Opportunities

Students who complete this program may provide patient care in hospitals, long-term care facilities, rehabilitation clinics or private homes.

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

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) is required.

Completion Requirements

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

Program Length

Approximate length: 3½ months. Program is offered full-time days and part-time evenings.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/LPN.xml

Program Description

This PSAV program prepares graduates for employment as licensed practical nurses.

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.

Program Accreditation

This program is accredited by the Florida Board of Nursing.

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.

Career Path Notes

An LPN will be granted 10 credits towards the A.S. degree in Nursing.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

1. Achieve an 80% on the Practical Nursing Procalc (test of math proficiency).
2. 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.
3. 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 or qualify for TABE exemption (www.pbcc.edu/vpiLW.xml).

Program Length

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 meet Monday, Wednesday and Thursday.

Location

The program is offered on the Lake Worth and Belle Glade campuses.

REQUIRED COURSES

CLOCK HOURS

Group A

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

Program Web Site

www.pbcc.edu/SurgicalTechnology.xml

Program Description

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.

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.

Program Accreditation

This program is accredited by the Commission on Accreditation of Allied Health education Programs (CAAHEP).

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.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

1. Students must take the Health Occupations Basic Entrance Exam (HOBET).
2. Students must complete a Surgical Technology application, which is available online at www.pbcc.edu/SurgicalTechnology.xml or in the Registrar's Office.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 11; English: 11; Mathematics: 10 or qualify for TABE exemption (www.pbcc.edu/vpilw.xml).

No minimum scores for HOBET but must still take test.

Program Length

Total program hours: 1,340 hours, three terms or approximately 13½ months. 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 – Fall (October) and Summer A (May).

Location

The program is offered on the Lake Worth campus.

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
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For suggested course sequence, check the Web at www.pbcc.edu/transfer/5235.asp

Medical Transcription

ATD B525

Program Web Site

www.pbcc.edu/MedicalTranscription.xml

Program Description

This applied technology diploma program prepares the student for employment as a medical transcriptionist (MT). MTs are specialists in medical language and health care documentation. They interpret and transcribe dictation by physicians and other health care professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis, etc., editing dictated material for grammar and clarity as necessary and appropriate. Medical transcription is the only completely portable health care occupation available today!

Course content is comprehensive to serve the student with no previous medical background or experience. It includes medical terminology, anatomy and physiology, health information management as well as computer proficiency, employing a state-of-the-art training program and techniques utilizing authentic physician-generated dictation.

Employment Opportunities

MTs work in hospitals, clinics, physician offices, transcription services, insurance companies, home health care agencies and other locations where dictation for the purpose of health care documentation requires transcription. Many MTs work from their homes as independent contractors, subcontractors, or home-based employees who enjoy the full benefits of the company for whom they are employed, including medical benefits, paid time off, 401K, etc.

Career Path Notes

Students who complete this program are eligible to sit for the Association for Healthcare Documentation Integrity (AHDI) Registered Medical Transcriptionists (RMT) certification examination.

Admission Requirements

High school diploma (or equivalent) and college application submitted to PBCC (www.pbcc.edu/admissions.xml).

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 remediation.) Students must have an entry level typing speed for core (advanced) courses of 45 words per minute (wpm). Exit level should be a minimum of 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

Total program clock hours: 1,200. Approximate program length is 18 months daytime or longer as a part-time program at night.

Location

This program is offered on the Lake Worth campus.

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
*ENTRY LEVEL PROGRAM COURSES	
Total Program Hours	1,200

For suggested course sequence, check the Web at www.pbcc.edu/transfer/B525.asp

Medical Information Coder/Biller CCC 6528

LIMITED ACCESS

Program Web Site

www.pbcc.edu/MedicalCode.xml

Program Descriptions

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 ensure appropriate medical insurance reimbursement and compliance.

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.

Program Accreditation

The Medical Information Coder/Biller program is accredited by the American Health Information Management Association (AHIMA). This designation acknowledges the coding program as having been evaluated by a peer review process against a national minimum set of standards for entry-level coding professions. This process allows academic institutions, health care organizations, and private companies to be acknowledged as offering an AHIMA Approved Coding Certificate program.

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 used for reimbursement, quality assurance and research.

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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

In addition, students must complete a limited access program application which is available online at www.pbcc.edu/documents/Medical_Coder/MICB_limited_access_20101.pdf.

Completion Requirements

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

Program Length

Total program credits: 34. Total program length: 7 semesters part-time. Most of the Medical Information Coder/Biller courses are formatted as hybrid online courses.

Location

The program is offered on the Lake Worth campus.

REQUIRED COURSES

REQUIRED COURSES	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
HSC2531 Medical Terminology	3
HIM1000C Introduction to Health Information Management	3
HIM1433C Pathophysiology for Health Information Management	2
HIM1442C Pharmacology for Health Information Management	2
HIM1282C Fundamentals of Medical Coding	3
HIM2222C Medical Coding 1	3
HIM2272C Medical Reimbursement and Revenue	3
HIM2253C Medical Coding 2	3
HIM2810L Advanced Coding Practicum	1
Total Required Course Credits	34

Total Program Credits

34

Sonography CCC 6312

LIMITED ACCESS

Program Web Site

www.pbcc.edu/Sonography.xml

Program Description

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.

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.

Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

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

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

Program Length

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.

Location

The program is offered on the Palm Beach Gardens campus.

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

Dental Hygiene AS 2151

LIMITED ACCESS

Program Web Site

www.pbcc.edu/DentalHealth.xml

Program Description

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.

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.

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.

Program Accreditation

This program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

Employment Opportunities

Upon completion of this program and passing the licensing examination, graduates may seek employment as a registered dental hygienist. Other employment opportunities might include public health, dental hygiene educator and oral health product sales.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

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

Graduates of this accredited program are eligible to take national and state or regional board examinations to become licensed dental hygienists.

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 an applicant is 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

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

Program Length

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.

Location

The program is offered on the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS

	CREDITS
ENC 1101 College Composition 1	3
PSY 2012 General Psychology	3
SPC 1017 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

LIMITED ACCESS

Program Web Site

www.pbcc.edu/HealthInfoMgmt.xml

Program Description

This degree program is designed to provide students with the technical expertise in management of health information contained both in paper and 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.

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

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

Student may be eligible to take the registered health information technician (RHIT) and/or the certified coding associate (CCA) certification examinations.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

In addition, students must complete a limited access program application which is available online at www.pbcc.edu/documents/Medical_Coder/HIM_limited_access_20101.pdf.

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth campus.

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
SPC1017	Fundamentals of Speech Communication	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
HIM1000C	Introduction to Health Information Management	3
HIM1433C	Pathophysiology for Health Information Management	2
HIM1442C	Pharmacology for Health Information Management	2
HIM1282C	Fundamentals of Medical Coding	3
HIM1210C	Health Information Systems	3
HIM2222C	Medical Coding 1	3
HIM2272C	Medical Reimbursement and Revenue	3
HIM2510C	Healthcare Data Analysis	3
HIM1012C	Health Information Law, Ethics, and Compliance	3
HIM2253C	Medical Coding 2	3
HIM2304C	Health Information Department Management	3
HIM1800C	Acute Care Professional Practice	3
HIM2810L	Advanced Coding Practicum	
- or -		
HIM2826L	Alternative Care Professional Practice	1
Total Required Course Credits		41
Total Program Credits		67

Nursing AS 2301

LIMITED ACCESS

Program Web Site

www.pbcc.edu/Nursing.xml

Program Description

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 (A.S.) 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.

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.

Program Accreditation

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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 at www.pbcc.edu/NursingApplication.xml.) 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) 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 Lake Worth and Belle Glade Testing Centers.

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 (see www.pbcc.edu/ACEbook.xml for testing dates and conditions). 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 (at Lake Worth 561-868-3411 or Belle Glade 561-993-1453 by appointment).

(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 (NUR2261):

i.) Elements of Nutrition HUN 1201

ii.) College Composition I ENC 1101

iii.) Psychology PSY 2012

iv.) Sociology SYG 2000

v.) Completion of the PBCC Clinical Competency Check List (NUR 1214L) in Nursing skills lab only (at Lake Worth 561-868-3411 or Belle Glade 561-993-1453 by appointment).

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

The program can be finished in two years if you attend full time or three years if you attend part time.

Location

The program is offered on the Lake Worth and Belle Glade campuses.

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 online as well as on campus.

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 2261 Nursing 3	6
NUR 2261L 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/A2309.asp

Radiography AS 2303

LIMITED ACCESS

Program Web Site

www.pbcc.edu/Radiography.xml

Program Description

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.

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.

Program Accreditation

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

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.

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

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.

Location

The program is offered on the Palm Beach Gardens campus.

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

Program Web Site

www.pbcc.edu/RespiratoryCare.xml

Program Description

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).

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.

Program Accreditation

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 and 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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

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.

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

This is a two-year program beginning in August each year. It requires a full-time commitment.

Location

The program is offered on the Palm Beach Gardens campus.

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	3
- or -	
MUL 1010 Music Appreciation	3
- 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

Program Web Site

www.pbcc.edu/Sonography.xml

Program Description

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.

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.

Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

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.

Location

The program is offered on the Palm Beach Gardens campus.

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 1017	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

Program Web Site

www.pbcc.edu/MedicalImage.xml

Program Description

This advanced technical certificate program prepares students for employment as Adult Echo Sonographers.

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.

Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

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

Total program credits: 17.

Location

The program is offered on the Palm Beach Gardens campus.

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

Computed Tomography

ATC 4321

Program Web Site

www.pbcc.edu/MRI.xml

Program Description

This advanced technical certificate program is a three-course, one-semester program that begins spring term of each year (i.e. January – May 2010).

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.

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.

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

Nine credit hours, or approximately one semester.

Location

The program is offered on the Palm Beach Gardens campus.

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

Magnetic Resonance Imaging ATC 4322

Program Web Site

www.pbcc.edu/MRI.xml

Program Description

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 2009-May 2010).

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.

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.

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

12 credit hours, or approximately 10 months.

Location

The program is offered on the Palm Beach Gardens campus.

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
Total Required Elective Credits	3
Total Program Credits	12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4322.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

Criminal Justice Academies

SPECIALTY TRACKS:

- CORRECTIONS OFFICER
- LAW ENFORCEMENT OFFICER

Cross-Over CMS Law Enforcement to Correctional Officer

Cross-Over Correctional Officer to CMS Law Enforcement

Firefighter

Fire Apparatus Operator

Fire Inspector I

Fire Instructor

Fire Investigator I

Fire Officer I

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
- GENERAL (NON-SWORN)

Emergency Medical Services

Fire Science Technology

CCE (Corporate & Continuing Education)

Public Safety

Criminal Justice Academies

PSAV

Program Web Site

www.pbcc.edu/CriminalJustice.xml

Program Description

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.

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.

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.

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.

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.

Program Length

Corrections Officer Track:

Total program hours: 552 Approximate program length: 4 months

Law Enforcement Officer Track:

Total program hours: 766. Approximate program length: 6 months

Location

The Corrections Officer track is offered at the Belle Glade location. The Law Enforcement Officer track is offered at the Lake Worth location.

CORRECTIONS OFFICER TRACK PSAV 5601

REQUIRED COURSES	CLOCK HOURS
CJK 0270 Criminal Justice Legal 1	46
CJD 0772 Criminal Justice Communications Corrections	42
CJD 0750 Interpersonal Skills 2 - Corrections	50
CJK 0051 Criminal Justice Defensive Tactics	80
CJK 0040 Criminal Justice Firearms	80
CJK 0031 CMS First Aide for Criminal Justice Officers	40
CJK 0480 Emergency Preparedness	26
CJK 0102 Corrections Operations	64
CJK 0283 Interpersonal Skills 1 - Corrections	62
CJK 0271 Criminal Justice Legal 2	22
CJK 0280 Criminal Justice Officer Physical Fitness Training CMS	40
Total Program Clock Hours	552

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5601.asp

LAW ENFORCEMENT OFFICER TRACK

PSAV 5600

REQUIRED COURSES	CLOCK HOURS
CJK 0007 Introduction and Law	11
CJK 0008 Legal	69
CJK 0011 Human Issues	40
CJK 0017 Communications	76
CJK 0020 CMS Law Enforcement Vehicle Operations	48
CJK 0031 CMS First Aide for Criminal Justice Officers	40
CJK 0040 Criminal Justice Firearms	80
CJK 0051 Criminal Justice Defensive Tactics	80
CJK 0422 Dart-Firing Stun Gun	8
CJK 0061 Patrol 1	58
CJK 0062 Patrol 2	40
CJK 0071 Criminal Investigations	56
CJK 0076 Crime Scene Investigations	24
CJK 0082 Traffic Stops	24
CJK 0083 DUI Traffic Stops	24
CJK 0086 Traffic Crash Investigations	32
CJK 0096 Criminal Justice Officer Physical Fitness Training	60
Total Program Hours	770

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5600.asp

Cross-over CMS Law Enforcement to Correctional Officer

PSAV 5614

Program Web Site

www.pbcc.edu/CriminalJustice.xml

Program Description

This program requires each student to have completed the Traditional or CMS Law Enforcement Basic Recruit Training program as a prerequisite.

Course work will include: Introduction to Traditional Corrections, Interpersonal Skills 1, Interpersonal Skills 2, Emergency Preparedness, and Correctional Operations.

Employment Opportunities

Upon completion of this program you may seek employment as a State of Florida Certified Correctional Officer.

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

199 Hours

Location

This program is offered on the Lake Worth campus.

REQUIRED COURSES	CONTACT HOURS
CJK 0202 Crossover CMS Law Enforcement to Traditional Corrections Introduction	29
CJK 0203 Crossover CMS Law Enforcement to Traditional Corrections Interpersonal Skills	30
CJK 0480 Emergency Preparedness	26
CJD 0750 Interpersonal Skills 2 – Corrections	50
CJK 0102 Corrections Operations	64
Total Program Hours	199

Cross-Over Correctional Officer to CMS Law Enforcement PSAV 5613

Program Web Site

www.pbcc.edu/CriminalJustice.xml

Program Description

This program requires each student to have completed the traditional Correctional Basic Recruit Training program as a prerequisite.

Course work will include: Introduction to Law Enforcement, Vehicle Operations, LE High Liability, Patrol, Investigations, Traffic Stops, Traffic Crash Investigations, and Tactical Applications.

Employment Opportunities

Upon completion of this program you may seek employment as a State of Florida Certified Law Enforcement Officer.

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

444 Hours

Location

This program is offered on the Lake Worth campus.

REQUIRED COURSES	CONTACT HOURS
CJK 0221 Correctional Crossover to Law Enforcement Introduction and Legal	47
CJK 0212 Crossover Correctional to CMS Law Enforcement High Liability	8
CJK 0222 Correctional Crossover to Law Enforcement Communications	56
CJK 0223 Correctional Crossover to Law Enforcement Human Issues	32
CJK 0020 CMS Law Enforcement Vehicle Operations	48
CJK 0422 Dart Firing Stun Gun	8
CJK 0061 Patrol 1	58
CJK 0062 Patrol 2	40
CJK 0071 Criminal Investigations	56
CJK 0076 Crime Scene Investigations	24
CJK 0082 Traffic Stops	24
CJK 0083 DUI Traffic Stops	24
CJK 0086 Traffic Crash Investigations	32
Total Program Hours	457

Firefighter PSAV 5043

LIMITED ACCESS

Program Web Site

www.pbcc.edu/Fire.xml

Program Description

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.

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. The student will earn 3 college credits towards the A.S. degree in Fire Science.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

For admission requirements, go to www.pbcc.edu/Fire.xml and download the Fire Information/Application packet.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 10 or qualify for TABE exemption (www.pbcc.edu/vpilw.xml).

Program Length

450 hours or approximately three months for the day program and six months for the night program.

Location

This program is offered on the Lake Worth campus.

REQUIRED COURSE

FFP 0020 Firefighter

CLOCK HOURS

450

Total Program Hours

450

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5043.asp

Fire Apparatus Operator

PSAV 5615

Program Web Site

www.pbcc.edu/Fire.xml

Program Description

This program prepares the firefighter to assume responsibility as a fire apparatus operator.

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.

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.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Students must be working or volunteer firefighters.

Completion Requirements

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

Program Length

Two 48 hours courses.

Location

The program is offered on the Lake Worth campus, but may be held in-house at area fire departments.

REQUIRED COURSES

FFP 1301 Fire Hydraulics

CREDITS

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

Program Web Site

www.pbcc.edu/Fire.xml

Program Description

This program allows the participant to challenge the state certification test for Fire Inspector I.

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.

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.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Day program – three to four months. Night program – six to seven months.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/Fire.xml

Program Description

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.

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.

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

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Student must be a working or volunteer firefighter.

Completion Requirements

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

Program Length

Two 48 hours courses.

Location

The program is offered on the Lake Worth campus, but may be held in-house at a fire rescue department.

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

Program Web Site

www.pbcc.edu/Fire.xml

Program Description

This program allows the participant to challenge the state certification test for Fire Investigator I.

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.

Employment Opportunities

Existing firefighters or other public safety personnel can enhance their opportunities for advancement or employment by completing this program.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Four 48-hour courses.

Location

The program is offered at the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/Fire.xml

Program Description

This program academically prepares the firefighter to assume the responsibility as a first line fire officer, and to challenge the state certification exam.

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.

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.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Students must be working or volunteer firefighters.

Completion Requirements

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

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

This program is 24 credits.

Location

The program is offered on the Lake Worth campus.

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

Special Fire Safety Inspector

PSAV 5620

Program Web Site

www.pbcc.edu/Fire.xml

Program Description

This program qualifies the student to challenge the state exam for special fire safety inspector.

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.

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.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Two 48-hour courses.

Location

The program is offered on the Lake Worth campus or area fire departments.

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

Program Web Site

www.pbcc.edu/EMS.xml

Program Description

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.

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.

Employment Opportunities

EMT-Bs drive ambulances, and also provide basic emergency care such as stabilizing patients, controlling bleeding and giving oxygen.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Special admission requirements are associated with this program. For details, call the Limited Access Office at (561) 868-3045.

Completion Requirements

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

Program Length

Total program credits: 11. This is a one semester program.

Location

The program is offered on the Lake Worth and Palm Beach Gardens campuses.

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

Program Web Site

www.pbcc.edu/CJcareers.xml

Program Description

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.

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

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.

Career Path Notes

Credits earned in this certificate program will transfer directly into the associate in science (A.S.) degree in Crime Scene Technology.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 28.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/EmergencyManagement.xml

Program Description

This certificate program provides the student with a solid background in the basics for emergency management through coursework and practical experiences in the field.

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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Program can be completed in 12 months.

Location

The program is offered online.

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 Planning	3
Total Program Credits	24

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6437.asp

Paramedic CCC 6450

LIMITED ACCESS

Program Web Site

www.pbcc.edu/EMS.xml

Program Description

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.

Program Accreditation

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) 4101 W. Green Oaks Blvd. Suite 305-599 Arlington, Texas 76016, (817) 330-0080, and approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum [FS 401.2701(1)(a) 5a].

Employment Opportunities

Employment opportunities are excellent in this field, and graduates have a 95 percent job placement rate.

Career Path Notes

Credits earned in the Paramedic program can be applied toward an A.S. degree in Emergency Medical Services. The student is encouraged to also complete Basic Firefighter training at PBCC.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

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, PHTLS, and PALS.

Program Length

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 the fall.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/CJcareers.xml

Program Description

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 to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

Employment Opportunities

Upon completion of the program, you may seek employment as a crime scene investigator or evidence technician for law enforcement agencies, medical examiner's office, legal firms, the insurance industry or private forensic labs. Forensic science technicians (crime scene) investigate crimes by collecting and analyzing physical evidence. Often, they specialize in areas such as DNA analysis or firearm examination, performing tests on weapons or on substances such as fiber, glass, hair, tissue and body fluids to determine their significance to the investigation.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

This program also 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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if you attend full time or three years if you attend part time.

Location

The program is offered on the Lake Worth campus.

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 1017 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 1618	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

Program Web Site

www.pbcc.edu/CriminalJustice.xml

Program Description

This degree program has three tracks to meet the diverse needs of criminal justice students. The first two tracks are designed for the Criminal Justice Academy student (Corrections and Law Enforcement certificate program students) and state certified correction and law enforcement officers who wish to advance in their career. The third track is designed for students who wish to pursue a degree in criminal justice but do not want to be a sworn officer (general track).

Program content includes police administration, constitutional law, forensic science, criminal procedures and criminal investigation.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml

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

Admissions Requirements

Students who wish to be admitted to the Law Enforcement or Corrections Academies prior to entering the A.S. Criminal Justice Technology program, must follow the procedures outlined at www.pbcc.edu/criminaljustice.xml. Admission is not guaranteed.

For students starting in the A.S. degree program, a high school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml) is required.

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years of part time.

Location

The program is offered on the Lake Worth campus.

CORRECTIONS OFFICER TRACK

AAS A607 / AS 2605

GENERAL EDUCATION REQUIREMENTS CREDITS

ENC 1101	College Composition I	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
HSC 2100	Health Concepts & Strategies	3
	-or-	
SPN 1120	Elementary Spanish I	4
SPC 1017	Fundamentals of Speech Communication	3
	Any course from Humanities - Area II	3

Total Required General Education Credits 18/19

REQUIRED COURSES

CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CJJ 2002	Juvenile Delinquency	3
CGS 1100	Microcomputer Applications	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration I	3
CJL 2100	Criminal Law	3

Total Required Course Credits 21

REQUIRED CONCENTRATION

Corrections Academy - (Florida corrections academy and state exam passage required)
 Total Required Concentration Credits 19

ELECTIVES – Choose 6 credits

CCJ 1191	Introduction to Human Behavior and the Criminal Justice Practitioner	(3)
CJC 2162	Principles of Probation and Parole	(3)
CJE 1301	Police Administration II	(3)
CCJ 1618	Criminal Psychology	(3)
CJL 1062	Introduction to Constitutional Law	(3)
CJL 2130	Laws of Evidence	(3)
CJL 2403	Law of Arrest, Search & Seizure	(3)
CJE 2600	Criminal Investigation	(3)

Total Required Elective Credits 6/5

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 I	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
HSC 2100	Health Concepts & Strategies	3
-or-		
SPN 1120	Elementary Spanish I	4
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Total Required General Education Credits		18/19
REQUIRED COURSES		
CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CJJ 2002	Juvenile Delinquency	3
CGS 1100	Microcomputer Applications	3
CFB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration I	3
CJL 2100	Criminal Law	3
Total Required Course Credits		21
REQUIRED CONCENTRATION		
Law Enforcement Academy (Florida Law Enforcement Academy and state exam passage required)		22
ELECTIVES – Choose 3 credits		
CCJ 1191	Introduction to Human Behavior and the Criminal Justice Practitioner	(3)
CJC 2162	Principles of Probation and Parole	(3)
CJE 1301	Police Administration II	(3)
CCJ 1618	Criminal Psychology	(3)
CJL 1062	Introduction to Constitutional Law	(3)
CJL 2130	Laws of Evidence	(3)
CJL 2403	Law of Arrest, Search & Seizure	(3)
CJE 2600	Criminal Investigation	(3)
Total Required Elective Credits		3/2
Total Program Credits		64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2606.asp

GENERAL (NON-SWORN) TRACK

AAS A612/AS 2611

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition I	3
MGF 1106	Liberal Arts Math (A.S. students)	(3)
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
POS 1041	American Government	3
HSC 2100	Health Concepts & Strategies	3
-or-		
SPN 1120	Elementary Spanish I	4
SPC 1017	Fundamentals of Speech Communications	3
Any course from Humanities - Area II		3
Total Required General Education Credits		18/19
REQUIRED COURSES		
CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CJJ 2002	Juvenile Delinquency	3
CGS 1100	Microcomputer Applications	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration I	3
CJL 2100	Criminal Law	3
Total Required Course Credits		21
REQUIRED CONCENTRATION		
Non-Sworn Track		22
CCJ/CJE/CJL/CJB courses		(18)
CJE 1711	Criminal Justice Capstone Course	(4)
Total Required Concentration Credits		22
ELECTIVES - Choose 3 credits		
CCJ 1191	Introduction to Human Behavior and the Criminal Justice Practitioner	(3)
CJC 2162	Principles of Probation and Parole	(3)
CJE 1301	Police Administration II	(3)
CCJ 1618	Criminal Psychology	(3)
CJL 1062	Introduction to Constitutional Law	(3)
CJL 2130	Laws of Evidence	(3)
CJL 2403	Law of Arrest, Search, and Seizure	(3)
CJL 2100	Criminal Investigation	(3)
Total Required Elective Credits		3/2
Total Program Credits		64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2611.asp

Emergency Medical Services

AS 2449

Program Web Site

www.pbcc.edu/EMS.xml

Program Description

This degree program is designed for the student who wishes to increase his/her opportunities in the EMS field.

In addition to the Paramedic Certificate, students will complete general education courses and electives.

Employment Opportunities

Paramedics with an A.S. degree are in demand for educational and supervisory positions.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

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

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS CREDITS

ENC 1101	College Composition 1	3
SPC 1017	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 (Fire Science) 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

Program Web Site

www.pbcc.edu/Fire.xml

Program Description

This degree program is designed for the current firefighter who wishes to advance in various fire service areas.

Course content includes tactics & strategies, fire prevention, fire investigation, company officer, and fire apparatus & equipment.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

The Fire Science program has an articulation agreement with Florida Atlantic University toward the Bachelor of Public Management program.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Other than the "Fire Inspector" classes which can be taken by civilian students, the technical proficiency needed for this program requires that the student 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

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS CREDITS

ENC 1101	College Composition 1	3
POS 1041	Introduction to American Government	3
SPC 1017	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.

Science and Environment

CCC

Landscape and Horticulture Specialist
Landscape and Horticulture Professional I
Landscape and Horticulture Professional II

AS

Biotechnology
Environmental Science Technology
Landscape and Horticulture Management

Landscape and Horticulture Specialist CCC 6219

Program Web Site

www.pbcc.edu/horticulture.xml

Program Description

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.

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.

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.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 12.

Location

The program is offered on the Palm Beach Gardens campus.

REQUIRED COURSES*	CREDITS
BOT 2000 Plant Physiology	3
SWS 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

Program Web Site

www.pbcc.edu/horticulture.xml

Program Description

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.

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.

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.

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.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml). Completion of Landscape & Horticulture Specialist Certificate.

Completion Requirements

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

Program Length

Total program credits: 18.

Location

The program is offered on the Palm Beach Gardens campus.

REQUIRED COURSES*	CREDITS
BOT 2000 Plant Physiology	3
SWS 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

Program Web Site

www.pbcc.edu/horticulture.xml

Program Description

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.

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.

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.

Career Path Notes

All of the courses required for this certification can be applied to an A.S. in Landscape and Horticulture Management.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml). Completion of Landscape and Horticulture Professional I Certificate.

Completion Requirements

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

Program Length

Total program credits: 30.

Location

The program is offered on the Palm Beach Gardens campus.

REQUIRED COURSES*	CREDITS
BOT 2000 Plant Physiology	3
SWS 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

Biotechnology AS 2158

Program Web Site

www.pbcc.edu/Biotechnology.xml

Program Description

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.

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Palm Beach Gardens campus.

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	3
BSC 2421L Introduction to Biotechnology Lab	2
BSC 2420 Biotechnology 1	3
BSC 2420L Biotechnology 1 Lab	2
BSC 2427 Biotechnology 2, Molecular Biology, Cell and Immunobiology	3
BSC 2427L Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab	2
BSC 2945C Biotechnology Internship	2
BSC 2416C Introduction to Tissue Culture Laboratory	2
BSC 2426C Introduction to Biotechnology Instrumentation Laboratory	2
BSC 2432 Introduction to Bioinformatics	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

Environmental Science Technology AS 2216

Program Web Site

www.pbcc.edu/EnvironmentalScience.xml

Program Description

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.

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

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, or go to www.cals.ufl.edu.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
MAC 1105	College Algebra	3
HSC 2100	Health Concepts and Strategies	3
SPC 1017	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

Program Web Site

www.pbcc.edu/horticulture.xml

Program Description

This degree program is designed to prepare the student for management and technical positions in the green industry.

Course content provides broad and well-rounded training in such areas as turfgrass culture, pesticides, plant physiology, nursery management and landscape construction.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years of full-time enrollment or three years part time.

Location

The program is offered on the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS	CREDITS
ENC 1101 College Composition 1	3
BOT 1010 General Botany 1	3
BOT 1010L General Botany 1 Lab	1
MAT 1033 Intermediate Algebra	
-or-	
Any course from Mathematics - Area III	3
SPC 1017 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	19

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
SWS 1102 Soils and Fertilizers	3

Total Required Courses 33

ELECTIVES - Choose 12 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 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)
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)
VEC1201 Vegetable Growing and Edible Landscaping	(3)

Total Elective Credits 12

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

Trade and Industrial

PSAV

Apprenticeship Programs

Automotive Service Technology 1

Automotive Service Technology 2

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

Aeronautical Science

SPECIALTY TRACKS:

OPERATIONS TRACK

PROFESSIONAL PILOT TRACK

Electrical Power Technology

Industrial (Operations) Management Technology

Sugar Technology

Apprenticeship Programs

PSAV

Program Web Site

www.pbcc.edu/Apprenticeships.xml

Program Description

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)

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

Upon completion of these programs, students are awarded 24 credits towards the A.A.S. degree in Industrial (Operations) Management Technology.

The successful completer is awarded an apprenticeship completion certificate, which confirms eligibility nationally for industry recognition of journeyperson 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

Programs require from two to five years to complete.

Location

The program is offered on the Lake Worth campus and at various off-site locations.

Automotive Service Technology I

PSAV 5463

Program Web Site

www.pbcc.edu/AutoService.xml

Program Description

This program provides comprehensive instruction in automotive service and repair technology. Operational theory and practical hands-on instruction combine to provide the skills required for entry-level employment in this high wage field. Automotive Service Technology 1 prepares students for the National Automotive Service Excellence (ASE) certification examinations in automotive electrical and electronic systems, automotive brakes, automotive steering and suspension and automotive engine repair. (For more information refer to ASE's Web site: www.ase.com.)

Coursework for the Automotive Service Technology 1 program covers instruction in the proper and safe use of automotive service tools and diagnostic equipment. Students are expected to learn basic workplace and academic skills required to succeed in the automotive industry. The curriculum is designed to give students a combination of classroom and lab related activities. A hands-on approach to learning is evident as students learn the safety aspects of automotive service and become proficient in automotive electrical and electronic systems, automotive brake systems, automotive steering suspension and automotive engine repair. The Automotive Service Technology program is certified as a Master Training Program by the National Automotive Technicians Education Foundation (NATEF) meeting national standards in Automotive Service Excellence areas of certification (www.natef.org).

Employment Opportunities

This program is designed to prepare the student for employment as entry-level automotive technicians in dealerships, independent repair shops or fleet maintenance facilities. Students may choose to enter jobs as automotive technicians, service advisors or parts specialist, or they may become entrepreneurs.

Career Path Notes

Upon completion of the Automotive Service Technology 1 program and meeting eligibility requirements, students may be able to enroll in an advanced automotive program, Automotive Service Technology 2, or transfer 24 college credits toward an A.A.S. degree in Industrial Operations Management. For further information on the A.A.S. degree, please refer to program Web site www.pbcc.edu/IndustrialManagement.xml.

Students who have successfully completed an A.A.S./A.S. or A.A. degree may also enroll in PBCC's Bachelor of Applied Science in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) is required. Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 10 or qualify for TABE exemption (www.pbcc.edu/vpilw.xml).

Program Length

Total program hours: 1,050. Approximate program length: 1 year.

Location

The program is offered on the Lake Worth campus.

REQUIRED COURSES

CLOCK HOURS

Group	Course	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 0080	Workplace Skills for Automotive Technicians	75
- or -		
AER 0940	Automotive Services Field Work Experience	75
Group C	Engine Repair Technician	
AER 0199	Automotive Engine Repair	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
Total Program Hours		1050

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5463.asp

Automotive Service Technology 2

PSAV 5458

Program Web Site

www.pbcc.edu/AutoService.xml

Program Description

This is an advanced level program providing comprehensive instruction in automotive service and repair technology. Operational theory and practical hands-on instruction combine to provide the skills required for entry-level employment in this high wage field. Automotive Service Technology 2 prepares students for the National Automotive Service Excellence (ASE) certification examinations in automotive heating and air conditioning, automotive engine performance, automotive manual transmissions and transaxles, and automotive automatic transmissions and transaxles. (For more information on ASE, please visit www.ase.com.)

Coursework for the Automotive Service Technology 2 program covers instruction in the proper and safe use of automotive service tools and diagnostic equipment. Students are expected to learn basic workplace and academic skills required to succeed in the automotive industry. The curriculum is designed to give students a combination of classroom and lab related activities. A

hands-on approach to learning is evident as students learn the safety aspects of automotive service and become proficient at automotive heating and air conditioning, automotive engine performance, automotive manual transmissions and transaxles, and automotive automatic transmissions. The Automotive Service Technology program is certified as a Master Training Program by the National Automotive Technicians Education Foundation (NATEF) meeting national standards in Automotive Service Excellence areas of certification (www.natef.org).

Employment Opportunities

This program is designed to prepare the student for employment as entry-level automotive technicians in dealerships, independent repair shops or fleet maintenance facilities. Students may choose to enter jobs as automotive technicians, service advisors or parts specialist, or they may become entrepreneurs.

Career Path Notes

Upon completion of the Automotive Service Technology 2 program and meeting eligibility requirements, students may be able to enroll in an A.A.S. degree program in Industrial Operations Management. For further information on A.A.S. degree, visit www.pbcc.edu/IndustrialManagement.xml.

Students who have successfully completed an A.A.S./A.S. or A.A. degree may also enroll in PBCC's Bachelor of Applied Science in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) is required.

Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must also successfully complete Automotive Service Technology 1. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 10 or qualify for TABE exemption (www.pbcc.edu/vpilw.xml).

Program Length

Total program hours: 750. Approximate program length: 1 year.

Location

The program is offered on the Lake Worth campus.

REQUIRED COURSES	CLOCK HOURS
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 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	750

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5458.asp

Commercial Vehicle Driving - Tractor Trailer CDL Class A PSAV 5206

Program Web Site

www.pbcc.edu/CDL.xml

Program Description

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.

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

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) is required.

Completion Requirements

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

Program Length

Total program hours: 334. Approximate program length: 2 months.

Location

The program is offered at the Belle Glade and Lake Worth campus.

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

Program Web Site

www.pbcc.edu/DieselLW.xml

Program Description

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 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

Upon completion of these programs, students are awarded 24 credits towards the A.A.S. degree in Industrial (Operations) Management Technology.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml). Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 9 or qualify for TABE exemption (www.pbcc.edu/vpilw.xml).

Program Length

Total program hours: 1,680. Approximate program length: 18 months.

Location

The program is offered on the Belle Glade and Lake Worth campuses.

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
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Group D

DIM 0104	Advanced Diesel Preventative Maintenance	120
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Group E

DIM 0007	Braking Systems	120
DIM 0008	Advanced Braking Systems	120

Group F

DIM 0106	Hydraulic Systems	120
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Group G

DIM 0107	Heating and Air Conditioning	120
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Group H

DIM 0108	Steering and Suspension	120
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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

Program Web Site

www.pbcc.edu/Cosmetology.xml

Program Description

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.

The instruction is designed to prepare the student to successfully pass the Florida Cosmetology License examination.

The 1,200- hour program consists of ten required courses. The curriculum builds upon knowledge and skill sets from each previous course. Thus, a student cannot take two courses simultaneously. Each course must be completed and passed before enrolling in the next required course.

Employment Opportunities

After completing this program and obtaining a license, students may seek employment as a cosmetologist in beauty salons, spas, department stores, resorts, cruise ships, nursing and other residential care homes, and cosmetic stores.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml). Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 8; Mathematics: 8 or qualify for TABE exemption (www.pbcc.edu/vpilw.xml).

Program Length

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. New evening classes start in August and January.

Location

The program is offered on the Lake Worth and Belle Glade campuses.

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

Program Web Site
www.pbcc.edu/Facial.xml

Program Description

This PSAV program prepares the student for employment as a registered facial specialist.

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.

Employment Opportunities

After completing this program and obtaining a license, the student may seek employment as a facial specialist in a salon, spa, resort, cruise ship, cosmetic surgeon's office or dermatologist office.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) is required.

Completion Requirements

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

Program Length

Total program hours: 260. Approximate program length: three months for daytime students, six months for evening students.

Daytime classes start August, January and May. Evening classes start twice a year.

Location

This program is offered on the Lake Worth and Belle Glade campuses.

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

Program Web Site
www.pbcc.edu/NailTech.xml

Program Description

This PSAV program prepares the student for employment as a registered nail specialist.

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.

Employment Opportunities

After completing this program and obtaining a license, the student may seek employment as a nail specialist in a beauty or nail salon, spa, resort, or cruise ship.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) is required.

Completion Requirements

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

Program Length

Total program hours: 240. Approximate program length: 2.5 months for daytime students, 5 months for evening students.

Location

This program is offered on the Lake Worth and Belle Glade campuses.

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

Program Web Site

www.pbcc.edu/CommercialHeatandAir.xml

Program Description

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.

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.

Employment Opportunities

This program is designed to prepare the student for employment in the heating, air conditioning and refrigeration industry.

Career Path Notes

Upon completion of these programs, students are awarded 24 credits towards the A.A.S. degree in Industrial (Operations) Management Technology.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) is required. Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 10 or qualify for TABE exemption (www.pbcc.edu/vpilw.xml).

Program Length

Total program hours: 1,350.

Location

The program is offered on the Lake Worth campus.

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

Program Web Site

www.pbcc.edu/Machining.xml

Program Description

This PSAV program is designed to prepare the student for employment in the manufacturing industry.

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.

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.

Career Path Notes

Upon completion of these programs, students are awarded 24 credits towards the A.A.S. degree in Industrial (Operations) Management Technology.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) is required. Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 8; Mathematics: 9 or qualify for TABE exemption (www.pbcc.edu/vpilw.xml).

Program Length

Total program hours: 1,560. Approximate program length: 13 months.

Location

The program is offered on the Lake Worth campus.

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
-or-	
PMT 0961 Machining Field Experience 1	120
PMT 0265 Machining Technologies	120
-or-	
PMT 0962 Machining Field Experience 2	120
Total Program Hours	1,560

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5459.asp

Welding Technology PSAV 5460**Program Web Site**

www.pbcc.edu/WeldingLW.xml

Program Description

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.

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.

Employment Opportunities

Upon graduation students may find employment in the aerospace industry, construction iron worker field or in manufacturing.

Career Path Notes

Upon completion of these programs, students are awarded 24 credits towards the A.A.S. degree in Industrial Operations) Management Technology.

Admission Requirements

Students must complete College Application (www.pbcc.edu/admissions.xml). No high school diploma (or equivalent) is required. Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 9 or qualify for TABE exemption (www.pbcc.edu/vpilw.xml).

Program Length

Total program hours: 1,170. Approximate program length: one year.

Location

The program is offered on the Lake Worth and Belle Glade campuses.

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

Program Web Site

www.pbcc.edu/BuildingConstruction.xml

Program Description

This college credit certificate program is designed to prepare students for entry-level employment in the building construction field.

Course content includes principles, procedures and theories of building construction, including estimating, construction materials, methods, plans interpretation and construction practices.

Employment Opportunities

This program is designed to provide education and skills training for persons previously or currently employed in the building construction field. Construction supervisors, estimators and inspectors may be some of the potential positions available with appropriate construction experience.

Career Path Notes

Credits from 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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 18. Students may complete the program in one year if they attend full time or two years parttime.

Location

The program is offered on the Lake Worth and Belle Glade campuses.

REQUIRED COURSES	CREDITS
ETD 1102C Introduction to Technical Drawing	3
BCN 1272 Plans Interpretation	3
ETD 1320C Introduction to Computer Drafting	3
BCN 1210 Building Construction Materials and Methods 1	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

Program Web Site

www.pbcc.edu/Drafting.xml

Program Description

This college credit certificate program is designed to prepare students for entry level employment in the drafting, design and construction field of study.

Course content includes principles, procedures and theories of computer drafting including CAD, architectural drafting design, technical drawing, and plans interpretation.

Employment Opportunities

This credit program is designed to prepare students for employment as a drafting specialist or construction specialist, or to provide supplemental education and training for persons previously or currently employed in the drafting/construction fields.

Career Path Notes

Credits from 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 equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Total program credits: 24. Students may complete the program in one year if they attend full-time or two years part-time.

Location

The program is offered on the Lake Worth campus.

REQUIRED COURSES	CREDITS
ETD 1102C Introduction to Technical Drawing	3
ETD 1320C Introduction to Computer Drafting	3
BCN 1272 Plans Interpretation	3
BCN 1210 Building Construction Materials and Methods 1	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

Program Web Site

www.pbcc.edu/sugar.xml

Program Description

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.

The student will understand technical factory operations for sugar cane extraction and milling process, including measurements and calculations of mill extraction and performance evaluation.

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.

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).

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Twenty-six credit hours or approximately 12 months.

Location

The program is offered on the Belle Glade campus.

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

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6244.asp

Sugar Technology Processing

CCC 6245

Program Web Site

www.pbcc.edu/sugar.xml

Program Descriptions

This program prepares students for employment as vital team members in 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.

The student will understand technical factory operations for 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.

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).

Admission Requirements

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

Thirty-nine credit hours or approximately 17 months.

Location

The program offered on the Belle Glade campus.

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

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6245.asp

Aeronautical Science AAS/AS

Program Web Site

www.pbcc.edu/ProfPilot.xml

Program Description

OPERATIONS TRACK AAS A162 / AS 2172

This program is designed to train the student for a career in aviation management. There are two options that the student can choose from: Operations or Maintenance.

The Maintenance Option is designed to allow the individual who currently holds an FAA Airframe and Powerplant license (A&P) to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry. Students pursuing the Maintenance Track must possess an A&P license prior to being admitted into this program.

The Operations Option is designed to prepare the student to become proficient in planning, organizing, directing and controlling an aviation-related business. This course of study includes the following topics: the organizational and human aspects of business management, application of the principles of business, economic resource management and decision making.

Admission Requirements

To be admitted into this program the student must:

Complete a college application;

Have a high school diploma or equivalent GED;

Possess an FAA A&P license in pursuing the Maintenance Management Track.

PROFESSIONAL PILOT TRACK AAS A163 / AS 2197

This program is designed to train the student for a career as a Professional Pilot. There are two options that the student can choose from: Airplanes or Helicopters. Upon completion of the Airplane degree option, the student will possess an FAA Commercial Airplane Single and Multi Engine Land license. Upon completion of the Helicopter degree option, the student will possess an FAA Commercial Rotorcraft, Helicopter Land license. With both options, the student will acquire the applicable Flight Instructor licenses.

Students enrolled in this program must comply strictly with the Federal Aviation Administration requirements for flight and ground instruction under 14 CFR 61 or 141. All flight time must be logged and certified by an FAA certified flight instructor. Each FAA license and/or rating requires passing an FAA knowledge test and FAA practical test. The courses taught at PBCC will prepare the student for these tests; however, the FAA license or rating is not required to complete the courses. It is the students' responsibility to schedule and successfully complete the FAA checkride on their own in order to meet the prerequisite of the next class.

In order to get college credits for FAA licenses and/or ratings already held, the student must be enrolled in this program and must have accumulated at least 16 hours of college credits from courses within this program. Please see the following Web page for more information: www.pbcc.edu/pilotpriorlearning.xml.

Please see the program manager for a list of flight schools that are currently affiliated with PBCC for flight training.

Admission Requirements

To be admitted into this program the student must:

Complete a college application;

Have a high school diploma or equivalent GED;

Provide proof of citizenship documents for Transportation Security Administration (TSA) approval prior to beginning any flight training. For non-US citizens, the TSA approval process could take as long as two months to complete. See the following website. For more information, visit www.flightschoolcandidates.gov;

Obtain a 1st, 2nd, or 3rd class FAA medical from an Aviation Medical Examiner (AME) before beginning any flight training. The FAA medical certificate must be presented to the Aviation Program Manager before flight training can be initiated. All current AMEs can be found at: <http://www.faa.gov/pilots/amelocator>.

Completion Requirements

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

Program Length

Total program credits: 64. Approximate program length: two years.

Location

The program is offered on the Lake Worth campus (ground school and aviation classes) and at local airports (flight classes).

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 1017	Fundamentals of Speech Communication	3
PHY 1001	Applied Physics (A.S. students)	3
GEA 1000	Principles of Geography and Conservation (A.A.S. students)	(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
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	3
ATT 1100	Private Pilot Ground School	3
MAR 2011	Principles of Marketing	3
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
Total Required Course Credits		22

CHOOSE ONE OF THE FOLLOWING OPTIONS:

MAINTENANCE OPERATIONS COURSES	CREDITS
AMT 1933 Airframe and Power Plant Certification	24
Total Maintenance Management Credits	24

-OR-

FLIGHT OPERATIONS COURSES	CREDITS
ECO 2013 Principles of Macroeconomics	3
ECO 2023 Principles of Microeconomics	3
GEB 1011 Introduction to Business	3
MAN 2021 Principles of Management	3
MNA 2100 Human Relations in Business	3
OST 2335 Business Communications	3
POS 1001 Introduction to Political Science	3
SBM 2000 Small Business Management	3
Total Operations Option Credits	24

Total Program Credits 64

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2172.asp

PROFESSIONAL PILOT TRACK

AAS A163 / 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 1017 Fundamentals of Speech Communication	3
PHY 1001 Applied Physics (A.S. students)	3
GEA 1000 Principles of Geography and Conservation (A.A.S. students) (3)	
Any course from Humanities - Area II	3
Any course from Social Science - Area V	3
Total Required General Education Credits	18

REQUIRED COURSES

ASC 1101 Aero-Navigation	3
ASC 1210 Aero-Meteorology	3
ASC 1310 Aero-Safety and Regulations	3
ASC 1640 Propulsion Systems (A.S. students)	3
ESC 1000 Earth Science (A.A.S. students) (3)	
ASC 2550 Aerodynamics	3
ATF 1602 Basic Flight Simulator	3
ATT 1100 Private Pilot Ground School	3
ATT 2120 Instrument Ground School	3
ATT 2110 Commercial Pilot Ground School	3
ATT 2131 Flight Instructor Ground School	3
Total Required Course Credits	30

CHOOSE ONE OF THE FOLLOWING OPTIONS:

AIRPLANE COURSES	CREDITS
ATF 1100 Private Pilot Flight 1	2
ATF 1101 Private Pilot Flight 2	1
ATF 1120 Private Pilot Flight 3	1
ATF1150A-E Flight Lab 1	1

-or-

Any course approved by Professional Pilot Program Chair(1)	
ATF 2300 Instrument Rating Flight 1	1
ATF 2302 Instrument Rating Flight 2	1
ATF 2304 Instrument Rating Flight 3	1
ATF2250A-B Flight Lab 2	1

-or-

Any course approved by Professional Pilot Program Chair(1)	
ATF 2200 Commercial Pilot Flight 1	1
ATF 2210 Commercial Pilot Flight 2	1
ATF 2400 Multi-Engine Flight	1
ATF 2500 Flight Instructor (Initial CFI) Flight	2

-or-

Any course approved by Professional Pilot Program Chair(1)	
ATF 2530 Flight Instructor Instrument (CFI-I) Flight	1

-or-

Any course approved by Professional Pilot Program Chair(1)	
ATF 2510 Flight Instructor Multi-Engine (MEI) Flight	1

-or-

Any course approved by Professional Pilot Program Chair(1)	
Total Airplane Credits	16

-OR-

HELICOPTER COURSES	CREDITS
ATF 1140 Flight – Private Helicopter	4
ATF 1105 Intermediate Flight Lab Helicopter	1
ATF 2240 Advanced Flight Lab Helicopter	1
ATF 2241 Commercial Helicopter – Flight	2
ATF 2340 Flight - Instrument Helicopter	3
ATF 2540 Certified Flight Instructor Helicopter	1
ATF 2541 Certified Flight Instructor Instrument Helicopter	1
Any course approved by Professional Pilot Program Chair	3
Total Helicopter Credits	16

Total Program Credits 64

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2197.asp

Electrical Power Technology

AS 2270

Program Web Site

www.pbcc.edu/EPT.xml

Program Description

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.

Course content includes core courses in power generation with special programs in instrumentation/control, electrical maintenance and mechanical maintenance.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if students attend full time or three years if they attend part time.

Location

The program is offered on the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
MAC 1105	College Algebra	3
SPC 1017	Fundamentals of Speech Communication	3
PSY 2012	General Psychology	3
PHY 1001	Applied Physics	3
- or -		
PHY 1020	Principles of Physics	3
Total Required General Education Credits		15

CORE PROGRAM REQUIREMENTS		CREDITS
EET 1015C	DC Circuits	4
EET 1025C	AC Circuits	4
ENC 1210	Technical Communications	3
EST 1572	Power Plant Fundamentals	3
ETI 1701	Industrial Safety	3
CGS 1100	Microcomputer Applications	3
EET 1531	Power Plant Science	3
ETI 1000	Industrial Tools and Equipment	3
EET1215	Introduction to Electronics	3
Elective(s)		6
Total Required Core Program Credits		35

ELECTIVES:		CREDITS
ETI 2941	EPT Internship (6 credits)	6
ETI 2942	EPT Internship (3 credits)	3
XXX XXXX	Introduction to Bio-fuels	3
XXX XXXX	Introduction to Wind	3
XXX XXXX	Introduction to Hydro	3
XXX XXXX	Introduction to Solar	3

SELECT ONE TRACK TO COMPLETE AS DEGREE*:

Instrumentation and Control Track – Specialized Courses:

CET 2123C	Microprocessors 1	3
CET 2127C	Microprocessors 2	3
EST 2700C	Fluid and Pneumatic Controls	3
EST 2530C	Process Control Technology	3
EET 2930	Special Topics in Electrical Engineering	3
EST 2520	Process Measurement Fundamentals	3
Total Instrumentation and Control Track		18

Total Program Credits **68**

**Mechanical and Electrical Maintenance Tracks to be developed later.*

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2270.asp

Industrial (Operations) Management Technology

AAS A194

Program Web Site

www.pbcc.edu/IndustrialManagement.xml

Program Description

This degree program is designed for the student who seeks immediate employment in the operations management field upon graduation or who desires advancement and is presently employed in construction related industries or other technical fields.

Course content includes a core of business, human relations 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.

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 supervisory and operational managerial skills.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if students attend full time or three years if they attend part time.

Location

The program is offered on the Lake Worth campus.

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 1017	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 (PO A196)	18
	Drafting and Construction Technology CCC 6222	24
	-or-	
*Apprenticeship Program:		
	Building Trades Apprenticeship (Journey person 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
BCN 2220	Building Construction Materials & Methods 2	3
ETI 1446	Project Management	3
Total Required Elective Credits		6/12
Total Program Credits		60

**Accepted as Prior Learning Credit Course ETI 1933 Applied Technologies*

For suggested course sequence, check the Web at www.pbcc.edu/transfer/A194.asp

Sugar Technology AS 2243

Program Web Site

www.pbcc.edu/sugar.xml

Program Description

This program prepares student for employment as vital members of the sugar cane industry. The 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.

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.

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.

Career Path Notes

This program transfers into PBCC's Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.pbcc.edu/BAS.xml.

In addition, many programs have transfer agreements with other colleges and universities which 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

High school diploma (or equivalent) and College Application submitted to PBCC (www.pbcc.edu/admissions.xml).

Completion Requirements

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

Program Length

The program can be finished in two years if students attend full time or three years if they attend part time.

Location

This program is offered at the Belle Glade location.

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 1017	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

Total Required General Education Credits 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*
For suggested course sequence, check the Web at www.pbcc.edu/transfer/2243.asp

Florida's Statewide Course Numbering System

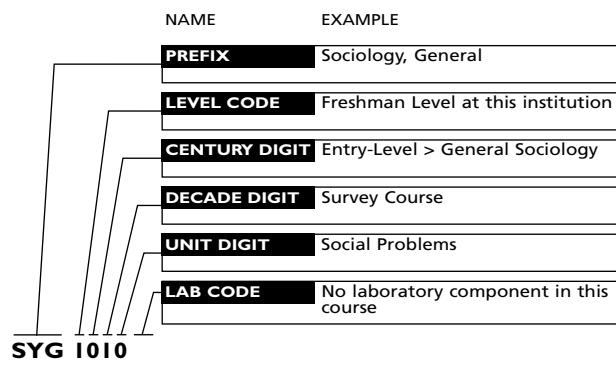
All public two- and four-year colleges and universities in Florida and 33 participating private schools assign course numbers using the Florida's Statewide Course Numbering System (SCNS). This common course numbering system is used to assist in transferring course credit between participating colleges and universities.

Each participating school controls the title, credit, content, and level of each course that it offers. 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 preparatory credit, vocational preparatory, and post secondary adult vocational (do not transfer)
- 1 - freshman year
- 2 - sophomore year
- 3 - junior year
- 4 - senior 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.

EXAMPLE OF COURSE IDENTIFIER



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.

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:

- Courses in the 900-999 series (e.g., ART 2905)
- Internships, practica, clinical experiences, and study abroad courses
- Performance or studio courses in Art, Dance, Theater, and Music
- Skills courses in Criminal Justice
- Graduate courses
- Courses not offered by the receiving institution
- 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 on 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, FL 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.

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Course Prefixes by Subject Area

Below 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, APA, TAX
Acting	TPP
Adult Echo Sonography	SON
Aeronautics/Aviation Science	ASC, ATF, ATT, AVM
Air Conditioning & Refrigeration	ACR
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 Services	AER
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 Administration	GEB, MAN, MAR
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
Computers-Drafting	ETD
Computers-Engineering, PC Support, Programming, Security, and Technology	CEN, CET, CGS, CIS, CNT, COP, CTS
Computers-General Studies	CGS
Communications	ENC, SPC
Cosmetology	COS, CSP
Creative Writing	CRW
Crime Scene Technology	CJB
Criminal Justice	CCJ, CJD, CJE, CJJ, 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, LIN
 Educational Assisting EDF, EDG, EDP, EME
 Electrical Power Technology CET, EET, EST, ETI, ETM
 Electronics Engineering and Technology EET, EEV
 Emergency Management FFP
 Emergency Medical Services EMS
 Emergency Medical Technician EMS
 Engineering Technology EGN, EGS, ETD, ETI
 English as a Second Language EAP, ESL, LIN
 English Language/Literature AML, CRW, ENC, ENL, LIN, LIT
 Environmental Science BSC, EVR, EVS, GLY, PCB
 Epidemiology HSC
 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 Administration GEB, HSA, HSC, MAN
 Health Education, Safety and Sciences HSA, HSC
 Health Information Management HIM, HSA, HSC
 Heating, Ventilation, Air Conditioning & Refrigeration ACR
 Heavy Duty Truck/Bus Mechanics DIM
 History AMH, WOH
 Horticulture BOT, GCO, HOS, IPM
 LDE, ORH, PLS, PMA, SOS, VEC
 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, COP, CTS
 Insurance, Annuities and General Lines RMI
 Interdisciplinary, Honors IDH
 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, VEC
 Library Science (Research) LIS
 Linguistics LIN
 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
 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, ZOO
 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
 Plumbing BCA
 Political Science POS
 Practical Nursing PRN
 Professional Pilot Technology ASC, ATF, ATT, AVM
 Psychology CLP, DEP, PSY, SOP
 Public Relations PUR
 Public Safety Administration DSC, GEB, MAN, PAD
 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
 Supervision and Management BUL, DSC, FIN, GEB
 HSA, HSC, ISM, MAN, MAR, PAD
 Surgical Technology STS
 Surveying, Land SUR
 Taxes TAX
 Teacher Certification Program EPI, LIN
 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
 Youth Development HUS
 Zoology ZOO

Introduction to Course Listings

Courses are listed 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, 2, 3 or 4 XXX" will be used for the course number, with the proposed number in parenthesis (for example, ENC 1XXX (1222)).

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 General Education unless they are completed with a "C" or higher.

Please check the online 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=8 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.

BACCALAUREATE LEVEL COURSES

- BUL 3130** **Legal and Ethical Environment of Business** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- DSC 3079** **Foundations of Public Safety** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- DSC 4034** **Security & Emergency Communications** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- DSC 4710** **Capstone Experience: Public Safety Administration** (BAS)
3 credits (3 lecture hours)
Prerequisite: MAN 4120
- FIN 3400** **Principles of Financial Management** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- GEB 3213** **Business Writing** (BAS)
3 credits (3 lecture hours)
Prerequisites: ENC1102 or ENC1122; admission to the BAS Supervision and Management program or consent of the department
- GEB 3375** **Foundations of International Business** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- GEB 4113** **Entrepreneurship** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- GEB 4891** **Strategic Management & Decision Making** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- GEB 4935** **Capstone Experience: Business Administration** (BAS)
3 credits (3 lecture hours)
Prerequisite: MAN4120
- HSA 3110** **Health Care Organization & Management** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision & Management Program or consent of the department
- HSA 3160** **Health Care Marketing** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision & Management Program or consent of the department
- HSA 4109** **Principles of Managed Care** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision & Management Program or consent of the department
- HSA 4421** **Legal Aspects & Legislation in Health Care** (BAS)
3 credits (3 lecture hours)
Prerequisite: BUL 3130
- HSA 4553** **Ethics in Health Care** (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision & Management Program or consent of the department

- HSA 4938 Capstone Experience: Health Administration (BAS)**
3 credits (3 lecture hours)
Prerequisite: MAN 4120
- HSC 4500 Epidemiology (BAS)**
3 credits (3 lecture hours)
Prerequisite: HSA3110
- ISM 4011 Management Information Systems (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- MAN 3025 Administrative Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- MAN 3240 Organizational Theory and Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: MAN3025
- MAN 3301 Human Resources Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- MAN 4120 Leadership Challenges and Supervision (BAS)**
3 credits (3 lecture hours)
Prerequisite: MAN3240
- MAN 4162 Customer Relations for Business (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- MAN 4401 Labor Relations Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: MAN3301
- MAN 4504 Operational Decision Making (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- MAR 4802 Marketing For Managers (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- PAD 4393 Critical Incident Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- PAD 4426 Public Sector Labor Relations (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
- PAD 4442 Public Safety Community Relations (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision & Management Program or consent of the department
- PAD 4604 Regulatory Policy Administrative Law for the Public Sector (BAS)**
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision & Management Program or consent of the department

ASSOCIATE AND PSAV LEVEL COURSES

- ACG 2022 Financial Accounting (AA)**
4 credits (4 lecture hours)
- ACG 2071 Managerial Accounting (AA)**
3 credits (3 lecture hours)
Prerequisite: ACG 2022
- ACG 2100 Intermediate Accounting (AS)**
3 credits (3 lecture hours)
Prerequisite: ACG 2071
- ACG 2360 Cost Accounting (AS)**
3 credits (3 lecture hours)
Prerequisite: ACG 2071
- 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)**
350 clock hours
- ACR 0934 R Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year) (PSAV)**
475 clock hours

ACR 0935 R	Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year-Summer) (PSAV) 350 clock hours	AER 0299	Automotive Automatic Transmissions and Transaxles (PSAV) 150 clock hours Prerequisite: AER0080 or AER0940
ACR 0936 R	Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year) (PSAV) 475 clock hours	AER 0399	Automotive Manual Transmissions and Transaxles (PSAV) 150 clock hours Prerequisite: AER0080 or AER0940
ACR 0937 R	Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year-Summer) (PSAV) 350 clock hours	AER 0499	Automotive Steering and Suspension (PSAV) 150 clock hours Prerequisite: AER0006
ACR 0940	Air Conditioning and Refrigeration Apprenticeship I (PSAV) 72 clock hours	AER 0599	Automotive Brake Systems (PSAV) 150 clock hours Prerequisite: AER0006
ACR 0941	Air Conditioning and Refrigeration Apprenticeship 2 (PSAV) 72 clock hours	AER 0691	Automotive Electrical and Electronic Systems I (PSAV) 150 clock hours Prerequisite: AER0006
ACR 0942	Air Conditioning and Refrigeration Apprenticeship 3 (PSAV) 72 clock hours	AER 0692	Automotive Electrical and Electronic Systems 2 (PSAV) 150 clock hours Prerequisite: AER0691
ACR 0943	Air Conditioning and Refrigeration Apprenticeship 4 (PSAV) 72 clock hours	AER 0759	Automotive Heating and Air Conditioning (PSAV) 150 clock hours Prerequisite: AER0080 or AER0940
ACR 0944	Air Conditioning and Refrigeration Apprenticeship 5 (PSAV) 72 clock hours	AER 0891	Automotive Engine Performance I (PSAV) 150 clock hours Prerequisite: AER0080 or AER0940
ACR 0945	Air Conditioning and Refrigeration Apprenticeship 6 (PSAV) 72 clock hours	AER 0892	Automotive Engine Performance 2 (PSAV) 150 clock hours Prerequisite: AER0891
ACR 0946	Air Conditioning and Refrigeration Apprenticeship 7 (PSAV) 72 clock hours	AER 0940	Automotive Services Field Work Experience (PSAV) 75 clock hours Prerequisites: Instructor permission required; AER0006
ACR 0947	Air Conditioning and Refrigeration Apprenticeship 8 (PSAV) 72 clock hours	AMH 2010	United States History to 1865 (AA) 3 credits (3 lecture hours) Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart) before enrolling in this General Education course (*)
ACR 0961	HVAC/R Field Work Experience I (PSAV) 75 clock hours	AMH 2010	Honors United States History to 1865 (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)
ACR 0962	HVAC/R Field Work Experience 2 (PSAV) 75 clock hours	AMH 2020	United States History from 1865 to Present (AA) 3 credits (3 lecture hours) (*)
ACR 0963	Field Work in HVAC/R 3 (PSAV) 120 clock hours Prerequisite: ACR0816	AMH 2020	Honors United States History from 1865 to Present (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)
ACR 0964	Field Work in HVAC/R 4 (PSAV) 120 clock hours Prerequisite: ACR0710 or ACR0963	AMH 2091	African-American History (AA) 3 credits (3 lecture hours)
AER 0006	Introduction to Automotive Services (PSAV) 150 clock hours	AML 2010	American Literature to 1865 (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121(*)
AER 0033	Applied Academics for Automotive Technicians (PSAV) 75 clock hours Prerequisite: AER0006		
AER 0080	Workplace Skills for Automotive Technicians (PSAV) 75 clock hours Prerequisite: AER0006		
AER 0199	Automotive Engine Repair (PSAV) 150 clock hours Prerequisite: AER0006		

- AML 2010 Honors American Literature to 1865 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121 and admission to the Honors College (*)
- AML 2020 American Literature after 1865 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121(*)
- AML 2020 Honors American Literature after 1865 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121 and admission to the Honors College (*)
- 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 (*)
- AML 2660 Jewish American Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: A grade of C or above in ENC1101 or its equivalent.
- AMT 1933 Airframe and Power Plant Certification (AS)**
24 credits (24 lecture hours)
Prerequisite: Verification of Airframe and Power Plant Certification
- 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)**
3 credits (3 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: ARC 1301C, ARC 1701;
Corequisite: ARC 2201
- 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: ARC 1301C; Corequisite: ARC 1302C
- ARC 2303C Architectural Design III (AA)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC1302C, ARC2201 (or ARC2212)
Corequisite: ARC 2461
- 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: ARC 2302
- ARC 2501 Structures (AA)**
3 credits (3 lecture hours)
Prerequisite: MAC 2233

ARR 0011	Introduction to Collision Repair (PSAV) 120 clock hours	ART 1301C	Drawing II (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1201C and ART 1300C
ARR 0020	Collision Estimating (PSAV) 120 clock hours	ART 1750C	Ceramics I (AA) 3 credits (2 lecture hours, 2 lab hours)
ARR 0101	Collision Repair and Refinishing (PSAV) 120 clock hours	ART 1751C	Ceramics II (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1750C
ARR 0102	Collision Repair and Refinishing - Intermediate (PSAV) 120 clock hours	ART 2330C	Life Drawing (AA) 3 credits (2 lecture and 2 lab hours)
ARR 0103	Collision Repair and Refinishing - Advanced (PSAV) 120 clock hours	ART 2500C	Painting I (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART1201C and ART1300C
ARR 0121	Automotive Refinishing (PSAV) 120 clock hours	ART 2501C	Painting II (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 2500C
ARR 0122	Automotive Refinishing-Intermediate (PSAV) 120 clock hours	ART 2502C	Figure Painting (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART2330c
ARR 0123	Automotive Refinishing-Advanced (PSAV) 120 clock hours	ART 2600C	Digital Imagery for the Fine Artist (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1201C
ARR 0241	Automotive Body Repair (PSAV) 120 clock hours	ASC 1101	Aero-Navigation (AS) 3 credits (3 lecture hours) Prerequisite: ATT 1100
ARR 0242	Automotive Body Repair-Intermediate (PSAV) 120 clock hours	ASC 1210	Aero-Meteorology (AS) 3 credits (3 lecture hours)
ARR 0243	Automotive Body Repair-Advanced (PSAV) 80 clock hours	ASC 1310	Aero-Safety and Regulations (AS) 3 credits (3 lecture hours)
ARR 0313	Frame and Body Repair (PSAV) 120 clock hours	ASC 1640	Propulsion Systems (AS) 3 credits (3 lecture hours) Prerequisites: MAC1105, PHY1001
ART 1201C	Design Fundamentals (AA) 3 credits (2 lecture hours, 2 lab hours)	ASC 2550	Aerodynamics (AS) 3 credits (3 lecture hours) Prerequisite: ATT 1100
ART 1203C	Three-Dimensional Design (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C and ART 1300C	AST 1002	Descriptive Astronomy (AA) 3 credits (3 lecture hours) (*)
ART 1205C	Color Design (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C and ART 1300C	AST 1003	Planetary Astronomy (AA) 3 credits (3 lecture hours) (*)
ART 1300C	Drawing I (AA) 3 credits (2 lecture hours, 2 lab hours)	AST 1004	Stellar and Galactic Astronomy (AA) 3 credits (3 lecture hours) (*)
		ATF 1100	Private Pilot Flight I (AS) 2 credits (2 lecture hours) Prerequisite: FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines); Corequisite: ATT1100
		ATF 1101	Private Pilot Flight 2 (AS) 1 credit (1 lecture hour) Prerequisites: ATF1100 and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)
		ATF 1105	Intermediate Flight Lab Helicopter (AS) 1 credit (2 lab hours) Prerequisite: ATF1140

- ATF 1120 Private Pilot Flight 3 (AS)**
1 credit (1 lecture hour)
Prerequisites: ATF1100 and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)
- ATF 1140 Flight - Private Helicopter (AS)**
4 credits (4 lecture hours)
Corequisite: ATT1100
- ATF 1150A-E Flight Lab I (AS)**
1 credit (.2 credits - 10 lab contact hours)
Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)
- ATF 1602 Flight Simulator (AS)**
3 credits (3 lab hours)
- ATF 2200 Commercial Pilot Flight I (AS)**
1 credit (1 lecture hour)
Prerequisite: ATF2304 (or FAA Private Pilot's License with Instrument Rating verified by program manager) and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical required to fly for the airlines); Corequisite: ATT2110
- ATF 2210 Commercial Pilot Flight 2 (AS)**
1 credit (1 lecture hour)
Prerequisites: ATF2200, FAA Private Pilot's License with Instrument Rating, and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)
- 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 2250A-B Flight Lab 2 (AS)**
1 credit (.5 CREDITS - 20 lab contact hours)
Prerequisites: ATF1150 A-E, FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)
- ATF 2300 Instrument Rating Flight I (AS)**
1 credit (1 lecture hour)
Prerequisites: ATF1120 (or FAA Private Pilot License verified by program manager) and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical required to fly for the airlines); Corequisites: ATF1602, ATT2120
- ATF 2302 Instrument Rating Flight 2 (AS)**
1 credit (1 lecture hour)
Prerequisite: ATF2300
- ATF 2304 Instrument Rating Flight 3 (AS)**
1 credit (1 lecture hour)
Prerequisite: ATF2300
- ATF 2340 Flight - Instrument Helicopter (AS)**
3 credits (3 lecture hours)
Prerequisites: ATF1140, ATF1602, 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 Flight Instructor (Initial CFI) Flight (AS)**
2 credits (2 lab hours)
Prerequisites: ATF2210 (or FAA Commercial Pilot License verified by program manager) and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical required to fly for the airlines); Corequisite: ATT2131
- ATF 2510 Flight Instructor Multi-Engine (MEI) Flight (AS)**
1 credit (1 lab hour)
Prerequisites: ATF2500, FAA Commercial Pilot License, and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines); Corequisite: ATT2131
- ATF 2530 Flight Instructor Instrument (CFI-I) Flight (AS)**
1 credit (1 lab hour)
Prerequisites: ATF2500, FAA Commercial Pilot License, and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines); 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 2691A-E Instrument Refresher Simulator Laboratory (AS)**
1 credit (2 credits times five modules equals hour 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: ATT 1100
- ATT 2120 Instrument Ground School (AS)**
3 credits (3 lecture hours)
Prerequisite: ATT 1100
- ATT 2131 Flight Instructor Ground School (AS)**
3 credits (3 lecture hours)
Prerequisite: ATT2110
- AVM 2010 Aerospace and Air Travel (AS)**
3 credits (3 lecture hours)
Prerequisite: ATT 1100 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 1 (PSAV)**
72 clock hours
- BCA 0102 Bricklayer Apprenticeship 2 (PSAV)**
72 clock hours
- BCA 0103 Bricklayer Apprenticeship 3 (PSAV)**
72 clock hours
- BCA 0104 Bricklayer Apprenticeship 4 (PSAV)**
72 clock hours

BCA 0105	Bricklayer Apprenticeship 5 (PSAV) 72 clock hours	BCA 0352	Apprenticeship in Residential Wiring III (Second Year - Second Course) (PSAV) 72 clock hours
BCA 0106	Bricklayer Apprenticeship 6 (PSAV) 72 clock hours	BCA 0353	Apprenticeship in Electrical Wiring IV (Second Year - Second Course) (PSAV) 72 clock hours
BCA 0111 R	Bricklayer Apprenticeship Co-op I (First Year) (PSAV) 475 clock hours	BCA 0354	Apprenticeship in Electrical Wiring V (Third Year - First Course) (PSAV) 72 clock hours
BCA 0112 R	Bricklayer Apprenticeship Co-op II (First Year - Summer) (PSAV) 350 clock hours	BCA 0355	Apprenticeship in Electrical Wiring VI (Third Year - Second Course) (PSAV) 72 clock hours
BCA 0113 R	Bricklayer Apprenticeship Co-op III (Second Year) (PSAV) 475 clock hours	BCA 0356	Apprenticeship in Electrical Wiring VII (PSAV) 72 clock hours
BCA 0114 R	Bricklayer Apprenticeship Co-op IV (Second Year - Summer) (PSAV) 350 clock hours	BCA 0357	Apprenticeship in Electrical Wiring VIII (Fourth Year-Second Course) (PSAV) 72 clock hours
BCA 0115 R	Bricklayer Apprenticeship Co-op V (Third Year) (PSAV) 475 clock hours	BCA 0358 R	Electrical Apprenticeship Co-op I (PSAV) 475 clock hours
BCA 0116 R	Bricklayer Apprenticeship Co-op VI (Third Year - Summer) (PSAV) 350 clock hours	BCA 0359 R	Electrical Apprenticeship Co-op II (PSAV) 350 clock hours
BCA 0271	Roofing Apprenticeship 1 (PSAV) 72 clock hours	BCA 0361 R	Electrical Apprenticeship Co-op III (PSAV) 475 clock hours
BCA 0272	Roofing Apprenticeship 2 (PSAV) 72 clock hours	BCA 0362 R	Electrical Apprenticeship Co-op IV (PSAV) 350 clock hours
BCA 0273	Roofing Apprenticeship 3 (PSAV) 72 clock hours	BCA 0364 R	Electrical Apprenticeship Co-op V (PSAV) 475 clock hours
BCA 0274	Roofing Apprenticeship 4 (PSAV) 72 clock hours	BCA 0365 R	Electrical Apprenticeship Co-op VI (PSAV) 350 clock hours
BCA 0280 R	Roofing Apprenticeship Co-op I (PSAV) 475 clock hours	BCA 0367 R	Electrical Apprenticeship Co-op VII (PSAV) 475 clock hours
BCA 0281 R	Roofing Apprenticeship Co-op 2 (1st Year Summer Semester) (PSAV) 350 clock hours	BCA 0368 R	Electrical Apprenticeship Co-op VIII (PSAV) 350 clock hours
BCA 0282 R	Roofing Apprenticeship Co-op 3 (2nd Year, First Semester) (PSAV) 475 clock hours	BCA 0450	Plumber Apprenticeship I (First Year-Term A) (PSAV) 72 clock hours
BCA 0283 R	Roofing Apprenticeship Co-op 4 (2nd Year, Summer Semester) (PSAV) 350 clock hours	BCA 0451	Plumber Apprenticeship II (First Year - Term B) (PSAV) 72 clock hours
BCA 0340	Electrical Apprenticeship IX (PSAV) 72 clock hours	BCA 0452	Plumber Apprenticeship III (Second Year - Term A) (PSAV) 72 clock hours
BCA 0341	Electrical Apprenticeship X (PSAV) 72 clock hours	BCA 0453	Plumber Apprenticeship IV (Second Year - Term B) (PSAV) 72 clock hours
BCA 0345 R	Electrical Apprenticeship Co-op IX (PSAV) 475 clock hours	BCA 0454	Plumber Apprenticeship V (Third Year - Term A) (PSAV) 72 clock hours
BCA 0346 R	Electrical Apprenticeship Co-op X (PSAV) 350 clock hours	BCA 0455	Plumber Apprenticeship VI (Third Year - Term B) (PSAV) 72 clock hours
BCA 0350	Apprenticeship in Residential Wiring I (First Year - First Course) (PSAV) 72 clock hours	BCA 0456	Plumber Apprenticeship VII (Fourth Year - Term A) (PSAV) 72 clock hours
BCA 0351	Apprenticeship in Residential Wiring II (First Year - Second Course) (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 Coop I** (PSAV)
475 clock hours
- BCA 0481 R Fire Sprinkler Apprentice Coop II** (PSAV)
350 clock hours
- BCA 0482 R Fire Sprinkler Apprentice Coop III** (PSAV)
475 clock hours
- BCA 0483 R Fire Sprinkler Apprentice Coop IV** (PSAV)
350 clock hours
- BCA 0484 R Fire Sprinkler Apprentice Coop V** (PSAV)
475 clock hours
- BCA 0485 R Fire Sprinkler Apprentice Coop VI** (PSAV)
350 clock hours
- BCA 0486 R Fire Sprinkler Apprentice Coop VII** (PSAV)
475 clock hours
- BCA 0487 R Fire Sprinkler Apprentice Coop VIII** (PSAV)
350 clock hours
- BCA 0550 Carpentry Apprenticeship I** (PSAV)
72 clock hours
- BCA 0551 Carpentry Apprenticeship 2** (PSAV)
72 clock hours
- BCA 0552 Carpentry Apprenticeship 3** (PSAV)
72 clock hours
- BCA 0553 Carpentry Apprenticeship 4** (PSAV)
72 clock hours
- BCA 0554 Carpentry Apprenticeship 5** (PSAV)
72 clock hours
- BCA 0555 Carpentry Apprenticeship 6** (PSAV)
72 clock hours
- BCA 0556 Carpentry Apprenticeship 7** (PSAV)
72 clock hours
- BCA 0557 Carpentry Apprenticeship 8** (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 1210 Building Construction Materials & Methods I** (AS)
3 credits (3 lecture 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 Building Construction Materials & Methods 2** (AS)
3 credits (3 lecture hours)
Prerequisite: BCN1210

- 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: BCN2081C
- 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: BOT 1010L (*)
- BOT 1010L General Botany I Laboratory (AA)**
1 credit (2 lab hours)
Corequisite: BOT 1010 (*)
- BOT 2000 Plant Physiology (AS)**
3 credits (3 lecture hours)
- BSC 1005 Concepts in Biology (AA)**
3 credits (3 lecture hours) (*)
- BSC 1005 Honors Concepts in Biology (AA)**
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College (*)
- BSC 1005L Concepts in Biology Laboratory (AA)**
1 credit (2 lab hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course. (*)
- BSC 1010 Principles of Biology I (AA)**
3 credits (3 lecture hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC1010L (*)
- BSC 1010L Principles of Biology I Laboratory (AA)**
1 credit (3 lab hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC1010 (*)
- BSC 1011 Principles of Biology II (AA)**
3 credits (3 lecture hours)
Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011L (*)
- BSC 1011L Principles of Biology II Lab (AA)**
1 credit (3 lab hours)
Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011 (*)
- 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 Laboratory (AA)**
1 credit (3 lab hours)
Prerequisite: Acceptance to the Honors College and Specific Course Application Process
- BSC 2085 Anatomy and Physiology I (AA)**
3 credits (3 lecture hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC2085L (*)
- BSC 2085L Anatomy and Physiology I Lab (AA)**
1 credit (3 lab hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC2085 (*)
- BSC 2086 Anatomy and Physiology II (AA)**
3 credits (3 lecture hours)
Prerequisite: BSC 2085, BSC 2085L;
Corequisite: BSC 2086L (*)
- BSC 2086L Anatomy and Physiology II Lab (AA)**
1 credit (3 lab hours)
Prerequisites: BSC 2085 and BSC 2085L;
Corequisite: BSC 2086 (*)
- BSC 2416C Introduction to Tissue Culture Laboratory (AA)**
2 credits (1 lecture hour, 3 lab hours)
Prerequisites: BSC2421, BSC2421L
- BSC 2420 Biotechnology I (AA)**
3 credits (3 lecture hours)
Prerequisites: BSC2421;
Corequisite: CHM1045 and CHM1045L
- BSC 2420L Biotechnology I Laboratory (AA)**
2 credits (6 lab hours)
Prerequisites: BSC2421L;
Corequisite: BSC2420, CHM1045, CHM1045L
- BSC 2421 Introduction to Biotechnology (AA)**
3 credits (3 lecture hours)
Corequisite: BSC2421L
- BSC 2421 Honors Introduction to Biotechnology (AA)**
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College;
Corequisite: BSC2421L
- BSC 2421L Introduction to Biotechnology Laboratory (AA)**
2 credits (6 lab hours)
Corequisite: BSC2421
- BSC 2426C Introduction to Biotechnology Instrumentation Laboratory (AA)**
2 credits (1 lecture hour, 3 lab hours)
Prerequisites: BSC2421, BSC2421L
- 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)**
2 credits (6 lab hours)
Prerequisites: BSC2420L, CHM1045, CHM1045L;
Corequisites: BSC2427, CHM1046, CHM1046L
- BSC 2432 Introduction to Bioinformatics (AA)**
1 credit (1 lecture hour)
Prerequisites: BSC2421, BSC2421L
- 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 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 1618 Criminal Psychology (AA)**
3 credits (3 lecture hours)
- CCJ 2002 Juvenile Delinquency (AA)**
3 credits (3 lecture hours)
- CDO 0100 Commercial Drivers License Preparation (CDL A) (PSAV)**
334 clock hours
Prerequisite: Candidate screening by National Training, Inc.
- CET 2XXXC (2121C) Microprocessors 2 (AS)**
3 credits (2 lecture hours, 2 lab hours)
- CET 2123C Microprocessors I (AS)**
3 credits (2 lecture hours, 2 lab hours)
- CGS 1030 PC Starter (AS)**
1 credit (1 lecture hour)
- CGS 1100 Microcomputer Applications (AA)**
3 credits (3 lecture hours)
- CGS 1100 Honors Microcomputer Applications (AA)**
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College
- 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 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)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course (*)
- CHM 1020L Principles of Chemistry Laboratory (AA)**
1 credit (2 lab hours)
Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course 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: MAT 1033; Corequisites: CHM 1045L and MAC 1105 (*)
- CHM 1045 Honors General Chemistry I (AA)**
3 credits (3 lecture hours)
Prerequisites: MAT 1033 and admission to the Honors College; Corequisites: CHM 1045L and MAC 1105 (*)
- CHM 1045L General Chemistry I Laboratory (AA)**
1 credit (3 lab hours)
Corequisite: CHM 1045 (*)
- 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: CHM 1045 and CHM 1045L; Corequisite: CHM 2210L
- CHM 2210L Organic Chemistry I Laboratory (AA)**
1 credit (4 lab hours)
Prerequisites: CHM 1045 and CHM 1045L; Corequisite: CHM 2210
- CHM 2211 Organic Chemistry II (AA)**
3 credits (3 lecture hours)
Prerequisite: CHM 2210; Corequisite: CHM 2211L
- CHM 2211L Organic Chemistry II Laboratory (AA)**
1 credit (4 lab hours)
Prerequisites: CHM 2210 and 2210L; Corequisite: CHM 2211

CIS 2321	Systems and Applications (AS) 3 credits (3 lecture hours) Corequisite: CGS1100	CJE 1300	Police Administration I (AA) 3 credits (3 lecture hours)
CIS 2513	Information Technology Project Management (AS) 3 credits (3 lecture hours) Prerequisite: CGS1100	CJE 1301	Police Administration II (AA) 3 credits (3 lecture hours)
CJB 1465	Injury and Death Investigation (AS) 3 credits (3 lecture hours) Corequisites: CJB1711, CJB1712	CJE 1711	Criminal Justice Capstone Course (AS) 4 credits (4 lecture hours) Prerequisites: CCJ1010, CCJ1020, CGS1100; Corequisite: CJE1300
CJB 1711	Introduction to Crime Scene Technology (AS) 3 credits (3 lecture hours) Corequisites: CJB1465 and CJB1712	CJE 2600	Criminal Investigation (AA) 3 credits (3 lecture hours)
CJB 1712	Crime Scene Photography I (AS) 3 credits (3 lecture hours) Corequisites: CJB1465 and CJB1711	CJK 0007	Introduction to Law Enforcement (PSAV) 11 clock hours
CJB 1721	Advanced Crime Scene Technology (AS) 3 credits (3 lecture hours) Prerequisites: CJB1465, CJB1711 and CJB1712	CJK 0008	Legal (PSAV) 69 clock hours
CJB 1722	Crime Scene Photography 2 (AS) 3 credits (3 lecture hours) Prerequisite: CJB1465, CJB1711 and CJB1712	CJK 0011	Human Issues (PSAV) 40 clock hours
CJB 2703	Crime Scene Safety (AS) 2 credits (2 lecture hours) Prerequisites: CJB1721, CJB1722 and CJB2735	CJK 0017	Communications (PSAV) 76 clock hours
CJB 2704	Courtroom Presentation of Scientific Evidence (AS) 3 credits (3 lecture hours) Prerequisite: CJB2703	CJK 0020	CMS Law Enforcement Vehicle Operations (PSAV) 48 clock hours
CJB 2713	Introduction to Forensic Science (AA) 3 credits (3 lecture hours)	CJK 0031	CMS First Aide For Criminal Justice Officers (PSAV) 40 clock hours
CJB 2735	Fingerprint Classification (AS) 3 credits (3 lecture hours) Prerequisites: CJB1465, CJB1711 and CJB1712	CJK 0040	Criminal Justice Firearms (PSAV) 80 clock hours
CJB 2736	Latent Fingerprint Development (AS) 3 credits (3 lecture hours) Prerequisite: CJB2703	CJK 0051	Criminal Justice Defensive Tactics (PSAV) 80 clock hours
CJB 2748	Biological Evidence (AS) 2 credits (2 lecture hours) Prerequisite: CJB2703	CJK 0061	Patrol I (PSAV) 58 clock hours
CJC 2162	Principles of Probation and Parole (AA) 3 credits (3 lecture hours)	CJK 0062	Patrol 2 (PSAV) 40 clock hours
CJD 0750	Interpersonal Skills 2 - Corrections (PSAV) 50 clock hours	CJK 0071	Criminal Investigations (PSAV) 56 clock hours
CJD 0772	Criminal Justice Communications - Corrections (PSAV) 42 clock hours	CJK 0076	Crime Scene Investigations (PSAV) 24 clock hours
CJD 0773	Interpersonal Skills I - Corrections (PSAV) 62 clock hours	CJK 0081	Traffic Stops (PSAV) 48 clock hours
CJD 1933	Applied Corrections Officer Competencies (AS) 19 credits (19 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	CJK 0086	Traffic Crash Investigations (PSAV) 32 clock hours
		CJK 0096	Criminal Justice Officer Physical Fitness Training (LE) (PSAV) 60 clock hours Prerequisite: Physical exam and completion of form CJSTC-75B by a licensed medical doctor
		CJK 0102	Corrections Operations (PSAV) 64 clock hours
		CJK 0270	Criminal Justice Legal I (PSAV) 46 clock hours CJK 0271 Criminal Justice Legal 2 (PSAV) 22 clock hours

CJK 0202	Crossover CMS Law Enforcement to Traditional Corrections Introduction (PSAV) 29 clock hours <i>Prerequisites: Traditional or CMS Law Enforcement Training Program; Corrections BAT test score of 70</i>	CNT 2401	Computer Network Security Policy Development (ATC) 2 credits (2 lecture hours) <i>Prerequisites: CIS A.S. Degree and experience and/or knowledge of CEN2522 and CEN2705</i>
CJK 0203	Crossover CMS Law Enforcement to Traditional Corrections Interpersonal Skills (PSAV) 30 clock hours <i>Prerequisites: Traditional or CMS Law Enforcement Training Program; Corrections BAT test score of 70</i>	CNT 2402	Implementing and Administering Network Security (AS) 3 credits (3 lecture hours) <i>Prerequisite: CGS1100</i>
CJK 0212	Crossover Correctional to CMS Law Enforcement High Liability (PSAV) 8 clock hours <i>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.</i>	CNT 2404	Network Attacks and Introduction to TCP/IP Security (ATC) 3 credits (3 lecture hours) <i>Prerequisite: CNT2407</i>
CJK 0221	Correctional Crossover to Law Enforcement Introduction and Legal (PSAV) 47 clock hours	CNT 2405	Intrusion Detection Systems, Countermeasures and PKI (ATC) 3 credits (3 lecture hours) <i>Prerequisite: CNT2404</i>
CJK 0222	Correctional Crossover to Law Enforcement Communications (PSAV) 56 clock hours	CNT 2407	Information Security Implementation and Standards (ATC) 2 credits (2 lecture hours) <i>Pre-requisites: CIS A.S. Degree and CNT2401</i>
CJK 0223	Correctional Crossover to Law Enforcement Human Issues (PSAV) 32 clock hours	CNT 2700	TCP/IP and Network Administration (AA) 3 credits (3 lecture hours) <i>Prerequisite: CNT2000 or CTS1110</i>
CJK 0280	Criminal Justice Officer Physical Fitness Training CMS (Corrections) (PSAV) 40 clock hours <i>Prerequisite: Physical exam and completion of form CJSTC-75B by a licensed medical doctor</i>	COP 1002	Introduction to Programming Logic (AA) 3 credits (3 lecture hours) <i>Prerequisite or corequisite: CGS1100</i>
CJK 0422	Dart Firing Stun Gun (PSAV) 8 clock hours	COP 1220	Introduction to Programming in C (AA) 3 credits (3 lecture hours) <i>Prerequisites: COP1002</i>
CJK 0480	Emergency Preparedness (PSAV) 26 clock hours	COP 1332	Visual Basic Programming (AA) 3 credits (3 lecture hours) <i>Prerequisite: COP1002</i>
CJK 1933	Applied Law Enforcement Officer Competencies (AS) 22 credits (22 lecture hours) <i>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</i>	COP 2334	Programming in C++ (AA) 3 credits (3 lecture hours) <i>Prerequisite: COP1002</i>
CJL 1062	Introduction to Constitutional Law (AA) 3 credits (3 lecture hours)	COP 2700	Data Structures (SQL) (AA) 3 credits (3 lecture hours) <i>Prerequisite: COP1002</i>
CJL 2100	Criminal Law (AA) 3 credits (3 lecture hours)	COP 2800	Programming in Java (AA) 3 credits (3 lecture hours) <i>Prerequisite: COP1220 or COP2334</i>
CJL 2130	Laws of Evidence (AA) 3 credits (3 lecture hours)	COP 2805	Advanced Java Programming (AA) 3 credits (3 lecture hours) <i>Prerequisite: COP2800</i>
CJL 2403	Law of Arrest, Search, and Seizure (AA) 3 credits (3 lecture hours)	COP 2822	Web Page Design (AA) 3 credits (3 lecture hours) <i>Prerequisite: CGS2555 or ART1201C, ART1300C, GRA2100C (or GRA 2131C) and ART1205C</i>
CLP 2001	Personality Development and Adjustment (AA) 3 credits (3 lecture hours) <i>Prerequisite: PSY2012</i>	COP 2831	Advanced Web Page Applications (XML and JavaScript) (AA) 3 credits (3 lecture hours) <i>Prerequisite: COP2822 or COP1220</i>
CNT 2000	Network Technologies (AA) 3 credits (3 lecture hours) <i>Corequisite: CGS1100</i>	COP 2838	Advanced Visual Basic.NET (AA) 3 credits (3 lecture hours) <i>Prerequisite: COP1332</i>

COP 2840	Server-Side Programming (AA) 3 credits (3 lecture hours) Prerequisites: COP1002 and one of the following: COP1220, COP1332, COP2334, COP2800, or COP2831	CTS 2320	Wide Area Networks (AA) 3 credits (3 lecture hours) Prerequisite: CNT2000 or CTS1110
COS 0200	Cosmetology I - Introduction (PSAV) 120 clock hours	CTS 2334	Local Area Networks (AA) 3 credits (3 lecture hours) Prerequisite: CNT2000 or CTS1110
COS 0301	Cosmetology II - Haircutting (PSAV) 120 clock hours	CTS 2651	CISCO 2 (Router Technology) (AS) 3 credits (3 lecture hours) Prerequisites: CTS1650
COS 0400	Cosmetology III - Styling (PSAV) 120 clock hours	CTS 2652	CISCO 3 (Advanced Router Technology) (AS) 3 credits (3 lecture hours) Prerequisites: CTS2651
COS 0600	Cosmetology V - Chemicals (PSAV) 120 clock hours	CTS 2653	CISCO 4 (Project Based Learning) (AS) 3 credits (3 lecture hours) Prerequisites: CTS2652
COS 0700	Cosmetology VI - Haircolor (PSAV) 120 clock hours	DEA 0130	Related Dental Theory (PSAV) 32 clock hours
COS 0870	Cosmetology IV - Salon Management (PSAV) 120 clock hours	DEA 0153	Dental Psychology and Communication (PSAV) 32 clock hours
CPO 2002	Comparative Governments (AA) 3 credits (3 lecture hours) Prerequisites: POS1001 or POS1041 or permission of instructor	DEA 0800	Clinical Practice I (PSAV) 32 clock hours Recommended prerequisites: DES1200, DES1200L; Corequisite: DEA0800L
CRW 2001	Creative Writing (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121	DEA 0800L	Clinical Practice I Lab (PSAV) 128 clock hours
CRW 2100	Introduction to Fiction Writing (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121	DEA 0801	Clinical Practice 2 (PSAV) 32 clock hours Corequisite: DEA0801L
CSP 0010	Manicuring, Pedicuring, and Nail Extensions (PSAV) 120 clock hours	DEA 0801L	Clinical Practice 2 Lab (PSAV) 256 clock hours
CSP 0011	Salon Practice Lab II (PSAV) 120 clock hours	DEA 0850	Dental Assisting Clinical Practice 3 (PSAV) 16 clock hours
CSP 0013	Nail Specialist (PSAV) 240 clock hours	DEA 0850L	Clinical Practice 3 Lab (PSAV) 128 clock hours Corequisite: DEA0850
CSP 0240	Facials (PSAV) 120 clock hours	DEA 0940L	Dental Practicum I Laboratory (PSAV) 24 clock hours
CSP 0260	Facial Specialist (PSAV) 260 clock hours	DEA 0941L	Dental Practicum 2 Laboratory (PSAV) 96 clock hours
CSP 0300	Salon Practice Lab I (PSAV) 120 clock hours	DEH 1003	Dental Hygiene Instrumentation (AS) 1 credit (1 lecture hour) Recommended prerequisites: DES1800, DES1800L; Corequisite: DEH1003L
CTS 1110	Microcomputer Operating Systems (AS) 3 credits (3 lecture hours) Prerequisite: CGS1100 or OST1831	DEH 1003L	Dental Hygiene Instrumentation Lab (AS) 2 credits (6 lab hours) Recommended prerequisites: DES1800, DES1800L; Corequisite: DEH1003
CTS 1150	Computer Maintenance and Repair (AS) 3 credits (3 lecture hours)	DEH 1130	Oral Embryology and Histology (AS) 1 credit (1 lecture hour) Recommended prerequisite: DES1020
CTS 1650	CISCO I (Networking Essentials) (AS) 3 credits (3 lecture hours) Prerequisites: CTS1150 or CompTIA A+ Certification	DEH 1800	Dental Hygiene I (AS) 1 credit (1 lecture hour) Corequisite: DEH1800L
CTS 2106	UNIX Operating System (AA) 3 credits (3 lecture hours) Prerequisite: CGS1100		
CTS 2301	UNIX Installation and Administration Using LINUX (AS) 3 credits (3 lecture hours) Prerequisite: CGS1100		

DEH 1800L	Dental Hygiene I Lab (AS) 4 credits (12 clinical hours) Corequisite: DEH1800	DES 1100L	Dental Materials Lab (AS) 1 credit (2 lab hours) Corequisite: DES1100
DEH 1802	Dental Hygiene II (AS) 1 credit (1 lecture hour) Corequisite: DEH1802L	DES 1200	Dental Radiology (AS) 2 credits (2 lecture hours) Corequisite: DES1200L
DEH 1802L	Dental Hygiene II Lab (AS) 1 credit (3 clinical hours) Corequisite: DEH1802	DES 1200L	Dental Radiology Lab (AS) 1 credit (2 lab hours) Corequisite: DES1200
DEH 1811	Dental Ethics and Jurisprudence (AS) 1 credit (1 lecture hour)	DES 1600	Office Emergencies (AS) 1 credit (1 lecture hour)
DEH 2300	Pharmacology (AS) 2 credits (2 lecture hours) Recommended prerequisites: BSC 2085/2085L, BSC 2086/2086L, MCB 2010/2010L, CHM1020	DES 1800	Introduction to Clinical Procedures (AS) 3 credits (3 lecture hours) Corequisite: DES1800L
DEH 2400	General and Oral Pathology (AS) 2 credits (2 lecture hours)	DES 1800L	Introduction to Clinical Procedures Lab (AS) 1 credit (2 lab hours) Corequisite: DES1800
DEH 2602	Periodontology (AS) 2 credits (2 lecture hours) Recommended prerequisites: DEH1800C, DEH1802C; Recommended corequisite: DEH2804C	DES 1830	Expanded Functions Lecture (AS) 1 credit (1 lecture hour) Corequisite: DES1830L
DEH 2701	Community Dentistry (AS) 2 credits (2 lecture hours)	DES 1830L	Expanded Functions Laboratory (AS) 1 credit (2 lab hours) Corequisite: DES1830
DEH 2702L	Community Dentistry Practicum (AS) 1 credit (2 lab hours) Prerequisite: DEH2701	DES 1840	Preventive Dentistry (AS) 2 credits (2 lecture hours)
DEH 2804	Dental Hygiene III (AS) 1 credit (1 lecture hour) Corequisite: DEH2804L	DES 2502	Office Management (AS) 1 credit (1 lecture hour)
DEH 2804L	Dental Hygiene III Lab (AS) 4 credits (1 lecture hour) Corequisite: DEH2804	DIM 0004	Introduction to Diesel Mechanics (PSAV) 120 clock hours
DEH 2806	Dental Hygiene IV (AS) 1 credit (1 lecture hour) Corequisite: DEH2806L	DIM 0006	Introduction to Diagnosis and Repair (PSAV) 120 clock hours
DEH 2806L	Dental Hygiene IV Lab (AS) 5 credits (15 clinical hours) Corequisite: DEH2806	DIM 0007	Braking Systems (PSAV) 120 clock hours
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	DIM 0008	Advanced Braking Systems (PSAV) 120 clock hours
DEH 2934	Compromised Patient (AS) 1 credit (1 lecture hour) Recommended Prerequisites: DES1840; Recommended corequisites: DEH2603, DEH2804C	DIM 0014	Basic Engine Systems and Applied Academics (PSAV) 120 clock hours
DEP 2004	Human Growth and Development (AA) 3 credits (3 lecture hours)	DIM 0103	Diesel Preventive Maintenance (PSAV) 120 clock hours
DEP 2102	Child Growth and Development (AA) 3 credits (3 lecture hours) Prerequisite: PSY2012	DIM 0104	Advanced Diesel Preventive Maintenance (PSAV) 120 clock hours
DES 1020	Dental Anatomy (AS) 3 credits (3 lecture hours)	DIM 0106	Hydraulic Systems (PSAV) 120 clock hours
DES 1100	Dental Materials (AS) 2 credits (2 lecture hours) Corequisite: DES1100L	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	ECO 2023	Principles of Microeconomics (AA) 3 credits (3 lecture hours)
DIM 0303	Maintenance and Repair of Electrical Systems (PSAV) 120 clock hours	ECS 2955	Comparative Economics-Travel Study (AA) 3 credits (3 lecture 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)	ECS 2956	International Current Business Practices (AA) 3 credits (3 lecture hours)
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 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 1949C	Co-op: Education I (AA) 3 credits (1 lecture hour, 10 lab 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 2005	Foundations in Education (AA) 3 credits (3 lecture hours)
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	EDF 2085	Teaching Diverse Populations (AA) 3 credits (3 lecture hours)
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	EDF 2949C	Co-op Education II (AA) 3 credits (1 lecture hour, 10 lab hours) Prerequisite: EDF1949C
EAP 1620	Advanced Reading (Prep) 3 institutional credits (3 lecture hours) Prerequisite: CPT score of 69-82 or successful completion of EAP1520; Corequisite: SLS1501	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 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	EDG 1315	Education Practicum II (AS) 3 credits (15 lab hours) Prerequisites: EDG1314
ECO 2013	Principles of Macroeconomics (AA) 3 credits (3 lecture hours) Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education Course (*)	EDP 2002	Introduction to Educational Psychology (AA) 3 credits (3 lecture hours) Prerequisite: PSY2012 or permission of the instructor
		EEC 1001	Introduction to Early Childhood Education (AA) 3 credits (3 lecture hours)
		EEC 1003	Introduction to School Age Child (AS) 3 credits (3 lecture hours)
		EEC 1006	Montessori Philosophy (AS) 3 credits (3 lecture hours)
		EEC 1010	Montessori Sciences (AS) 1 credit (1 lecture hour)
		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) <i>3 credits (3 lecture hours)</i>	EEC 2532	Montessori Curriculum 2 (AS) <i>5 credits (5 lecture hours)</i> <i>Prerequisites: EEC 1006, EEC2530, EEC2531 (with a minimum grade of "C" or higher); Corequisite: EEC2533 (with a minimum grade of "C" or higher)</i>
EEC 1309	Introduction to High/Scope (AS) <i>3 credits (3 lecture hours)</i>	EEC 2533	Montessori Observation and Overview 2 (AS) <i>1 credit (1 lecture hour)</i> <i>Prerequisites: EEC1006, EEC2530, EEC2531 (with a minimum grade of "C"); Corequisite: EEC2532 (with a minimum grade of "C")</i>
EEC 1311	Early Childhood Science, Social Studies and Math (AS) <i>3 credits (3 lecture hours)</i>	EEC 2710	Conflict Resolution in Early Childhood (AS) <i>3 credits (3 lecture hours)</i>
EEC 1312	Early Childhood Fine Arts & Movement (AS) <i>3 credits (3 lecture hours)</i>	EEC 2734	Health, Safety, and Nutrition for the Young Child (AS) <i>3 credits (3 lecture hours)</i>
EEC 1316	Montessori Fine Arts and Movement (AS) <i>1 credit (1 lecture hour)</i>	EEC 2940	Montessori Teaching Practicum I (AS) <i>3 credits (20 lab hours)</i> <i>Prerequisites: EEC2532 and EEC2533 (with a minimum grade of "C")</i>
EEC 1522	Infant/Toddler Environments (AS) <i>3 credits (3 lecture hours)</i>	EEC 2941	Montessori Teaching Practicum II (AS) <i>3 credits (20 lab hours)</i> <i>Prerequisite: EEC2940</i>
EEC 1523	Overview of Child Care Center Management (AS) <i>3 credits (3 lecture hours)</i>	EET 1015C	DC Circuits (AS) <i>4 credits (3 lecture hours, 2 lab hours)</i> <i>Corequisites: MAT1033</i>
EEC 1526	Montessori Interpersonal Communication and Administration (AS) <i>1 credit (1 lecture hour)</i>	EET 1025C	AC Circuits (AS) <i>4 credits (3 lecture hours, 2 lab hours)</i> <i>Prerequisites: EET1015 and EET1015L or EET1015C and MAT1033</i>
EEC 1601	Observation and Assessment in Early Childhood (AS) <i>3 credits (3 lecture hours)</i>	EET 1215	Introduction to Electronics (AS) <i>3 credits (3 lecture hours)</i>
EEC 1603	Positive Guidance and Behavior Management in School Age Child Care (AS) <i>3 credits (3 lecture hours)</i> <i>Prerequisite: EEC1003</i>	EET 1531	Power Plant Science (AS) <i>3 credits (3 lecture hours)</i>
EEC 2002	Child Care and Education Organization Leadership Management (AS) <i>3 credits (3 lecture hours)</i>	EET 2121C	Electronics I (AS) <i>4 credits (3 lecture hours, 2 lab hours)</i> <i>Prerequisites: EET1025 and EET1025L or EET1025C</i>
EEC 2201	Developing Curriculum for Infants and Toddlers (AS) <i>3 credits (3 lecture hours)</i>	EET 2122C	Electronics II (AS) <i>4 credits (3 lecture hours, 2 lab hours)</i> <i>Prerequisites: EET2121 and EET2121L or EET2121C</i>
EEC 2202	Child Care and Education Programming (AS) <i>3 credits (3 lecture hours)</i>	EET 2515C	DC and AC Motors and Generators (AS) <i>4 credits (3 lecture hours, 2 lab hours)</i> <i>Prerequisites: EET1025 and EET 1025L or EET1025C</i>
EEC 2230	Montessori Classroom Leadership (AS) <i>1 credit (1 lecture hour)</i> <i>Corequisite: EEC2940 (with a minimum grade of C)</i>	EET 2930	Special Topics in Electrical Engineering (AS) <i>3 credits (3 lecture hours)</i>
EEC 2271	Teaching Children with Special Needs (AS) <i>3 credits (3 lecture hours)</i>	EGN 1002C	Introduction to Engineering (AA) <i>3 credits (2 lecture hours, 2 lab hours)</i> <i>Corequisite: MAC1105</i>
EEC 2407	Social-Emotional Growth and Socialization in Infants and Toddlers (AS) <i>3 credits (3 lecture hours)</i>	EME 2040	Introduction to Educational Technology (AA) <i>3 credits (3 lecture hours)</i>
EEC 2521	Child Care and Education Financial and Legal Issues (AS) <i>3 credits (3 lecture hours)</i>	EMS 1119	Emergency Medical Technician Basic (Lecture) (AS) <i>6 credits (6 lecture hours)</i> <i>Prerequisites: Limited Access program application, Red Cross or AHA BLS for Health Care Provider (CPR); Corequisites: EMS1119L and EMS1431</i>
EEC 2530	Montessori Curriculum I (AS) <i>5 credits (5 lecture hours)</i> <i>Prerequisites or Corequisites: EEC1006, EEC1531 (with a grade of C or higher)</i>		
EEC 2531	Montessori Observation and Overview I (AS) <i>1 credit (1 lecture hour)</i> <i>Corequisites: EEC1006 and EEC2530 (with a minimum grade of C)</i>		

EMS 1119L	Emergency Medical Technician Basic Laboratory (AS) 3 credits (6 lab hours) Corequisites: EMS1119, EMS1431	ENC 1141	Writing About Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)
EMS 1431	EMT-Basic Hospital and Field Experience (AS) 2 credits (6 clinical hours) Corequisites: EMS1119, EMS1119L	ENC 1141	Honors Writing About Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
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	ENC 1210	Technical Communication (AS) 3 credits (3 lecture hours) Prerequisite: ENC0010 or adequate score on the placement exam
EMS 2621C	Paramedic 2 (AS) 12 credits (9 lecture hours, 6 lab hours) Prerequisites: EMS2620C, EMS2664; Corequisite: EMS2665	ENL 2012	English Literature Before 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)
EMS 2622C	Paramedic 3 (AS) 5 credits (3 lecture hours, 4 lab hours) Prerequisites: EMS2621C, EMS2665; Corequisite: EMS2658	ENL 2012	Honors English Literature Before 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
EMS 2658	Paramedic Clinical 3 (AS) 2 credits (6 clinical hours) Prerequisites: EMS2621C, EMS2665; Corequisite: EMS2622C	ENL 2022	English Literature After 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)
EMS 2659	Paramedic Field Internship (AS) 1 credit (8 clinical hours) Corequisites: EMS2622C, EMS2658	ENL 2022	Honors English Literature After 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
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	EPI 0001	Classroom Management (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
EMS 2665	Paramedic Clinical 2 (AS) 6 credits (12 clinical hours) Prerequisites: EMS2620C, EMS2664; Corequisite: EMS2621C	EPI 0002	Instructional Strategies (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
ENC 0001	College Prep English I (Prep) 3 institutional credits (3 lecture hours) Corequisite: SLS1501	EPI 0003	Educational Technology (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
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	EPI 0004	The Teaching and Learning Process (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
ENC 1101	College Composition I (AA) 3 credits (3 lecture hours) Prerequisite: ENC0010 or adequate score on placement exam (*)	EPI 0010	Foundations of Research-Based Practices in Reading (IC) 3 credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
ENC 1102	College Composition II (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)	EPI 0020	Professional Foundations (IC) 2 credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0940
ENC 1121	Honors College Composition I (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	EPI 0030	Diversity in the Classroom (IC) 2 credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0945
ENC 1122	Honors College Composition 2 (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	EPI 0940	Field Experience 1 (IC) 1 credits (1 clinical hour) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0020
		EPI 0945	Field Experience 2 (IC) 1 credits (1 clinical hour) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0030

ESC 1000	Earth Science (AA) 3 credits (3 lecture hours) (*)	EVR 2940	Cooperative Work Experience-Environmental Science (AA) 4 credits (32 lab hours)
EST 1572	Power Plant Fundamentals (AS) 3 credits (3 lecture hours)	EVS 2015	Writing for Science (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101
EST 2520	Process Measurement Fundamentals (AS) 3 credits (3 lecture hours)	EVS 2020	Scientific Monitoring and Data Methods (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101
EST 2530C	Process Control Technology (AS) 3 credits (2 lecture hours, 2 lab hours)	EVS 2193C	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)
EST 2700C	Fluid and Pneumatic Controls (AS) 3 credits (2 lecture, 2 lab hours)	EVS 2870C	Wildlife Ecology (AA) 4 credits (3 lecture hours, 2 lab hours) Prerequisite: BSC1050
ETC 1202	Construction Documents (AS) 3 credits (3 lecture hours) Prerequisite: BCN2253C	FFP 0020	Fire Fighter (PSAV) 450 clock hours
ETD 1102C	Introduction to Technical Drawing (AS) 3 credits (2 lecture hours, 2 lab hours)	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
ETD 1320C	Introduction to Computer Drafting (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ETD1102C	FFP 1301	Fire Hydraulics (AS) 3 credits (3 lecture hours)
ETD 2352C	Modeling in 3-D (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ETD1320C, ETD2350C	FFP 1302	Fire Apparatus and Equipment (AS) 3 credits (3 lecture hours) Prerequisite: FFP1301
ETI 1000	Industrial Tools and Equipment (AS) 3 credits (3 lecture hours)	FFP 1505	Fire Prevention (AS) 3 credits (3 lecture hours)
ETI 1446	Project Management (AS) 3 credits (3 lecture hours) Prerequisite: CSG1100 or permission of department chairperson	FFP 1540	Private Fire Protection Systems (AS) 3 credits (3 lecture hours)
ETI 1701	Environmental Health and Safety (AS) 3 credits (3 lecture hours)	FFP 1820	Basic Emergency Planning Concepts (AS) 3 credits (3 lecture hours)
ETI 1933	Applied Technologies (AS) 24 credits (24 lecture hours) Prerequisite: The successful completion of Trade and Industrial Apprenticeships or PSAV programs and 12 credits completed toward the Industrial (Operations) Management AAS degree	FFP 1822	Emergency Management Systems Principles and Practices (Introduction to Emergency Management) (AS) 3 credits (3 lecture hours)
ETI 2941	EPT Internship (6 credits) (AS) 6 credits (30 lab hours)	FFP 1824	Basic Incident Management System I-200 (AS) 1 credit (1 lecture hour)
ETI 2942	EPT Internship (3 credits) (AS) 3 credits (15 lab hours)	FFP 1825	Intermediate Incident Management System I-300 (AS) 1 credit (1 lecture hour) Prerequisite: FFP1824
EVR 1007	Florida's Environmental History (AA) 3 credits (3 lecture hours)	FFP 1830	Hazards Analysis and Impacts (AS) 3 credits (3 lecture hours)
EVR 2266	Survey of Environmental Mapping/GIS/Remote Sensing (AA) 3 credits (3 lecture hours)	FFP 1832	Emergency Response to Terrorism (AS) 1 credit (1 lecture hour)
EVR 2266	Honors Survey of Environmental Mapping/GIS/Remote Sensing (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College	FFP 1841	Business Contingency Planning (AS) 3 credits (3 lecture hours)
EVR 2858	Environmental Law (AA) 3 credits (3 lecture hours)	FFP 1882	Emergency Operations Center (EOC) Operations and Design (AS) 3 credits (3 lecture hours)

FFP 2111	Fire Chemistry (AS) 3 credits (3 lecture hours)	FFP 2810	Firefighting Strategy and Tactics I (AS) 3 credits (3 lecture hours)
FFP 2120	Building Construction Fire Protection (AS) 3 credits (3 lecture hours)	FFP 2811	Firefighting Strategy and Tactics 2 (AS) 3 credits (3 lecture hours) Prerequisite: FFP2810
FFP 2401	Hazardous Materials for Emergency Operations (AS) 3 credits (3 lecture hours)	FFP 2840	Emergency Response and Recovery Operations (AS) 3 credits (3 lecture hours)
FFP 2402	Hazardous Materials for Emergency Operations II (AS) 3 credits (3 lecture hours) Prerequisites: FFP 2111, FFP 2401 and must be a firefighter with documentation	FFP 2842	Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation (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	FFP 2880	Emergency Management Public Policy, Relations and Education (AS) 3 credits (3 lecture hours)
FFP 2510	Related Fire Codes and Standards (AS) 3 credits (3 lecture hours)	FIL 1456C	Production Design (AS) 3 credits (2 lecture hours, 2 lab hours)
FFP 2521	Blueprint Reading and Plan Examination (AS) 3 credits (3 lecture hours)	FIL 1461C	Cinematography (AS) 3 credits (2 lecture hours, 2 lab 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 1490C	Acting for Film I (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2000 or special permission of the department chairperson.
FFP 2604	Fire Investigation and Arson Detection (AS) 3 credits (3 lecture hours)	FIL 1518C	Lighting and Grip (AS) 3 credits (2 lecture hours, 2 lab hours)
FFP 2606	Post Blast Investigations (AS) 3 credits (3 lecture hours) Prerequisites: Student must be a certified Fire Inspector 1	FIL 2000	Film Appreciation (AA) 3 credits (3 lecture hours)
FFP 2610	Fire Investigation: Origin And Cause (AS) 3 credits (3 lecture hours)	FIL 2002	Introduction to Film Studies (AA) 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	FIL 2031	Film History to the 1940s (AA) 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	FIL 2032	Film History since the 1940s (AA) 3 credits (3 lecture hours)
FFP 2706	Public Information Officer (AS) 3 credits (3 lecture hours)	FIL 2100	Screenwriting (AS) 3 credits (3 lecture hours)
FFP 2720	Company Officer & Leadership (AS) 3 credits (3 lecture hours) Prerequisite: Must be a firefighter with documents	FIL 2130	Advanced Screenwriting (AS) 3 credits (3 lecture hours) Prerequisite: FIL2100
FFP 2740	Fire Service Course Delivery (AS) 3 credits (3 lecture hours)	FIL 2361C	Directing and Producing for Broadcast and Documentary Production (AS) 4 credits (3 lecture hours, 2 lab hours) Prerequisites: FIL1518C, FIL2537C, FIL2571C, RTV1100C, RTV1201C; Corequisite: RTV2245C or RTV2333C
FFP 2741	Fire Service Course Design (AS) 3 credits (3 lecture hours) Prerequisite: FFP 2740	FIL 2420C	Motion Picture Production I (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: FIL1461C, FIL1518C, FIL2000, FIL2537C, FIL2571C; Corequisites: FIL2100, FIL2480C
FFP 2770	Legal And Ethical Issues for the Fire Service (AS) 3 credits (3 lecture hours)	FIL 2425C R	Feature Film Production Projects (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2432C
FFP 2780	Fire Service Administration (AS) 3 credits (3 lecture hours)		

FIL 2432C	Motion Picture Production 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: FIL2420C, FIL2538C, FIL2561C	FSS 1221C	Quantity Food Production I (AS) 4 credits (2 lecture hours, 4 lab hours) Prerequisite: FSS1210C, or FSS1220 and FSS1220L
FIL 2480C	Directing for Film (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: FIL1461C, FIL1518C, FIL2000, FIL2537C, FIL2571C; Corequisites: FIL2420C	FSS 2105	Purchasing for the Hospitality Industry (AS) 3 credits (3 lecture hours)
FIL 2488C	Directing for Actors (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL1490C	FSS 2242C	International Foods (AS) 3 credits (1 lecture hour, 4 lab hours) Prerequisites: FOS1201, FSS1220, FSS1220L, FSS1221C
FIL 2491C	Acting for Film 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL1490C	FSS 2500	Food and Beverage Cost Control (AS) 3 credits (3 lecture hours)
FIL 2537C	Introduction to Sound (AS) 3 credits (2 lecture hours, 2 lab hours)	GCO 2230	Pumping and Irrigation Systems (AS) 3 credits (3 lecture hours)
FIL 2538C	Advanced Sound for Film (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2537C	GCO 2405	Advanced Turf Culture (AS) 3 credits (3 lecture hours) Prerequisite: ORH2220 recommended
FIL 2561C	Advanced Editing (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2571C	GEA 1000	Principles of Geography and Conservation (AA) 3 credits (3 lecture hours) Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Admissions, Placement Test Scores chart.) before enrolling in this General Education course(*)
FIL 2571C	Introduction to Editing (AS) 3 credits (2 lecture hours, 2 lab hours)	GEB 1011	Introduction to Business (AA) 3 credits (3 lecture hours)
FIL 2671C	Feature Film Post-Production and Marketing (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2425C	GER 1120	Elementary German I (AA) 4 credits (4 lecture hours) (*)
FIL 2910	Independent Project in Motion Picture and Television Production (AS) 3 credits (6 lab hours)	GER 1121	Elementary German II (AA) 4 credits (4 lecture hours) Prerequisite: GER1120 or equivalent (*)
FIL 2930	Topics in Film Studies (AS) 3 credits (3 lecture hours) Prerequisites: FIL2000, FIL2002	GER 2210	Intermediate German Readings and Conversation I (AA) 3 credits (3 lecture hours) Prerequisite: GER1121 Elementary German II
FIL 2941	Motion Picture Production Internship I (AS) 1 credit (8 lab hours) Prerequisite: FIL2420C	GEY 2000	Gerontology (AA) 3 credits (3 lecture hours)
FIL 2952	Portfolio Preparation (AS) 2 credits (2 lecture hours)	GLY 1000	Descriptive Geology (AA) 3 credits (3 lecture hours) (*)
FIN 2100	Personal Finance (AS) 3 credits (3 lecture hours)	GLY 2030C	Environmental Geology (AA) 3 credits (2 lecture hours, 2 lab hours)
FOS 1201	Food Service Sanitation (AS) 2 credits (2 lecture hours)	GRA 1190C	Graphic Design I (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and ART1300C
FRE 1120	Elementary French I (AA) 4 credits (4 lecture hours) (*)	GRA 1530C	Typography (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART1201C
FRE 1121	Elementary French II (AA) 4 credits (4 lecture hours) Prerequisite: FRE1120 or equivalent (*)	GRA 2100C	Introduction to Macintosh Graphics (AS) 3 credits (2 lecture hours, 2 lab hours) Pre/Corequisites: ART1210C, ART1300C
FSS 1220	Professional Cooking (AS) 2 credits (2 lecture hours) Prerequisite or corequisite: FOS1201; Corequisite: FSS1220L		
FSS 1220L	Professional Cooking Lab (AS) 1 credit (2 lab hours) Corequisite: FSS1220		

GRA 2121C QuarkXPress I (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2100C or department chairperson's permission required	HCP 0300 Home Health Aide (PSAV) 50 clock hours
GRA 2122C QuarkXPress 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2121C or permission of department chair	HCP 0620 Patient Care Assistant (PSAV) 75 clock hours
GRA 2131C Multimedia Graphics (AS) 3 credits (3 lecture hours, 2 lab hours) Prerequisites: ART1201C and ART1300C	HEV 0106 10-Hour Infant/Toddler Appropriate Practices (PSAV) 10 clock hours
GRA 2132C Multimedia Design (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C	HEV 0114 Rules & Regulations for Center-Based (PSAV) 6 clock hours
GRA 2136C Multimedia Video Editing (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C	HEV 0118 Rules & Regulations for Family Childcare (PSAV) 6 clock hours
GRA 2144C Graphic Web Design (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C	HEV 0123 10-Hour Special Needs Appropriate Practices (PSAV) 10 clock hours
GRA 2151C Illustrator 1 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2100C or permission of department chair	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
GRA 2152C Illustrator 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2151C or permission of department chair	HEV 0131 Early Childhood Professional Certificate (ECPC) Module 2 (PSAV) 40 clock hours Prerequisite: HEV0130
GRA 2156C Photoshop 1 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2100C or permission of department chair	HEV 0132 Early Childhood Professional Certificate (ECPC) Module 3 (PSAV) 42 clock hours Prerequisite: HEV0131
GRA 2157C Photoshop 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2156C	HEV 0167 10-Hour Preschool Appropriate Practices (PSAV) 10 clock hours
GRA 2160C Multimedia Animation (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C	HEV 0198 10-HR School Age Appropriate Practices (PSAV) 10 clock hours
GRA 2171C Portfolio Composition (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2191C	HEV 0803 Part 1 - School Age Program Certification (PSAV) 28 clock hours
GRA 2191C Graphic Design 2 (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA1190C, GRA2100C or instructor permission required	HEV 0804 Part 2 - Foundations of Advancing Youth Development (AYD) Principles (PSAV) 12 clock hours
GRA 2722C Dreamweaver (AS) 3 credits (3 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C	HFT 1000 Introduction to the Hospitality Business (AS) 3 credits (3 lecture hours)
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	HFT 1313 Hospitality Property Management (AS) 3 credits (3 lecture hours)
HCP 0120 Nursing Assistant (PSAV) 75 clock hours	HFT 1630 Management of Security in Hospitality Business (AS) 3 credits (3 lecture hours)
	HFT 1850C Dining Room Management (AS) 3 credits (2 lecture hours, 4 lab hours)
	HFT 2220 Personnel Management Practices (AS) 3 credits (3 lecture hours)
	HFT 2410 Hotel-Motel Front Office and Procedures (AS) 3 credits (3 lecture hours)
	HFT 2510 Sales Promotion and Advertising in Hotels and Food Service (AS) 3 credits (3 lecture hours)
	HFT 2600 Hospitality Industry Law (AS) 3 credits (3 lecture hours)

HIM 0001	Health Information Management (ATD) 90 clock hours Prerequisites: HSC0003, OTA0100	HIM 1442C	Pharmacology for Health Information Management (AS) 2 credits (1 lecture hour, 2 lab hours) Prerequisites: BSC2086, BSC2086L
HIM 0030	Fundamentals of Medical Transcription (ATD) 140 clock hours Prerequisites: MEA0230, OTA0100, PRN0022	HIM 1800C	Acute Care Professional Practices (AS) 3 credits (1 lecture hour and 3 clinical hours) Prerequisite: Program Manager Permission
HIM 0060	Medical Transcription I (ATD) 140 clock hours Prerequisites: HIM0030, HIM0439	HIM 2222C	Medical Coding I (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: HIM1282C, HIM1433C
HIM 0062	Medical Transcription 2 (ATD) 140 clock hours Prerequisites: HIM0001, HIM0060	HIM 2253C	Medical Coding 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: HIM1442C, HIM2222C
HIM 0220	Medical Coding I (ATD) 120 clock hours Prerequisites: HIM0280, OTA0100	HIM 2272C	Medical Reimbursement and Revenue (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: HIM1282C
HIM 0250	Medical Coding 2 (ATD) 120 clock hours Prerequisites: HIM0220	HIM 2304C	Health Information Department Management (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: HIM2272C, HIM2510C
HIM 0263	Professional Skills for the Medical Transcriptionist (ATD) 90 clock hours Prerequisites: MEA0230, OTA0100, PRN0022	HIM 2510C	Healthcare Data Analysis (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: HIM1210C, STA2023
HIM 0270	Insurance Billing and Claims (ATD) 95 clock hours Prerequisites: HIM0280, OTA0100	HIM 2810L	Advanced Coding Practicum (AS) 1 credit (8 clinical hours) Prerequisite: Permission of Program Manager
HIM 0280	Fundamentals of Medical Coding (ATD) 75 clock hours Prerequisites: MEA0230, PRN0022	HIM 2826L	Alternative Care Professional Practice (AS) 1 credit (8 clinical hours) Prerequisite: Permission of Program manager
HIM 0439	Pathophysiology and Pharmacology for Health Professions (ATD) 90 clock hours Prerequisites: MEA0230, PRN0022	HLP 1080	Physical Fitness I (AA) 1 credit (2 lab hours)
HIM 0812	Medical Transcription Externship (ATD) 148 clock hours Prerequisites: HIM0062 and HIM0263	HLP 1083	Essentials of Wellness I (AA) 1 credit (1 lecture hour)
HIM 0812L	Advanced Coding Practicum (ATD) 108 clock hours Prerequisites: HIM0001, HIM0250, HIM0270	HLP 1087	Essentials of Wellness II (AA) 1 credit (1 lecture hour) Prerequisite: HLP1083
HIM 1000C	Introduction to Health Information Management (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: CGS1100, HSC2531	HLP 1088	Essential of Wellness III (AA) 1 credit (1 lecture hour) Prerequisite: HLP1087
HIM 1012C	Health Information Law, Ethics, and Compliance (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: HIM1000C, MAN2021	HOS 1010	Introduction to Horticulture (AS) 3 credits (3 lecture hours)
HIM 1210C	Health Information System (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: CGS1100, MAN2021	HSC 0003	Health Care Concepts (PSAV) 78 clock hours
HIM 1282C	Fundamentals of Medical Coding (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: BSC2086, BSC2086L, HSC2531	HSC 0003L	Health Care Concepts Laboratory (PSAV) 12 clock hours
HIM 1433C	Pathophysiology for Health Information Management (AS) 2 credits (1 lecture hour, 2 lab hours) Prerequisites: BSC2086, BSC2086L	HSC 1010	Introduction to Developmental Concepts for Health Care Providers (AS) 2 credits (2 lecture hours)
		HSC 1101	Contemporary Issues in Health (AA) 3 credits (3 lecture hours) (*)
		HSC 1101	Honors Contemporary Issues in Health (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)
		HSC 2100	Health Concepts and Strategies (AA) 3 credits (3 lecture hours) (*)

HSC 2100	Honors Health Concepts and Strategies (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	IDH 2105	Honors Knowledge through the Ages (AA) 3 credits (3 lecture hours) Prerequisites: ENC1101 (or ENC1121) and admission to the Honors College
HSC 2130	Human Sexuality Education (AA) 3 credits (3 lecture hours)	IDH 2911	Introduction to the Honors Research (AA) 3 credits (3 lecture hours) Prerequisites: Admission to the Honors College
HSC 2140	Drug Education (AA) 3 credits (3 lecture hours)	IND 1233C	Design Studio I (AS) 4 credits (3 lecture hours, 2 lab hours) Corequisite: IND1401C
HSC 2204	Community Health Education (AA) 3 credits (3 lecture hours) Prerequisite: HSC2100 recommended (*)	IND 1234C	Design Studio 2 (AS) 4 credits (3 lecture hours, 2 lab hours) Prerequisite: IND1233C
HSC 2531	Medical Terminology (AA) 3 credits (3 lecture hours)	IND 1401C	Technical Design I (AS) 3 credits (2 lecture hours, 2 lab hours)
HUN 1201	Elements of Nutrition (AA) 3 credits (3 lecture hours) (*)	IND 1935	Building and Barrier Free Codes (AS) 3 credits (3 lecture hours) Prerequisite: IND1233C
HUN 1201	Honors Elements of Nutrition (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	IND 2100	History of Interiors I (AS) 3 credits (3 lecture hours)
HUN 1501	Community Nutrition (AA) 3 credits (3 lecture hours) Prerequisite: HUN1201	IND 2130	History of Interiors II (AS) 3 credits (3 lecture hours)
HUS 1620	Principles and Best Practices in Afterschool Programs (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
HUS 1640	Principles of Youth Work (AS) 3 credits (3 lecture hours)	IND 2203C	Advanced Kitchen and Bath Design (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: IND2202C
HUS 1001	Introduction to Human Services (AA) 3 credits (3 lecture hours)	IND 2237C	Design Studio 3 (AS) 4 credits (3 lecture hours, 2 lab hours) Prerequisites: IND1234C and IND2424C
HUS 1200	Principles of Group Dynamics (AS) 3 credits (3 lecture hours) Prerequisite: PSY2012	IND 2238C	Design Studio 4 (AS) 4 credits (3 lecture hours, 2 lab hours) Prerequisite: IND2237C
HUS 1302	Counseling and Interviewing (AS) 3 credits (3 lecture hours) Prerequisite: PSY2012	IND 2307C	Interior Design Graphics (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: IND1401C
HUS 1424	Counseling the Chemically Dependent Person (AS) 3 credits (3 lecture hours)	IND 2408C	CAD Kitchen and Bath (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: IND2460C
HUS 1850	Fieldwork in Human Services I (AS) 3 credits (3 lecture hours) Prerequisite: HUS1302 or HUS1200 or HUS2308; Corequisite: HUS1850L	IND 2420	Materials, Estimating and Specifications (AS) 3 credits (3 lecture hours)
HUS 1850L	Fieldwork in Human Services I Internship (AS) 3 credits (9 lab hours) Prerequisite: HUS1302 or HUS1200 or HUS2308; Corequisite: HUS1850	IND 2424C	Technical Design II (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: IND1401C
HUS 2308	Psychotherapy: Theory and Practice (AS) 3 credits (3 lecture hours) Prerequisite: PSY2012	IND 2429	Textiles for Interiors (AS) 3 credits (3 lecture hours) Prerequisites: IND1234C, IND2424C
HUS 2851	Fieldwork in Human Services II (AS) 2 credits (2 lecture hours) Prerequisite: HUS1850	IND 2432C	Interior Lighting (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: IND1234C, IND2424C
HUS 2851L	Fieldwork in Human Services II Internship (AS) 3 credits (9 lab hours) Prerequisite: HUS1100 or HUS1200 or HUS2520; Corequisite: HUS2851	IND 2460C	CAD for Interiors I (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: IND2424C

IND 2463C	CAD for Interiors 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: IND2460C	LIT 2110	Honors World Literature before the Renaissance (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
IND 2505	Professional Practices (AS) 3 credits (3 lecture hours)	LIT 2120	World Literature after the Renaissance (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121(*)
IND 2608C	Sustainable Design (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: IND1234C and IND2424C	LIT 2120	Honors World Literature after the Renaissance (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
IND 2941	Interior Design Internship (AS) 2 credits (10 lab hours) Prerequisite: IND1234C	LIT 2190	Introduction to Afro-Caribbean Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)
INR 2002	International Relations (AA) 3 credits (3 lecture hours) Prerequisites: POS1001 or POS1041 or permission of the instructor	LIT 2380	Women in Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)
IPM 1301	Pesticides (AS) 3 credits (3 lecture hours)	LIT 2380	Honors Women in Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
JOU 2103	Specialized News Writing (AA) 3 credits (3 lecture hours) Prerequisite: MMC1100 or permission of department chair; Corequisite: ENC1101 or ENC1121	MAC 1105	College Algebra (AA) 3 credits (3 lecture hours) Prerequisites: A grade of C or better in MAT1033 (*)
LDE 2000	Introduction to Landscape Design (AS) 3 credits (3 lecture hours)	MAC 1105	Honors College Algebra (AA) 3 credits (3 lecture hours) Prerequisites: A grade of C or better in MAT1033 and admission to the Honors College (*)
LDE 2403	Landscape Design II (AS) 3 credits (3 lecture hours) Prerequisite: ORH2830 recommended	MAC 1114	Trigonometry (AA) 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAC1140 or MAC1105 (*)
LDE 2510	Computer-Aided Landscape Design (AS) 3 credits (3 lecture hours) Prerequisite: ORH2830 recommended or consent of instructor	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 (*)
LIN 2740	Applied Linguistics (AA) 3 credits (3 lecture hours)	MAC 2233	Survey of Calculus (AA) 3 credits (3 lecture hours) Prerequisite: MAC1105 with a C or higher OR MAC1140 with a C or higher with scores of 72 and above (EA) and 75 and above (CLM) on the CPT (*)
LIS 1002	Introduction to the Research Process (AA) 1 credit (1 lecture hour)	MAC 2311	Calculus with Analytic Geometry I (AA) 4 credits (4 lecture hours) Prerequisite: A grade of C or better in MAC1140 and MAC1114 (*)
LIS 2004	Introduction to Internet Research (AA) 1 credit (1 lecture hour)	MAC 2312	Calculus with Analytic Geometry II (AA) 4 credits (4 lecture hours) Prerequisite: A grade of C or better in MAC2311 (*)
LIT 1050	Introduction to Literary Humor, from Ancient Times to the Present (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121	MAC 2313	Calculus with Analytic Geometry III (AA) 4 credits (4 lecture hours) Prerequisite: A grade of C or better in MAC2312 (*)
LIT 1370	The Bible as Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)	MAN 1949 A	Co-op: Business I (AS) 3 credits (1 lecture hour, 10 lab hours) Prerequisite: Instructor permission required.
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 (*)		

- 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 0230 Medical Terminology for Body Systems (PSAV)**
95 clock hours
- MEA 0234 Diseases, Disorders, and Treatment for Medical Assisting I (PSAV)**
120 clock hours
Prerequisite: MEA0310; Corequisite: MEA0334
- MEA 0237 Diseases, Disorders, and Treatment for Medical Assisting 2 (PSAV)**
120 clock hours
Prerequisites: MEA0234, MEA0334; Corequisites: MEA0258, MEA0322
- MEA 0242 Pharmacology for the Medical Assistant (PSAV)**
95 clock hours
Prerequisites: MEA0237, MEA0258, MEA0322;
Corequisites: MEA0254, MEA0520, MEA0540
- MEA 0254 Basic Medical Laboratory Techniques for the Medical Assistant (PSAV)**
50 clock hours
Prerequisites: MEA0237, MEA0258, MEA0322;
Corequisites: MEA0242, MEA0520, MEA0540
- MEA 0258 Radiology for the Medical Assistant (PSAV)**
50 clock hours
Prerequisites: MEA0234, MEA0334; Corequisites: MEA0237, MEA0322
- 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
- MEA 0322 Advanced Medical Office Procedures (PSAV)**
75 clock hours
Prerequisites: MEA0234, MEA0334; Corequisites: MEA0237, MEA0258
- MEA 0334 Medical Insurance and Coding (PSAV)**
75 clock hours
Prerequisite: MEA0310; Corequisite: MEA0234
- MEA 0520 Phlebotomy for the Medical Assistant (PSAV)**
75 clock hours
Prerequisites: MEA0237, MEA0258, MEA0322;
Corequisites: MEA0242, MEA0254, MEA0540
- MEA 0540 Electrocardiography for the Medical Assistant (PSAV)**
75 clock hours
Prerequisites: MEA0237, MEA0258, MEA0322;
Corequisites: MEA0242, MEA0254, MEA0520
- MEA 0801 Externship in Medical Assisting (PSAV)**
173 clock hours
Prerequisites: MEA0242, MEA0254, MEA0520, MEA0540
- 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 (*)
- 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
INSERT MUSIC COURSE LISTINGS
- 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
- 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 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
- MUN 1120R Concert Band (AA)**
1 credit (2 lab hours)
- MUN 1310R Concert Chorus (AA)**
1 credit (3 lab hours)
- MUN 1430R Brass Ensemble (AA)**
1 credit (2 lab hours)
- MUN 1492R Guitar Ensemble (AA)**
1 credit (2 lab hours)
- MUN 1710AR 12 O'clock Jazz Band (R) (AA)**
1 credit (3 lab hours)
- MUN 1710BR Jazz Trombone Ensemble (R) (AA)**
1 credit (2 lab hours)
- MUN 1710 C/MUN 2710 C Jazz Combo (R) (AA)**
1 credit (3 lab hours)
Prerequisite to MUN 1710 C R: Audition required;
Prerequisite to MUN 2710 C R: Two semesters of MUN 1710 C R 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 R: Two semesters of MUN 1710 D R and required audition
- MUN 1710 E/MUN 2710 E Jazz Guitar Ensemble (R) (AA)**
1 credit (2 lab hours)
Prerequisite to MUN 2710 E R: Two semesters of MUN 1710 E R and required audition
- MUN 1720R Troubadours (AA)**
1 credit (3 lab hours)
- MUN 2510R Piano Vocal/Instrumental Accompanying (AA)**
1 credit (2 lab hours)
Prerequisite: Required audition;
Corequisite: MVK1311 R or MVK2321 R

MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA

(Freshman/Sophomore)

- 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 1241L** **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
- 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 special permission
- 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 (9) times for credit.

FALL/SPRING TERM I300/2300 SERIES**BRASSES - FRESHMAN LEVEL***2 credits (one hour per week)*

- MVB 1311R Trumpet (AA)**
Corequisite: MUN 1120 R
- MVB 1312R Horn (AA)**
Corequisite: MUN 1120 R
- MVB 1313R Trombone (AA)**
Corequisite: MUN 1120 R
- MVB 1314R Baritone Horn (AA)**
Corequisite: MUN 1120 R
- MVB 1315 R Tuba (AA)**
Prerequisite: Demonstrate acceptable skill level through audition; Corequisite: MUN 1120 R
- MVB 2321R Trumpet (AA)**
Prerequisite: 2 semesters of MVB1311 R with a grade of B or higher; Corequisite: MUN 1120 R
- MVB 2324R Baritone Horn (AA)**
Prerequisite: 2 semesters of MVB 1314 R with a grade of B or higher; Corequisite: MUN 1120 R

KEYBOARD - FRESHMAN LEVEL*2 credits (one hour per week)*

- MVK 1311R Piano (AA)**
- MVK 1314R Jazz Piano (AA)**

KEYBOARD - SOPHOMORE*2 credits (one hour per week)*

- MVK 2321R Piano (AA)**
Prerequisite: 2 semesters of MVK1311 R with a grade of B or higher
- MVK 2324R Jazz Piano (AA)**
Prerequisite: 2 semesters of MVK1314 R with a grade of B or higher

PERCUSSION - FRESHMAN LEVEL*2 credits (one hour per week)*

- MVP 1311R Percussion (AA)**
Corequisite: MUN 1120 R

PERCUSSION - SOPHOMORE LEVEL*2 credits (one hour per week)*

- MVP 2321R Percussion (AA)**
Prerequisite: 2 semesters of MVP1311 R with a grade of B or higher; Corequisite: MUN 1120 R

FALL / SPRING TERM I300/2300 SERIES**STRINGS - FRESHMAN LEVEL***2 credits (one hour per week)*

- MVS 1314R String Bass (AA)**
- MVS 1316R Classical Guitar (AA)**
- MVS 1317R Bass Guitar (AA)**
- MVS 1318R Jazz Guitar (AA)**

STRINGS - SOPHOMORE LEVEL*2 credits (one hour per week)*

- MVJ 2323R Jazz GuitaR (AA)**
Prerequisite: 2 semesters of MVS 1318 R with a grade of B or higher
- MVJ 2324R Bass GuitaR (AA)**
Prerequisite: 2 semesters of MVS 1317 R with a grade of B or higher
- MVS 2324R String Bass (AA)**
Prerequisite: 2 semesters of MVS 1314 R with a grade of B or higher
- MVS 2326R Classical GuitaR (AA)**
Prerequisite: 2 semesters of MVS1316 R with a grade of B or higher

VOICE - FRESHMAN LEVEL*2 credits (one hour per week)*

- MVV 1311R Voice (AA)**
*Prerequisite: MUN 1120 R;
Corequisites: MUN1310 R*

VOICE - SOPHOMORE LEVEL*2 credits (one hour per week)*

- MVV 2321R Voice (AA)**
*Prerequisite: 2 semesters of MVV 1311 R with a grade of B or higher plus MUN 1120 R;
Corequisites: MUN1310 R*

WOODWINDS - FRESHMAN LEVEL*2 credits (one hour per week)*

- MVW 1311R Flute (AA)**
Corequisite: MUN 1120 R
- MVW 1312R Oboe (AA)**
Corequisite: MUN 1120 R
- MVW 1313R Clarinet (AA)**
Corequisite: MUN 1120 R
- MVW 1314R Bassoon (AA)**
Corequisite: MUN 1120 R
- MVW 1315R Saxophone (AA)**
Corequisite: MUN 1120 R

WOODWINDS - SOPHOMORE LEVEL*2 credits (one hour per week)*

- MVW 2321R Flute (AA)**
Prerequisite: 2 semesters of MVW 1311 R with a grade of B or higher; Corequisite: MUN 1120 R with a grade of B or higher
- MVW 2323R Clarinet (AA)**
Prerequisite: 2 semesters of MVW 1313 R with a grade of B or higher; Corequisite: MUN 1120 R
- MVW 2325R Saxophone (AA)**
Prerequisite: 2 semesters of MVW 1315 R with a grade of B or higher; Corequisite: MUN 1120 R

**SUMMER A and SUMMER B TERMS
1200/2200 SERIES****APPLIED TRUMPET***(1 credit, one hour per week)*

- MVB 1211R** Applied Trumpet-Freshman Level (AA)
MVB 1212 R Applied Horn-Freshman Level (AA)
MVB 2221R Applied Trumpet-Sophomore Level (AA)
 Prerequisite: MVB 2321 R

APPLIED JAZZ PIANO, SECONDARY INSTRUMENT*(1 credit, one hour per week)*

- MVJ 1210R** Applied Jazz Piano-Freshman Level (AA)
MVJ 2220R Applied Jazz Piano-Sophomore Level (AA)
 Prerequisite: MVJ 2324 R

APPLIED JAZZ GUITAR*(1 credit, one hour per week)*

- MVJ 1213R** Applied Jazz Guitar-Freshman Level (AA)
MVJ 2223R Applied Jazz Guitar-Sophomore Level (AA)
 Prerequisite: MVS 2328 R

APPLIED PIANO, SECONDARY INSTRUMENT*(1 credit, one hour per week)*

- MVK 1211R** Applied Piano, Secondary Instrument -
Freshman Level (AA)
MVK 2221R Applied Piano, Secondary Instrument -
Sophomore Level (AA)
 Prerequisite: MVK 2321 R

APPLIED GUITAR*(1 credit, one hour per week)*

- MVS 1216R** Applied Guitar - Freshman (AA)
MVS 2226R Applied Guitar - Sophomore (AA)
 Prerequisite: MVS 2326 R

APPLIED VOICE*(1 credit, one hour per week)*

- MVV 1211R** Applied Voice - Freshman (AA)
MVV 2221R Applied Voice - Sophomore (AA)
 Prerequisite: MVV 2321 R

APPLIED FLUTE*(1 credit, one hour per week)*

- MVW 1211R** Applied Flute - Freshman (AA)
MVW 2221R Applied Flute - Sophomore (AA)
 Prerequisite: MVW 2321 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 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 AAS - Program Code A309)***NUR 2140 Pharmacology for Nursing (AS)***3 credits (3 lecture hours)**Corequisites: BSC2085/2085L, MCB2010/2010L***NUR 2261 Nursing III (AS)***6 credits (6 lecture hours)**Prerequisites: NUR1213, NUR1213L and NUR1214L
Corequisites: NUR2261L and PSY2012***NUR 2261L Nursing III Clinical (AS)***4 credits (12 clinical hours)**Prerequisites: HUN1201, NUR1141 (or NUR2140), NUR1213/1213L, NUR1214L; Corequisites: NUR2261, PSY2012, SYG2000***NUR 2297 Clinical Integration of Basic Electrocardiography for Nurses (ATC)***3 credits (3 lecture hours)**Prerequisite: Current RN license***NUR 2304 Critical Thinking in Nursing (AS)***3 credits (3 lecture hours)**Prerequisites: BSC2085/2085L, HSC1010 (or DEP2004)***NUR 2712C Nursing 4 Clinical (AS)***6 credits (3 lecture hours, 9 lab hours)**Prerequisites: NUR2261/2261L, PSY2012, SYG2000;
Corequisites: NUR2943L*

- NUR 2943L Clinical Preceptorship (AS)**
4 credits (12 lab hours)
Prerequisites: NUR2261/2261L, PSY2012, SYG2000;
Corequisite: NUR 2712C
- 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**
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 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 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
- 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 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 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)
- PMT 0108 Introduction to Welding (PSAV)**
120 clock hours

PMT 0109 Introduction to Welding II (PSAV)
120 clock hours

PMT 0126 Shielded Metal Arc Welding (PSAV)
120 clock hours

PMT 0127 Shielded Metal Arc Welding Advanced (PSAV)
120 clock hours

PMT 0143 Flux Cored Arc Welding (PSAV)
120 clock hours

PMT 0147 Gas Metal Arc Welding (PSAV)
120 clock hours

PMT 0150 Gas Tungsten Arc Welding (PSAV)
120 clock hours

PMT 0151 Gas Tungsten Arc Welding - Advanced (PSAV)
120 clock hours

PMT 0167 Pipe Welding (PSAV)
120 clock hours

PMT 0168 Pipe Welding Advanced (PSAV)
90 clock hours

PMT 0201 Shop Math, Blueprints and Measurements (PSAV)
120 clock hours

PMT 0202 Introduction To Machining (PSAV)
120 clock hours

PMT 0211 Manual Machining (PSAV)
120 clock hours

PMT 0228 Introduction to Non-Conventional Machining (PSAV)
120 clock hours

PMT 0229 Inspection Methods (PSAV)
120 clock hours

PMT 0230 Manual Machining - Advanced (PSAV)
120 clock hours

PMT 0251 Introduction to CNC Machining (PSAV)
120 clock hours

PMT 0258 CNC Milling Methods (PSAV)
120 clock hours

PMT 0259 CNC Lathe Methods (PSAV)
120 clock 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

PMT 0961 Machining Field Experience I (PSAV)
120 clock hours
Prerequisite: PMT0251

PMT 0962 Machining Field Experience 2 (PSAV)
120 clock hours
Prerequisite: PMT0228 or PMT0961

POS 1001 Introduction to Political Science (AA)
3 credits (3 lecture hours) (*)

POS 1041 Introduction to American Government (AA)
3 credits (3 lecture hours) (*)

POS 1041 Honors Introduction to American Government (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College (*)

POS 2112 American State and Local Government (AA)
3 credits (3 lecture hours)
Prerequisites: POS1001, POS1041 or permission of instructor (*)

PRN 0000 Fundamentals of Nursing (PSAV)
100 clock hours

PRN 0010 Comprehensive Nursing and Transitional Skills (PSAV)
106 clock hours

PRN 0021 Growth/Development and Nutrition (PSAV)
96 clock hours

PRN 0022 Body Structure and Function (PSAV)
69 clock hours

PRN 0030 Introduction to Drug Therapy (PSAV)
100 clock hours

PRN 0100 Maternal and Newborn Health (PSAV)
86 clock hours

PRN 0201 Medical-Surgical Nursing I (PSAV)
104 clock hours

PRN 0202 Medical-Surgical Nursing 2 (PSAV)
115 clock hours

PRN 0203 Medical-Surgical Nursing 3 (PSAV)
123 clock hours

PRN 0206 Medical-Surgical Nursing 4 Including Pediatrics (PSAV)
101 clock hours

PRN 0385 Introduction to Medical/Surgical Nursing I (PSAV)
78 clock hours
Prerequisites: HSC0003, PRN0000, PRN0021, PRN0022, and PRN0500

PRN 0386 Introduction to Medical/Surgical Nursing 2 (PSAV)
104 clock hours
Prerequisites: HSC0003, PRN0000, PRN0021, PRN0022, PRN0385, PRN0500

PRN 0500 Principles of Basic Nursing Skills (PSAV)
90 clock hours

PSC 1341 Physical Science for Today's World (AA)
3 credits (3 lecture hours) (*)

PSY 2012 General Psychology (AA)
3 credits (3 lecture 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

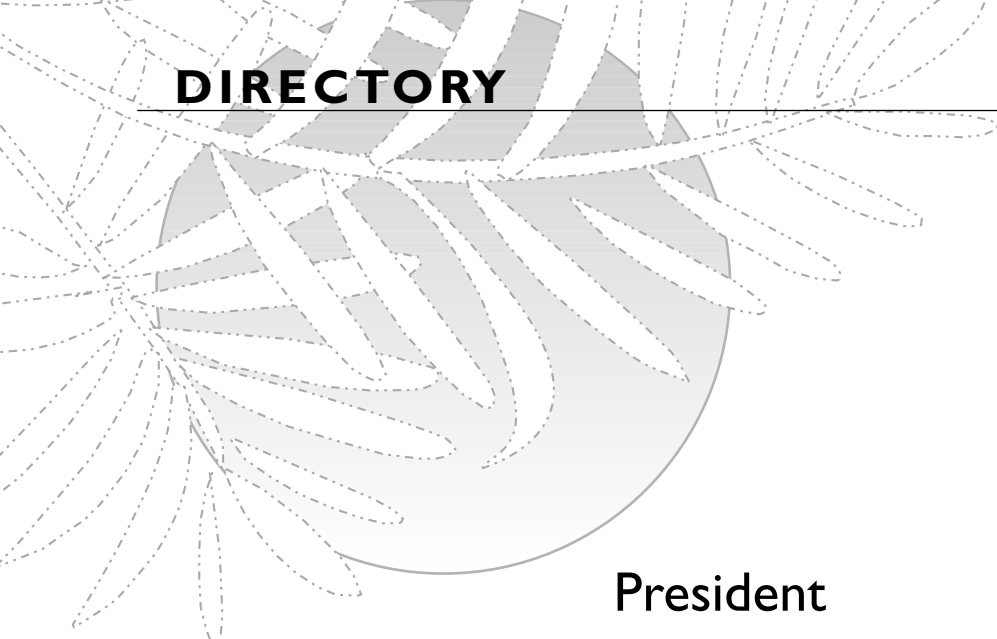
- PTA 0304 R Sheet Metal Cooperative IV (Summer)** (PSAV)
350 clock hours
- PTA 0305 R Sheet Metal Cooperative V (Third Year)** (PSAV)
475 clock hours
- PTA 0306 R Sheet Metal Cooperative VI (Summer)** (PSAV)
350 clock hours
- PTA 0307 R Sheet Metal Cooperative VII (Fourth Year)** (PSAV)
475 clock hours
- 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 2** (PSAV)
72 clock hours
- PTA 0393 Sheet Metal Apprenticeship 3** (PSAV)
72 clock hours
- PTA 0394 Sheet Metal Apprenticeship 4** (PSAV)
72 clock hours
- PTA 0395 Sheet Metal Apprenticeship 5** (PSAV)
72 clock hours
- PTA 0396 Sheet Metal Apprenticeship 6** (PSAV)
72 clock hours
- PTA 0397 Sheet Metal Apprenticeship 7** (PSAV)
72 clock hours
- PTA 0398 Sheet Metal Apprenticeship 8** (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: Must have a real estate license, completed a 45-Hour Post-Licensure Real Estate class and department permission
- 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: HSC 1000/1000L, BSC 1085/1085L;
Corequisites: RET 1272L, RET 1874L
- RET 1272L Fundamentals of Respiratory Care I Laboratory** (AS)
3 credits (6 lab hours)
Prerequisites: HSC 1000/1000L, BSC 1085/1085L;
Corequisites: RET 1272; RET 1874L
- RET 1273 Fundamentals of Respiratory Care II** (AS)
6 credits (6 lecture hours)
Prerequisites: RET 1272/1272L, RET 1874L;
Corequisites: RET 1273L, RET 1875L
- RET 1273L Fundamentals of Respiratory Care II Laboratory** (AS)
2 credits (4 lab hours)
Prerequisites: RET 1272/1272L, RET 1874L;
Corequisites: RET 1273, RET 1875L
- RET 1874L Clinical Internship I** (AS)
1 credit (8 lab hours)
Prerequisites: HSC 1000/1000L, BSC 1085/1085L;
Corequisites: RET1272, RET1272L
- RET 1875L Clinical Internship II** (AS)
3 credits (24 lab hours)
Prerequisites: RET1272/1272L, RET1874L;
Corequisites: RET 1273/1273L
- 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: RTE 2762
- 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 2613 Radiologic Physics (AS)**
3 credits (3 lecture hours)
Prerequisite: RTE1457
- RTE 2762 Cross Sectional Anatomy (AS)**
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 1100C Writing for Broadcast and Documentary Production (AS)**
3 credits (2 lecture hours, 2 lab hours)
- RTV 1201C Videography (AS)**
3 credits (2 lecture hours, 2 lab hours)
- RTV 2000C Television Studio Production (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: FIL1518C, RTV1201C
- RTV 2245C News Magazine Production (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite or Corequisite: FIL2361C
- RTV 2250C Feature Documentary Post-Production (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: RTV2335C
- RTV 2333C Documentary Production (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite or Corequisite: FIL2361C
- RTV 2335C Feature Documentary Production (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: RTV2333C
- RTV 2710 Freelance Producing for the Broadcast Industry (AS)**
3 credits (3 lecture hours)
Prerequisite: RTV2245C
- RTV 2940 Broadcast Internship I (AS)**
3 credits (24 lab hours)
Prerequisite: FIL2361C
- SBM 2000 Small Business Management (AS)**
3 credits (3 lecture 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: ENC 1101 or ENC 1121, SPC 1017
(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
- 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)
- SPC 1017 Fundamentals of Speech Communication (AA)**
3 credits (3 lecture hours) (*)
- SPC 1017 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)
- SPC 2300 Introduction to Interpersonal Communication (AA)**
3 credits (3 lecture hours)
- SPC 2511 Argumentation and Debate (AA)**
3 credits (3 lecture hours)
Prerequisite: SPC017 or permission of instructor
- SPC 2608 Public Speaking (AA)**
3 credits (3 lecture hours)
Prerequisite: SPC1017 or permission of instructor
- SPN 1120 Elementary Spanish I (AA)**
4 credits (4 lecture hours) (*)
- SPN 1120 Honors Elementary Spanish I (AA)**
4 credits (4 lecture hours)
Prerequisite: Admission to the Honors College ()*
- SPN 1121 Elementary Spanish II (AA)**
4 credits (4 lecture hours)
Prerequisite: SPN1120 or equivalent ()*

SPN 1121	Honors Elementary Spanish II (AA) 4 credits (4 lecture hours) Prerequisite: SPN1120 or equivalent and admission to the Honors College (*)	STS 0155L	Operating Room Technique (PSAV) 96 clock hours
SPN 2200	Intermediate Spanish I (AA) 3 credits (3 lecture hours) Prerequisite: SPN1121 or equivalent (*)	STS 0255L	Surgical Specialties I Clinical (PSAV) 184 clock hours Corequisite: STS0120
SPN 2201	Intermediate Spanish II (AA) 3 credits (3 lecture hours) Prerequisite: SPN1121 or permission of department chair (*)	STS 0256L	Surgical Specialties 2 Clinical (PSAV) 184 clock hours Corequisite: STS0121
SPN 2240	Intermediate Conversational Spanish I (AA) 3 credits (3 lecture hours) Prerequisite: SPN1121 or equivalent	STS 0805	Perioperative Anatomy and Medical Terminology (PSAV) 48 clock hours Corequisite: STS0805L
SPN 2241	Intermediate Conversational Spanish II (AA) 3 credits (3 lecture hours) Prerequisite: SPN1121 or equivalent	STS 0805L	Perioperative Anatomy Laboratory (PSAV) 48 clock hours Corequisite: STS0805
SPN 2340	Spanish for Native Speakers 3 credits (3 lecture hours) Prerequisite: Instructor's approval; Hispanic bilingual educated in the United States or near-native speaker who has lived in a Spanish-speaking country	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 MAT 1033 or adequate score on the placement exam and two years of high school algebra (*)	SWS 1102	Soils and Fertilizers (AS) 3 credits (3 lecture hours)
STA 2023	Honors Statistics (AA) 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAT 1033 and 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 1251	Cross-Cultural Communication (AA) 3 credits (3 lecture hours)
STS 0003L	Introduction to Clinical Practicum (PSAV) 48 clock hours Corequisite: STS0008	SYG 2000	Introduction to Sociology (AA) 3 credits (3 lecture hours) (*)
STS 0005C	Principles of Asepsis (PSAV) 96 clock hours Corequisite: STS0150C	SYG 2000	Honors Introduction to Sociology (AA) 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)
STS 0008	Pharmacology for the Surgical Technologist (PSAV) 48 clock hours Corequisite: STS0003L	SYG 2010	American Social Problems (AA) 3 credits (3 lecture hours) (*)
STS 0120	Surgical Specialties I (PSAV) 32 clock hours Corequisite: STS0255L	SYG 2361	Death and Dying (AA) 3 credits (3 lecture hours)
STS 0121	Surgical Specialties 2 (PSAV) 32 clock hours Corequisite: STS0256L	SYG 2430	Marriage and Family (AA) 3 credits (3 lecture hours)
STS 0150C	Surgical Technology Procedures (PSAV) 96 clock hours Corequisite: STS0005C	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	Theater 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)
- VEC 1201 Vegetable Growing and Edible Landscaping (AS)**
3 credits (3 lecture hours)
- VPI 0100 Vocational Preparatory Reading**
20 clock hours
- VPI 0200 Vocational Preparatory Mathematics**
30 clock Hours
- VPI 0300 Vocational Preparatory Language**
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)
- WOH 1280 Survey of Jewish Civilization (AA)**
3 credits (3 lecture hours)
- ZOO 2303 Vertebrate Zoology (AA)**
3 credits (3 lecture hours)
Prerequisites: BSC1011 and BSC1011L; Corequisite: ZOO2303L
- ZOO 2303L Vertebrate Zoology Laboratory (AA)**
1 credit (3 lab hours)
Prerequisites: BSC1011 and BSC1011L; Corequisite: ZOO2303



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Braga, Patty

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Brecker, Edward

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B.S., Southern Connecticut State
University
Assistant Professor, Mathematics

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

Cardinal, Julie B.

B.S., Florida Atlantic University
Instructor, Criminal Justice

Ceravolo, Joseph J.

M.Ed., University of Pittsburgh
Associate Professor, Chemistry

Chan, Kenny

M.S., Florida Atlantic University
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Chauvin, Marg

M.S.C.S., University of Santa Clara
Associate Professor, Computer Science

Childers, David

M.A., Central Michigan University
Associate Professor, Speech
Communications

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
Institute of Geophysical Prospecting
Methods
Associate Professor, Mathematics

Crane, Lori

M.A., Ball State University
Associate Professor, Speech
Communications

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

Danso, Emmanuel A.

M.A., University of Miami
Associate Professor, Accounting

Davis, Nancy

M.S., University of Florida
Associate Professor, Mathematics

Delp, Terry L.

B.A., Albright College
Instructor, Cosmetology

Demarco, Shernett

M.S.N., Mercy College
Associate Professor, Nursing

Dennis, Michael H.

A.S., Benjamin Franklin Institute of
Boston
Instructor, Automotive Service
Technology

DePaolo, Joseph

Ed.D., Nova Southeastern University
Professor III, Education

Diaz, Gisela M.

M.S., Florida State University
Associate Professor, Psychology

Difederico-Yates, Adina

M.S.N., South University
Associate Professor, Nursing

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

Duncombe, Tcherina

M.S., Florida Atlantic University
Professor I, Biology

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

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

Frietary, Debra F.

A.S.S., Orange County Community
College
Instructor, Practical Nursing

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

Geppert, Andrew J.

B.S., University of North Carolina
Instructor, Machining Technology

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

Gossman, David C.

D.B.A., Nova Southeastern University
Professor I, Business

Graham, William G.

B.A., University of Florida
Associate Professor, Business

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.

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Associate Professor, Student Success

Harn, H. Marty

B.S., Nova Southeastern University
Instructor, Criminal Justice

Hartman, Wendy

M.S., Florida Atlantic University
Associate Professor, Biology

Harwood, Stephanie S.

M.B.A., University of Central Florida
Assistant Professor, Respiratory Care

Hawkins, Bradley J.

M.B.A., Nova Southeastern University
Counselor/Associate Professor,
Student Services

Heath, Laura

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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

Holt, A. Roland

M.S., Georgia Institute of Technology
Associate Professor, Industrial
Engineering/Management

Hoosac, Kirk J.

Instructor, Heating, Ventilation, Air
Conditioning & Refrigeration

Horvath, Elizabeth I.

Ph.D., Florida Atlantic University
Professor II, Computer Science

Horwitz, James J.

M.S., Northern Illinois University
Professor II, Biology

Hyland, David A.

M.F.A., Ohio State University
Associate Professor, Theatre and Film

Jahn, George A.

M.A., University of Miami
Associate Professor, Mathematics

Johnson, Bradley

M.F.A., University of Miami
Associate Professor, English

Johnson, Charles W.

Certificate of General Automotive
Mechanics, N.E. Bergen Tech.
Instructor, Diesel Technology

Joinson, Tracy

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Jones, Robert D.

M.A., University of Connecticut
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Jordan, Lillian 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

Kirby, Traci

B.S.N., Auburn University at Montgomery
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Klass, Traci

Ph.D., University of Florida
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Professor III, English

Kovac, Barbara

M.A., State University of New York
Associate Professor, Nursing

Krieger, Peter J.

Ed.D., Florida Atlantic University
Professor III, Chemistry

Krull, Robert H.

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Resource Center

Ladika-Cipolla, Heidi

M.P.S., Lynn University
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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
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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

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

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Madson, Richard R.

M.S., Brigham Young University
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Manesh, Madjid (Mike)

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Library Learning Resource Center

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Marshall, Richard A.

M.A., University of Kansas
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Martin, Sharon

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Martin, Tommy

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McDermott, Rachel M.

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McDonald, Nancy

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McKenna, Robert E.

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Instructor, Trade & Industry (Welding)

McLaughlin, Idell W.

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Middleton, Sallie

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Professor III, Physical Science

Montalvo, Gladys

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Professor III, Reading

Montonen, Jane

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Moon, William J.

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Mossadeghi, Sepandar (Frank)

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Munro, Sophia I.

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Resource Center

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Rolison, Roger W., Jr.

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Professor III, Drama

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M.F.A., Yale University
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Scheurer, Vicki F.

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Schoenfeldt, Alyse L.

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Professor III, Foreign Language

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Sellars, Trineshia

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University
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Simmons, Vanger A.

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Siniscalchi, Timothy

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Smalls, Raishell

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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

Steff, Julia A.

A.A., Palm Beach Community College
Instructor, Medical Transcription

Stephens, Sherry

M.F.A., Pratt Institute
Associate Professor, Art

Stonecipher, Melissa

M.A., City University of New York
Associate Professor, English

Stuart-Tuggle, Gracelyn V.

M.Tax., M.Acc., Florida Atlantic University
Professor I, Accounting

Sudol, Clemens A.

A.A.S., Ocean County College
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Sullivan, Clark

M.S., Nova Southeastern University
Associate Professor, Mathematics

Sundquist, Jeffrey J.

M.S., University of Wisconsin
Associate Professor, Physical Science

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M.S., Michigan State University
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Thomasson, Gary D.

M.S., University of Tennessee
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M.S., University of Georgia
Associate Professor, Economics

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Student Services

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at New Paltz
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Trupin, Andrew S.

Ph.D., University of Colorado
Professor III, Physics

Trezise, 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

Venereo, Jesus

Doctor of Medicine, The Higher Institute
of Medical Sciences of Havana
Instructor, Medical Office (Medical
Assistant)

Vitrano, Mary

M.B.A., Adelphi University
Associate Professor, Computer Science

Webber, Allen L.

M.M., Miami University
Professor II, Music

Weiss, Kerry

Instructor, Firefighter

Weissman, Nancy

M.Ed., Florida Atlantic University
Professor I, Respiratory Therapy

Wolesensky, Bobette

M.A., University of Nebraska-Lincoln
Associate Professor, Speech

Williams, Sandra K.

M.S., Illinois State University
Professor II, Art

Yale, Mindy

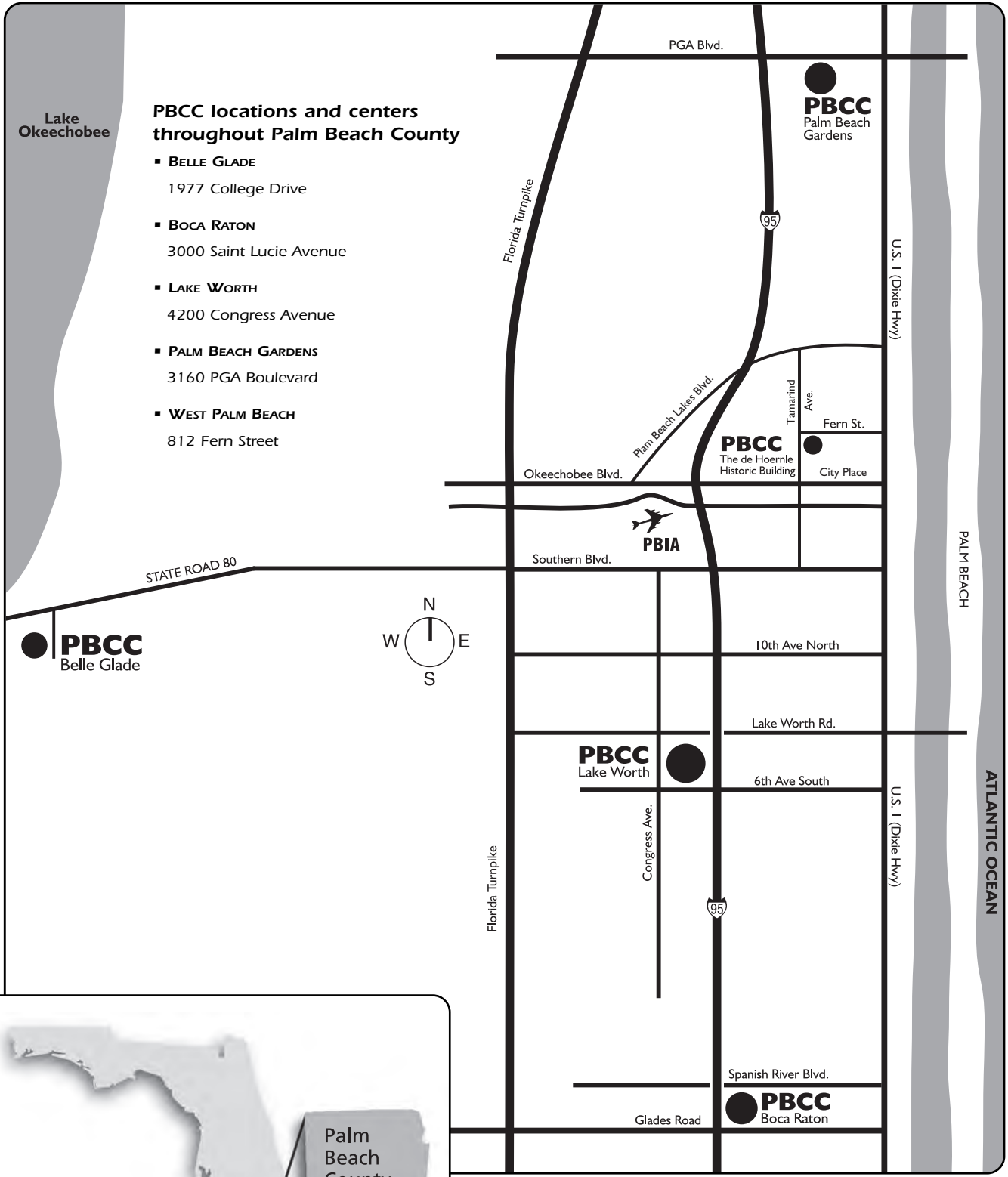
Certificate of Massage Therapy, Boca
Raton Institute
Instructor, Massage Therapy

Zazzi, Henry R.

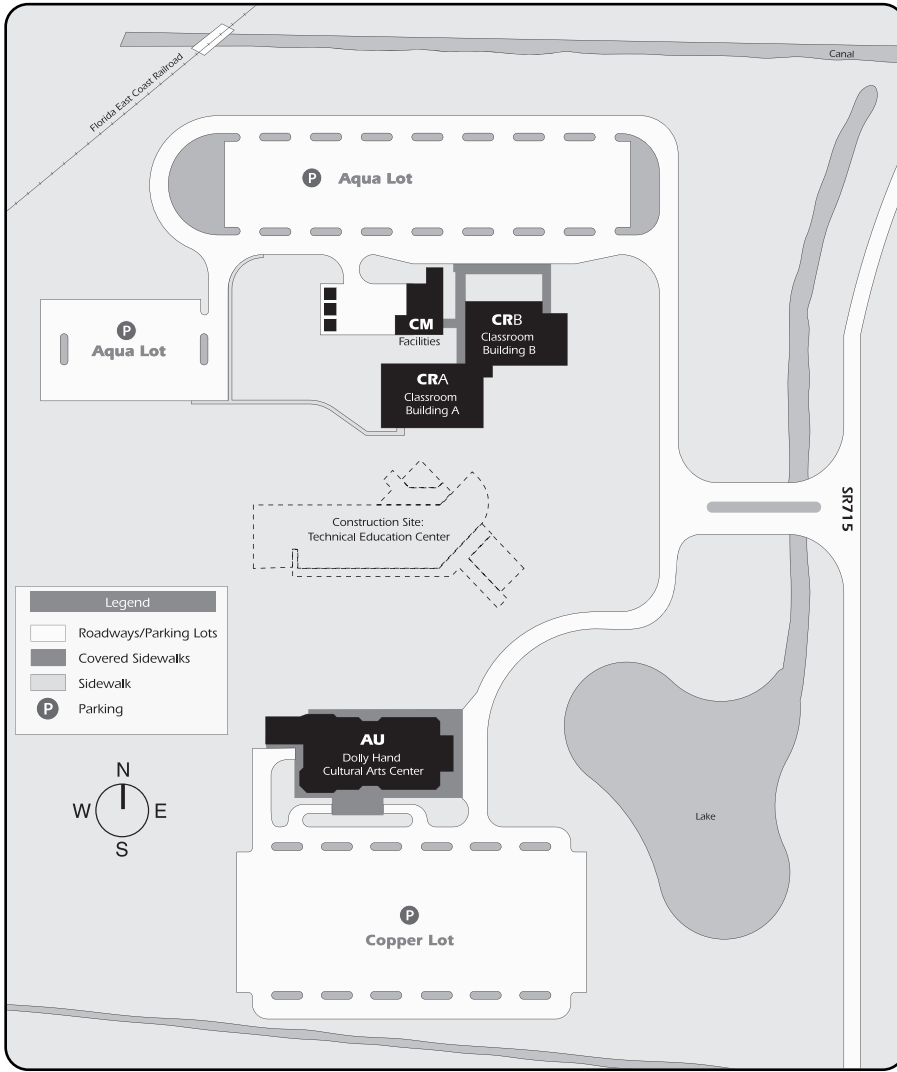
M.A., St. Mary's University
M.S.W., Worden School of Social Work
Counselor/Professor I, Student Services

Emeritus Faculty

John Adams	Walter A. Franklin	Philip Millard	William Van Wyhe
Hugh Albee	Philip Gans	Patricia Miller-Shaivitz	Donald Voils
Knud Alber	Allan Gerson	Stafford Mooney	Idella Wade
Elizabeth Allred	Banna I. Ghioto	Betty Morgan	Rochelle Warm
Martha Ambrosio	Charles Graham	Joanne Nikides	Margaret Weatherly
Patrick Archer	Paul Graham	Joseph O'Brien	Carol Wershoven
Easter Arora	Walker Graham	Daniel O'Connell	Ivor L. Wetherby
Don Asher	I. James Gross	John O'Neil	William Wilson
Kathleen Asher	Reuben Hale	F. Herbert Perez	Ruth Wing
Robert Barry	Alma Harrell	Henry Petraki	Dorothy Witherspoon
Louise Barton	Maurice Hartman	Noreen Poole	James Wood III
James Baugher	Yvonne Haynes	Gloria Poorvin	Mary Woods
Floyd Becherer	Paul Hitchcock	Mavilene Prentice	Richard Yinger
Barbara Benken	Joan Holloway	Joann Pride	Joan C. Young
Robert Bergen	James Houser	Seymour Pryweller	
Carol Bloodworth	Earl Huber	Jennings Rader	
Carole Blum	Helen Hull	Arthur Ramos	
Robert Book	Winifred Huneke	Margaret B. Richardson	
William Boorman	John E. Jenkins	Trinette Robinson	
Mary Bosworth	Hugh Alan Johnston	Letha Royce	
Virginia C. Brooks	Joan E. Jones	Marcia Saile	
Paul Butler	Joanne Kelly	Mildred M. Schild	
Tom Butler	Diana Kilpatrick	John Schmiederer	
Judy Campbell	Gwen Koza	Arthur Schneider	
M. Helene Colbert	Byron Krumm	Oscar Shackelford	
Sandra Collins	Phyllis Leapman	Adele Shapiro	
Joanne Connolly	Faye Ledbetter	Bob Shaw	
John Connolly	Frank Littler	Sandra Shaw	
Donald Cook	Rosemarie Lowrey	Patrick Slatery	
Helen Darcey	Nancy MacPherson	Richard Smith	
Lucile Dickinson	Carolyn L. Martin	Sue C. Smith	
Robert Donnelly	Barbara Matthews	Frankie Sprague	
Ruth Dooley	Eleanor L. Mayock	Ann Steckler	
Kathleen Drawdy	Charles McCreight	Thomas H. Steffen	
Alice Duxbury	James McCue	Jewell Sterling	
Godwin I. Ezeilo	Joseph McElhaney	Mildred Suttle	
Gwendolyn Ferguson	Harris McGirt	Geraldine Sutton	
Jesse Ferguson	Frank J. McLaughlin	Raymond Sweet	
Jeffrey Fisher	Sylvia Meeker	James Tanner	
James Flatley	Evelyn Merkle	Charles Toohey	
Ethel Fowler	Sunny Meyer	Marjorie Toomath	
Roy Fox	Michael Miles	Lawrence Tuttle	



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
- Student Lounge / Café

CM - Facilities

AU - Dolly Hand Cultural Arts Center

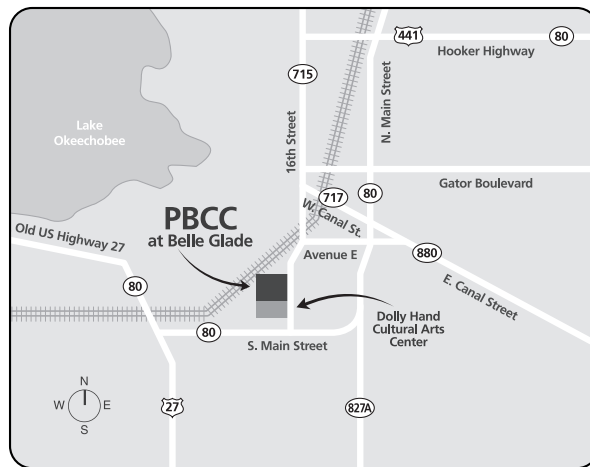
DIRECTIONS

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

- Information Technology
- Early Childhood Education

4th Floor

- Dean of Academic Affairs
- Corporate & Continuing Education
- Provost's Office

BK - Bookstore

- Instructional Support Center
- Security

BT - BocaTech

- Career Center
- Child Care Program
- Computer Lab
- Massage Therapy
- Student Learning Center / Lab
- Testing Center
- Wellness Center

CA - Classroom Building A

- Classrooms

CB - Classroom Building B

1st Floor

- Ceramics Classroom
- Photography Lab
- Science Labs

2nd Floor

- Classrooms
- Faculty Workroom

CM - Central Mechanical

FS - Facilities South

- Facilities Offices / Central Receiving

HT - Humanities & Technology

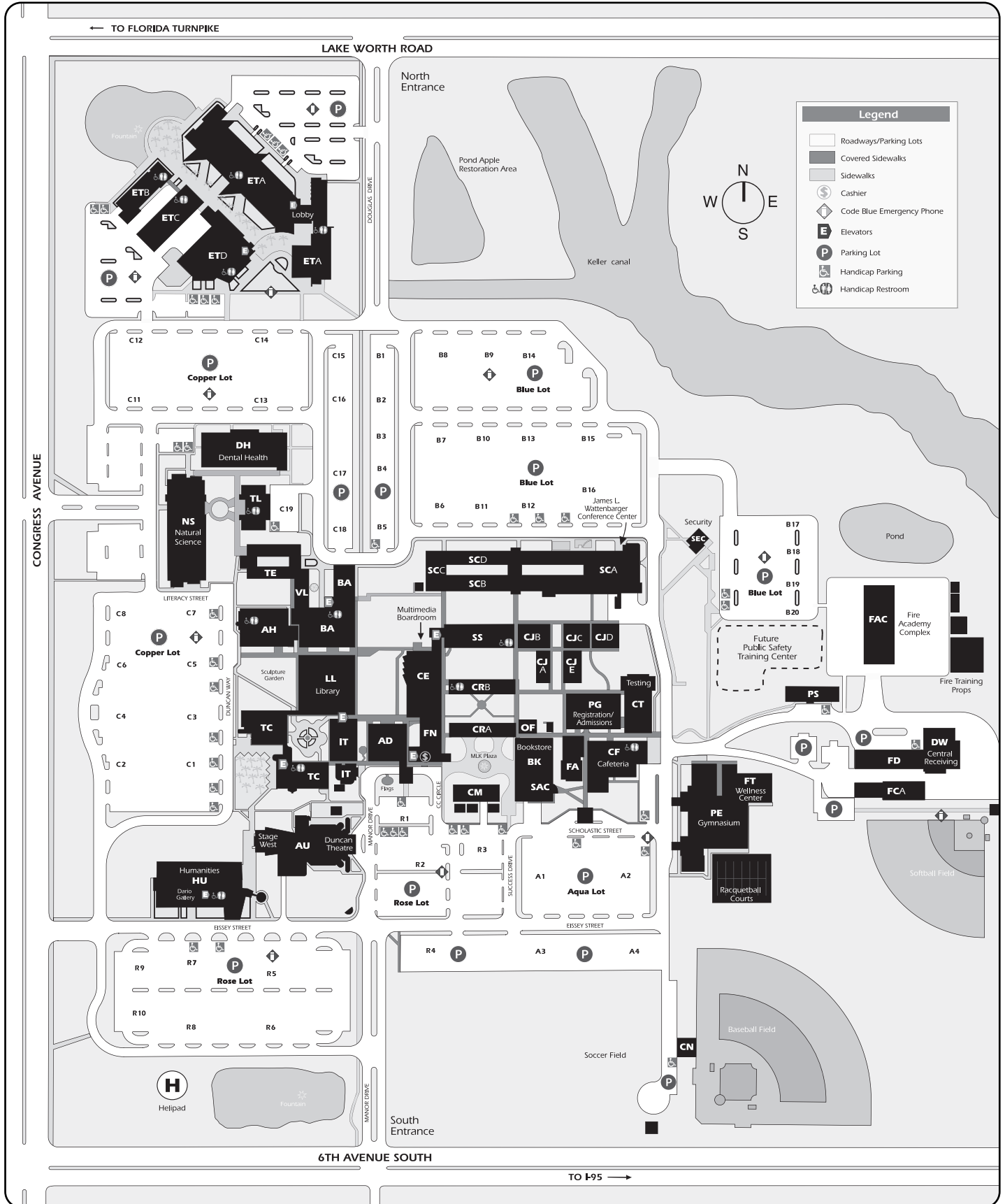
- COUNTESS DE HOERNLE HUMANITIES & TECHNOLOGY BLDG.
- Architecture and Art Studios
- English
- Lecture Hall
- Media Technology & Instructional Services (MTIS)
- Videoconference Studio

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.



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

CE - Continuing Education

PAUL W. GRAHAM BLDG.
 College Information Center
 Crossroads
 Dean of Academic Affairs
 Dean, Baccalaureate Studies
 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)
 Health (Corporate & Continuing
 Education)
 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 bays

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

EUSABETH 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

PS - Purchasing Dept/Print Shop

SAC - Student Activities Center

Student Organizations

SCA - Science A

Fire Academy
 Upward Bound Office

SCB - D (temporary placement)

College Relations & Marketing
 Human Resources

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
 Emergency Management
 EMS/Fire (Corporate & Continuing
 Education)
 Graphic Design Lab
 Honors College
 Institutional Research
 & Effectiveness
 Student Learning Center:
 EAP/English/Reading Labs

TE - Technical Education

TL - Technical Laboratory

VL - Vocational Lab

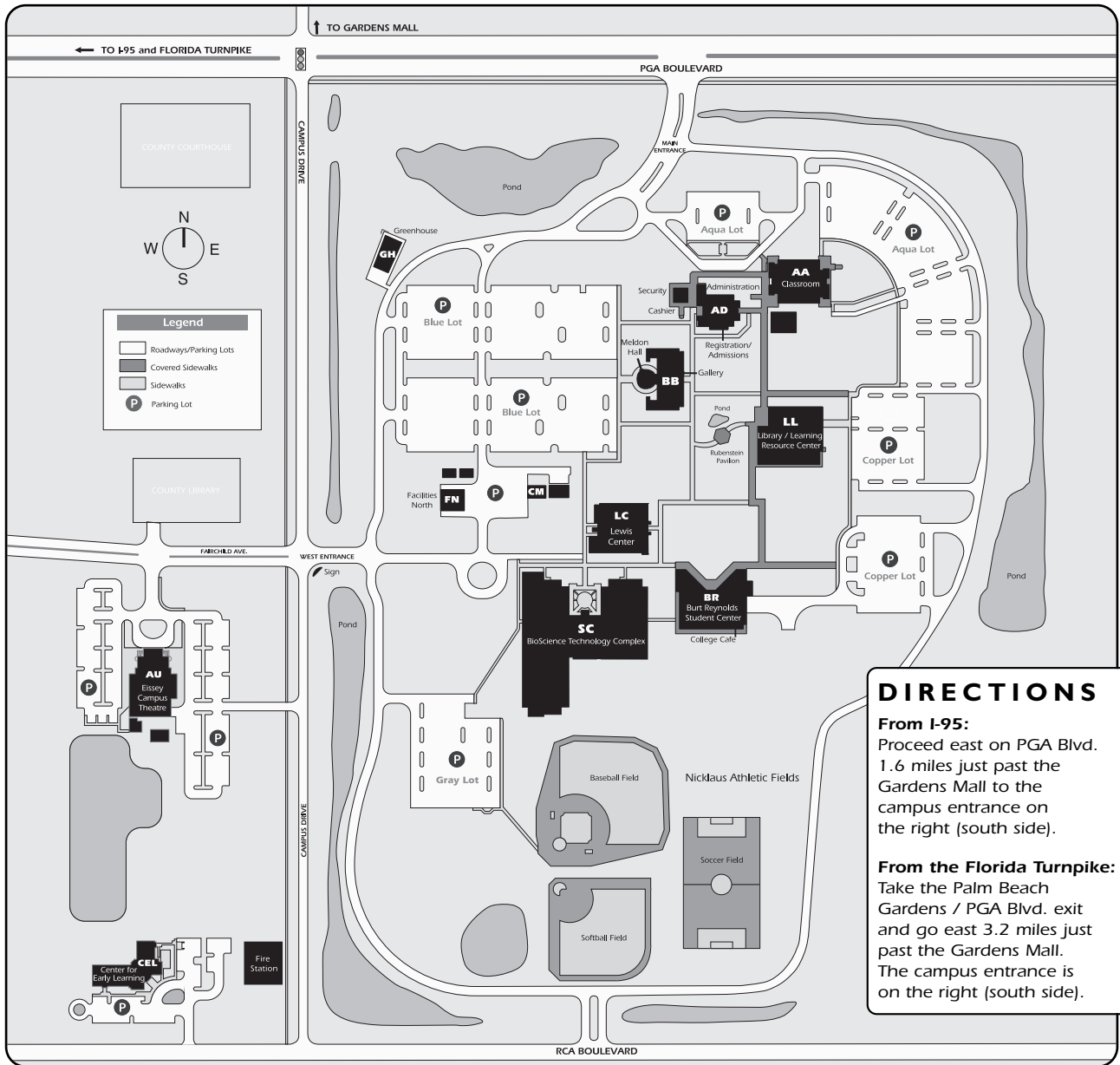
Patient Care Assistant

Please note:
 Due to ongoing construction
 and renovation, some modules,
 building descriptions or locations
 may have changed.

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 approxi-
 mately 5 miles to Congress Ave. Go through the light,
 and turn right (south) into the campus.



DIRECTIONS

From I-95:
Proceed east on PGA Blvd. 1.6 miles just past the Gardens Mall to the campus entrance on the right (south side).

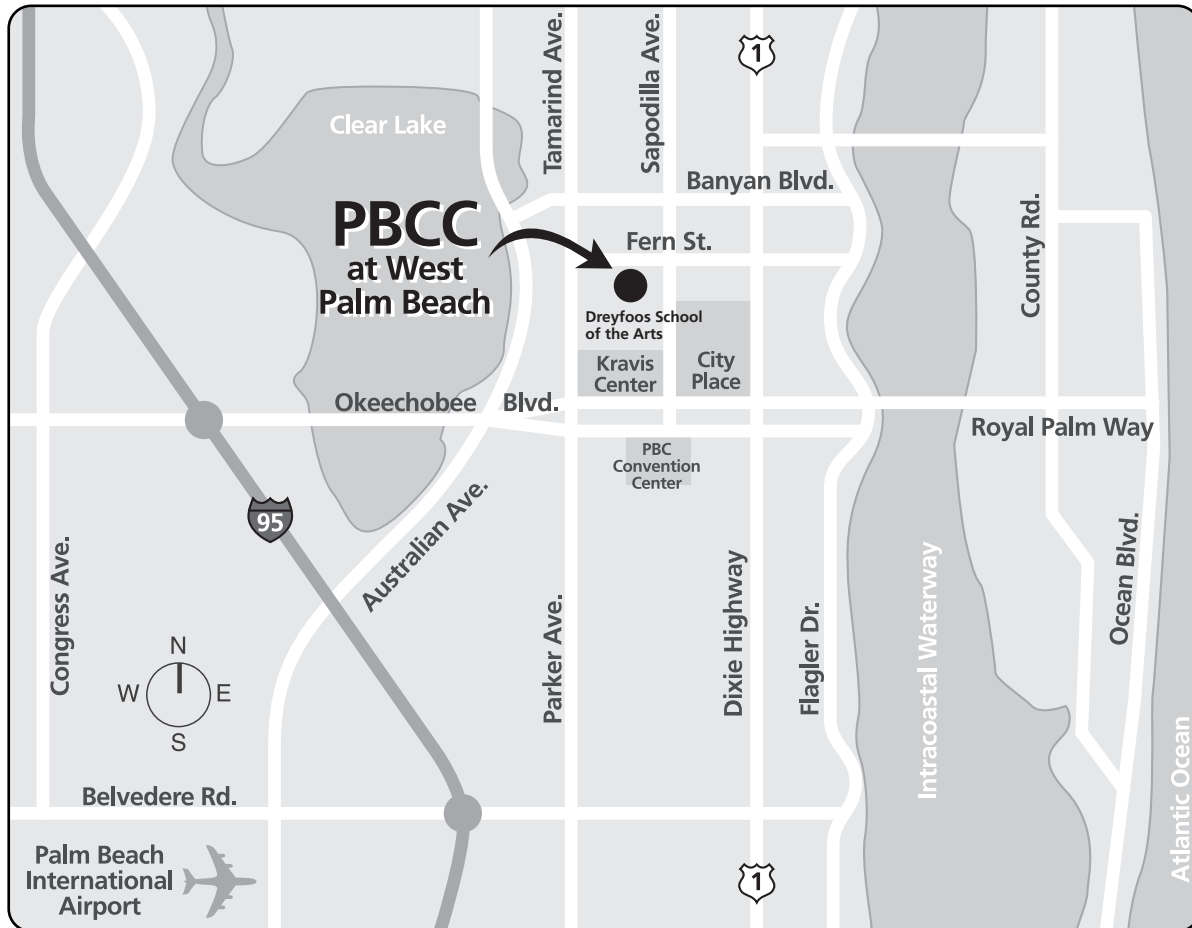
From the Florida Turnpike:
Take the Palm Beach Gardens / PGA Blvd. exit and go east 3.2 miles just past the Gardens Mall. The campus entrance is on the right (south side).

- **AA - Classroom Building**
Classrooms
Instructional Support Center
- **AD - Administration**
1st Floor:
Admissions / Registration
Cashier
Dean of Student Services
Financial Aid
Security
Student Services

2nd Floor:
Provost
Academic Dean
Corporate and Continuing Education (CCE)
- **AU - Eissey Campus Theatre**

- **BB - Classroom Building**
Art Gallery
Art Lab
Associate Dean
Meldon Lecture Hall
SLC - Math Lab
SLC - Student Learning Ctr.
English/Reading Lab
- **BR - Burt Reynolds Student Center**
Advisement
Bookstore
Cafeteria
Career Center
Disabilities Services
Student Activities
Test Center
- **CEL - Center for Early Learning**
- **FN - Facilities North**
Central Receiving

- **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
Electrical Power Technology
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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Athletics	www.pbcc.edu/Athletics.xml
Blackboard	www.pbcc.edu/Blackboard.xml
Bookstore	www.pbcc.edu/Bookstore.xml
Campus Locations	www.pbcc.edu/Locations.xml
Career Center	www.pbcc.edu/Career.xml
Cashiers Office	www.pbcc.edu/Cashiers.xml
Catalog	www.pbcc.edu/Catalog.xml
Contact Us	www.pbcc.edu/ContactUs.xml
Continuing Education	www.pbcc.edu/CCE.xml
Counseling Center	www.pbcc.edu/CounselingCenter.xml
Course Descriptions	www.pbcc.edu/CourseDescriptions.xml
Creole Webpages	www.pbcc.edu/CreolePBCC.xml
Disability Services	www.pbcc.edu/Disabilities.xml
Distance Learning	www.pbcc.edu/DL.xml
Dual Enrollment	www.pbcc.edu/DualEnroll.xml
Email Information	www.pbcc.edu/EmailHelp.xml
Emergency Alert Sign-up	www.pbcc.edu/Alert.xml
Events Calendar	www.pbcc.edu/PBCCevents.xml
FACTS	www.facts.org
Financial Aid	www.pbcc.edu/FinancialAid.xml
Graduation	www.pbcc.edu/Graduation.xml
Global Education Center	www.pbcc.edu/GlobalEducation.xml
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Hours - Student Services	www.pbcc.edu/StudentServices.xml
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Links for Current/ Returning Students	www.pbcc.edu/Current.xml
Links for Prospective Students	www.pbcc.edu/ProspectiveStudent.xml
Outreach and Recruitment	www.pbcc.edu/Outreach.xml
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People Finder	www.pbcc.edu/PeopleFinder.xml
Program Areas	www.pbcc.edu/AreasofStudy.xml
Registration	www.pbcc.edu/RegistrationTips.xml
Residency	www.pbcc.edu/documents/admissions/FloridaInStateInfo.pdf
Safety	www.pbcc.edu/Safety.xml
Scholarships	www.pbcc.edu/FoundationScholarships.xml
Security	www.pbcc.edu/CollegeSecurity.xml
Spanish Webpages	www.pbcc.edu/SpanishPBCC.xml
Student Activities	www.pbcc.edu/StudentActivities.xml
Student Learning Centers	www.pbcc.edu/SLC.xml
Student Success	www.pbcc.edu/StudentSuccess.xml
Student Updates	www.pbcc.edu/StudentUpdates.xml
Testing Center	www.pbcc.edu/Testing.xml
Transcripts, Records, Grades	www.pbcc.edu/Transcripts.xml
Transfer Agreements	www.pbcc.edu/Transfer.xml
Tuition and Fees	www.pbcc.edu/TuitionFees.xml
Veteran Affairs	www.pbcc.edu/Veterans.xml
Wireless Locations (PAW)	www.pbcc.edu/PAW.xml

need to know



College
Information Center

561.967.PBCC
7 2 2 2

PALM BEACH
COMMUNITY COLLEGE

2009-2010 CATALOG



BELLE GLADE

1977 College Drive

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3000 St. Lucie Avenue

LAKE WORTH

4200 Congress Avenue

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Palm Beach Community College

ADDENDA TO CATALOG 2009-10

PALM BEACH COMMUNITY COLLEGE

=====

ADDENDUM JULY 1, 2009 [pg. 33]

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

The College Level Academic Skills Test (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. The test is required by Florida statutes and the State Board of Education.

The CLAST is offered in the following formats:

1. The paper and pencil version is offered three times per year. This version contains all four sections: essay, English language skills, reading, and computation. It is administered at the Lake Worth and Belle Glade locations only. For more information, please visit www.pbcc.edu/CLAST.xml.
2. The CAT CLAST is a computerized version of the CLAST test that is given only at the Lake Worth campus Testing Center. The CAT CLAST version contains only three sections: English language skills, reading, and computation. The essay section is not offered in this format. For more information, please visit www.pbcc.edu/CLASTCAT.xml.

Exemptions

Based on established academic achievements after Jan. 1, 1996, students may be exempt from taking the CLAST. Students should consult an academic advisor regarding exemption status. A complete list of CLAST exemptions can be found at www.pbcc.edu/CLASTexemptions.xml.

- Students who have earned a cumulative grade point average (GPA) of 2.5 in ENC 1101 and ENC 1102 or equivalent shall be exempt from the Essay, English Language Skills, and Reading sections of the CLAST.
- Students who have earned a cumulative grade point average (GPA) of 2.5 in two 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 Computation section of the CLAST.
- A score of 21 or higher in the English section of the ACT-E earns an exemption in the Essay and English 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 Computation section of the CLAST.
- Candidates should check with an advisor concerning any possible exemptions related to Advanced Placement and International Baccalaureate courses taken in high school.

Eligibility

Students seeking Associate in Arts or baccalaureate degrees are eligible to register for the CLAST or CATCLAST 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 Gordon Rule English composition (6 credit hours) and

3. Completion of the A.A. General Education requirements in Gordon Rule mathematics (6 credit hours).

Note: Transient students must apply to take the CLAST or CATCLAST at their home institution.

Application Process

Students should first consult with their academic advisor before submitting an application to take the CLAST or CAT-CLAST. Students wanting to sit for the CLAST paper and pencil administration must apply to take the test by the registration deadline. Late applications will not be processed. Applicants who miss the deadline will need to reapply to take the next pencil and paper administration. For more information about the CLAST or CAT-CLAST application process, please visit the following page www.pbcc.edu/CLASTapply.xml.

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 or visit www.pbcc.edu/CLASTprep.xml.

Waivers

Students may apply for a waiver of one or more sections of the CLAST based on one of the following two criteria:

1. **Specific Learning Disabilities:** Any student who has a documented specific learning disability such that the student cannot demonstrate successful completion of one or more subtests of the CLAST and is achieving at the college level in every area except that of the disability, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may apply for a waiver of one or more subtests of the CLAST. Contact the campus Disability Support Services coordinator as early as possible in your college program for further information.
2. **Repeated Failures:** Any student who has taken any of the four subtests of the CLAST at least four times and has not earned a passing score on the subtest but has otherwise earned a minimum grade point average of 2.0 in all college courses in that same subject area and has met the requirements defined in State Rule for that area may apply for a waiver of that subtest.

Request for Waiver

All students who request a waiver of one or more subtests must make the request in writing to the vice president of academic affairs of Palm Beach Community College. All requests must document that the student has met the eligibility criteria specified above.

Appeal Process

Students whose requests for waiver have been denied may appeal directly to the president in writing. The president shall forward the appeal to the chair of the Board of Trustees of Palm Beach Community College who may name a panel of five members of the College faculty and administrative staff to review the appeal. That panel will submit its findings and recommendations to the Board of Trustees. Final action of the appeal shall rest with the Board.

For additional information on the waiver process, please visit www.pbcc.edu/CLASTappeal.xml.

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

The 2009 Florida Legislature eliminated the administration of the CLAST test. However, the requirement for an AA or Baccalaureate student to show proficiency in College Level Academic Skills (CLAS) to graduate remains.

After July 1, 2009, in order to be granted an Associate in Arts or baccalaureate degree, a student must meet certain criteria to satisfy the skills areas of Mathematics, Essay, English, Language Skills and Reading.

1. Achieve a score as follows on the FCELPT (CPT), ACT or SAT:

EXEMPTIONS SUMMARY TABLE

TEST	Mathematics	Essay	English/ Language Skills	Reading
FCELPT (CPT)	91	105	105	93
SAT1	500	500	500	500
ACT-E	21	21	21	22

2. Grades in Specific Courses

- Students who have earned a cumulative grade point average (GPA) of 2.5 in ENC 1101 and ENC 1102, ENC 1141 or courses with the prefixes CRW, AML, ENL and LIT shall be exempt from the Reading, English Language Skills, and Essay requirements.
- 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 Mathematics requirement.

These degree requirements are for A.A. and BAS degree candidates only. A.S. and A.A.S. students are not required to meet these requirements unless they are planning to transfer to a university and the university requires meeting these standards.

3. Applying for a Waiver of CLAS requirements

In accordance with Florida Administrative Code (6A-10.0311), students receiving an Associate in Arts or Bachelor degree must show attainment of college-level academic skills. For students unable to show attainment through course grades or through an attempt(s) at the College Level Academic Skills Test prior to July 1, 2009, or test scores as listed in the exemptions summary table, the student may apply for a waiver.

In order for the request to be considered for a waiver, the student must:

- A. Not be eligible for a waiver through course grades
- B. Have scores lower on the test than the scores noted above.
- C. Have a complete set of scores on one of the tests listed above to assess each CLAS area.
- D. Met all other requirements for the Associate in Arts or Bachelor of Applied Science degree

Please see the web page at <http://www.pbcc.edu/CLAS-waiver.xml> for the form and process for applying for a CLAS waiver.

4. Waiver of the Degree Requirements for Specific Learning Disabilities

Please see the website at <http://www.pbcc.edu/disabilities.xml> for information on applying for a waiver of the skill area requirements due to specific learning disabilities.

For future reference, this information is also available at www.pbcc.edu/CLASDegree.xml

End of Addendum

ADDENDUM DECEMBER 9, 2009 [pg. 14]

~~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 CITIZEN FEE WAIVER

After completing an Application for Admission, senior citizens 60 years of age or older may register each fall, spring, or summer term, for up to two courses per term (maximum 8 credits) and receive a 75 percent discount on the cost of tuition and fees (senior citizens pay the remaining 25 percent). Senior citizens will also be expected to pay the one-time, non-refundable \$20.00 application fee. Registration of classes is limited to "space availability and must occur only on the designated day for senior citizen registration. Go to www.pbcc.edu/AcademicCalendar.xml and click on the appropriate term registration calendar for registration dates.

Senior citizens must enroll in courses as Audit students and the courses must be full-term credit courses. No academic credit shall be awarded in classes for which the fees are waived. Courses that are part of Limited Access programs or the Baccalaureate level (3000/4000) courses are not eligible for the senior citizens fee waiver. Any specified prerequisites and/or corequisites of courses must be satisfied.

Copies of the forms to be completed for audit and the senior citizen waiver may be obtained from any campus Admissions Office at the time of registration.

End of Addendum

ADDENDUM JANUARY 28, 2010

Accreditation [pg. 4]

~~Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Applied Science, Associate in Arts, Associate in Science and Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Palm Beach Community College.~~

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

End of Addendum

ADDENDUM MARCH 2, 2010

Accreditation [pg. 4]

Palm Beach State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Palm Beach State College. The Commission should be contacted only if there is evidence that appears to support an institution's non-compliance with an accreditation requirement or standard.

End of Addendum